

	A	B	C	D	E	F	G	H	I	J
1	Dates, Deadlines & Contacts									
2	INTEGRATION JOINT BOARD BUSINESS PLANNER - The Business Planner details the reports which have been instructed by the Board as well as reports which the Functions expect to be submitting for the calendar year.									
3	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/Status	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
4	2025/26 Meetings									
5	30 September 2025									
6	24 June 2025	The Nook - Presentation by SAMH	Presentation (replacing the usual video): Alex Cumming - Executive Director of Operations and Billy Watson - Chief Executive Officer, SAMH will present draft plans ahead of the formal announcement for the Nook coming to Aberdeen in 2026. This will be approx.15-20 mins.		Alex Cumming - Executive Director, SAMH					
7	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP.25.069	Graham Lawther	Fiona Mitchelhill	ACHSCP			
8	22 August 2025	Appointment of RAPC and CCG Chairs	To seek agreement to appoint new Chairpersons to the Risk, Audit and Performance and Clinical and Care Governance Committees.	HSCP.25.073	Emma Robertson	Fiona Mitchelhill	ACHSCP			
9	19 November 2024	Financial Position Update	Quarterly reporting.	HSCP.25.070	Bernadette Bularan	Fiona Mitchelhill		ACHSCP		
10	04 November 2024	Audited Final Accounts 2024/25 including the External Auditor's Annual Audit Report	To consider and approve the audited final accounts for 2024/25.	HSCP.25.071	Bernadette Bularan/ Anne MacDonald	CFO/ Audit Scotland	Audit Scotland			
11	14 August 2025	Unscheduled Care Bid	To present the detail of the ACHSCP part of the 2025 NHS Grampian Unscheduled Care plan and associated bid to the Scottish Government in April 2025 to help improve unscheduled care performance and patient outcomes.	HSCP.25.074	Julie Warrender	Fiona Mitchelhill	ACHSCP			
12	24 September 2024	Digital Innovation Programme: Technology Enabled Care	To provide an update on activity to the Digital Innovation Programme and Technology Enabled Care Programme (TEC) since the last report was presented to the Board in September 2024.	HSCP.25.057	James Maitland	Claire Wilson	ACHSCP			
13	29.11.22	Climate Change Project and Reporting	To seek approval for the submission of the climate change report to the Scottish Government. Report HSCP.24.080 presented on 19 November 2024.		Calum Leask/ Sophie Beier	Phil Mackie	ACHSCP		R	Request to remove and issue this as a Service Update as no decision is required by the IJB (noting report). It is due to be submitted to the Scottish Government by 30 November 2025, so the Update will be issued in line with this timing.
14	Standing Item	ACHSCP Annual Performance Report	To seek approval to publish the ACHSCP Annual Report for 2024/25 and to instruct the Chief Officer to present this to ACC and NHSG (last presented 24/09/24).		Michelle Grant	Alison MacLeod	ACHSCP		R	Request to remove and issue this as a Service Update as no decision required by the IJB (noting report). This has been published on the ACHSCP website and circulated to Members.
15	10.10.23	Strategic Review of Neuro Rehabilitation Pathway - Phase 1 Evaluation	On 10 October 2023 IJB agreed to instruct the Chief Officer to report an evaluation of Phase 1 to the Integration Joint Board in <b>autumn 2025</b> before Phase 2 commences.		Sarah Gibbon	Julie Warrender	ACHSCP		R	Request to remove and issue this as a Service Update as no decision required by the IJB (noting report).
16	2 December 2025									
17	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP.25.080	Graham Lawther	Fiona Mitchelhill	ACHSCP			
18	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
19	19 November 2024	Financial Position Update	Quarterly reporting.	HSCP.25.081	CFO/ Bernadette Bularan	Fiona Mitchelhill	ACHSCP			
20	Standing Item	Health and Social Care Partnership Meeting Dates 2026-27	To seek approval of the Integration Joint Board (IJB), Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC) meeting dates for 2026-27.	HSCP.25.082	Emma Robertson	Alan Thomson	ACC	02 December 2025		
21	01.11.2023	Chief Social Work Officer's Annual Report	To inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on the delivery of statutory social work services and decision making in the period; and to give a progress report on key areas of social work provision within Aberdeen City. Last presented to IJB on 19 November 2024	HSCP.25.083	Graeme Simpson	Eleanor Sheppard	ACC	02 December 2025		
22	27.05.2024	North East Population Alliance Strategic Partnership Agreement	To provide an annual progress report on the strategic partnership agreement (Memorandum of Understanding with Public Health Scotland). On 19 November 2024: agrees to instruct the Chief Officer to provide a progress report to the IJB on the second year of the operation of the Strategic Partnership Agreement.	HSCP.25.084	Martin Murchie	Data Insights	ACC Corporate Services			
23	18 March 2025	Grant Funding for Voluntary Organisations	On 18 March 2025: to instruct the Chief Officer to bring back a report on the future funding of grant funded services beyond 31 March 2026 to the meeting of the IJB on 2 December 2025; and to instruct the Commissioning Lead to include qualitative feedback from service users as part of participant reviews in the Service Review at Appendix D of report HSCP.25.021 and to bring this back to the meeting of the IJB on 2 December 2025.	HSCP.25.085	Claire Wilson	Fiona Mitchelhill	ACHSCP			
24	01.07.2025	Shifting the Balance of Care – A Community-Focused Approach to Delivery of Frailty and Specialist Rehabilitation Services within Aberdeen City Health & Social Care Partnership	To provide an update on progress of the phased closure and mitigation plans.	HSCP.25.086	Julie Warrender/ Fiona Mitchelhill	Alison MacLeod and Fiona Mitchelhill	ACHSCP			

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25	23.09.21	Primary Care Improvement Plan Update	Annual update report. HSCP.24.078 reported to IJB on 19 November 2024.		Emma King / Alison Penman	Emma King	ACHSCP		T	Request to transfer to RAPC: PCIP was approved in July 2018, with funding ring fenced every year and static with drawdowns from the funding being in arrears (as ACHSCP spend it). Propose to report bi-annually to RAPC in May and November each year, with data driven reports focussing on outcomes and the effects of the plan. All RAPC papers are available to IJB members on Aberdeen City Councils website. Any issue which impacts on the delivery of PCIP will be notified to the IJB through a report where a decision is required, or updates provided in CO report /Service Update.
26	3 February 2026									
27	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
28	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
29	19 November 2024	Financial Position Update	Quarterly reporting.		CFO/ Bernadette Bularan	Fiona Mitchelhill	ACHSCP			
30	04.02.2025	Grampian Vaccination and Immunisation Annual Report 2025	Annual paper on Vaccine Uptake across all programmes and particularly the Childhood Immunisations Improvement Action Plan. Last approved on 4 Febraury 2025.		Clare-Louise Walker/ Jo Hall	Sandy Reid	ACHSCP/ ACVC			
31	16.08.22	Fast Track Cities	To provide an annual update on the actions against the action plan submitted to the Integration Joint Board (IJB) on 21 January 2020. This is an annual report. Last presented to IJB on 4 February 2025.		Daniela Brawley / Lisa Allerton	Sandy Reid	ACHSCP			
32	31.01.2023	Carers' Strategy	To provide an update and annual review of the strategy approved by IJB on 31 January 2023. Members agreed on 31.01.23 to instruct the Chief Officer of the IJB to report back on progress with the Carer Strategy and Action Plan annually. Reported to IJB on 6 February 2024.		Stuart Lamberton/ Grace Milne	Alison MacLeod	ACHSCP			
33	17 March 2026 - Budget									
34	Standing Item	IJB Budget	To approve the Budget.		Jonathan Belford	Jonathan Belford	ACHSCP			
35	Standing Item	Medium Term Financial Forecast	The estimated 4 year Medium Term Financial Forecast		Jonathan Belford	Jonathan Belford	ACHSCP			
36	2026 and dates TBC									
37	Standing Item	Workforce Plan	Meeting date TBC - February or March 2026		Stuart Lamberton/ Grace Milne	Alison MacLeod	ACHSCP			
38	24 September 2024	National Care Service	From Fraser Bell on 19 November 2024 - Scottish Government has confirmed that they are seeking to postpone start of Stage 2 process and we'll get new dates in due course. Therefore date for IJB is TBC.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		
39	22 March 2024	Outcome of IJB Culture Research Project	Presented to the IJB on 7 May 2024 - suggestion to recommission in 12-18 months.		Alison McLeod	Alison MacLeod	ACHSCP	TBC late 2026		
40	Standing Item	Financial Position Update	Quarterly reporting.		CFO/ Bernadette Bularan	Fiona Mitchelhill	ACHSCP			
41	30.08.24	Health and Care Experience Report 2025-2026	To present findings from the Health and Care Experience survey for 2025/26. Due in September 2026, last presented 24/09/24.		Calum Leask	Alison MacLeod	ACHSCP	September 2026		
42	27.08.2024	Review of Whistleblowing Policy	Due in 2026		Martin Allan	Fraser Bell	ACHSCP	2026		
43	07.05.2024	Morse Community Electronic Patient Record Evaluation and Contract Renewal	On 7 May 2024, Members agreed :(i) to note the Morse Evaluation appended at Appendix B of the report; and (ii) to approve a further three year contract with Cambric, running from October 2024, to supply Morse as an Electronic Patient Record for Community Nursing, Hospital at Home, Macmillan Nursing, Health Visiting and School Nursing Services		Michelle Grant	Alison MacLeod, Strategy and Transformation	ACHSCP	TBC May 2027		
44	09 July 2024	Evaluation of Aberdeen City Vaccination and Wellbeing Hub	To provide an evaluation of the Aberdeen City Vaccination and Wellbeing Hub. See report HSCP.24.047 on 9 July 2024.		Caroline Anderson	Fiona Mitchelhill	ACHSCP	Early 2028		
45	04.02.2025	GP Vision Update	On 4 February 2025, the IJB resolved to instruct the Chief Officer to report back to the Integration Joint Board by spring 2026 with a progress update on the implementation of the vision and objectives.		Alison Chapman/ Emma King	Fiona Mitchelhill	ACHSCP	Spring 2026		
46	06 March 2025	Draft Debt Recovery (Mental Health Moratorium) (Scotland) Regulations	To update members on the impact to the IJB of any Regulations approved by the Scottish Parliament which apply a mental health moratorium to debt.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		
47	Standing Item	Annual Review of Financial Regulations and Reserves Policy	To present the findings of a financial governance review, a revised version of the IJB's Financial Regulations and an updated Reserves Policy for approval - RAPC noted on 25 February 2025, approved on 13 May 2025 by IJB.		Jonathan Belford	Jonathan Belford	ACHSCP			

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48	Standing Item	Annual Resilience report - Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004	To provide information of the inclusion of IJB's as Category 1 Responders, in terms of the Civil Contingencies Act 2004 and an outline of the requirements that this inclusion involves. Annual report, last considered at IJB on 13 May 2025.		Martin Allan	Martin Allan	ACHSCP			
49	04.11.2022	IJB Scheme of Governance Annual Review	To present the revised Scheme of Governance and seek approval of the revised Standing Orders and Terms of Reference. This is an annual review, previously presented on 7 June 2022, 25 April 2023, 9 July 2024 and 1 July 2025.		Jess Anderson/John Forsyth/Vicki Johnstone	Jenni Lawson	ACHSCP			
50	Standing Item - annual	Risk Appetite Statement and Strategic Risk Register	To present revised versions of the Risk Appetite Statement and Strategic Risk Register. Last presented to the IJB on 1 July 2025.	12 months from 01/07/25	Martin Allan	Martin Allan	ACHSCP			
51	14 April 2025	Alcohol & Drug Partnership Annual Report 2025	To provide information in relation to overall progress on the Alcohol & Drug Partnership Delivery Framework since 2019 and a specific update in relation to highlights from 2024 – 2025. Appendix A was a copy of a survey required by the Scottish Government in relation to Alcohol & Drug Partnership activity - last reported on 1 July 2025.		Simon Rayner	Fiona Mitchelhill	ACHSCP			
52	Service Updates									
53		Climate Change Project and Reporting	TBC - see IJB 30 September 2025 - request to transfer to Service Update.							
54		Strategic Review of Neuro Rehabilitation Pathway - Phase 1 Evaluation	TBC - see IJB 30 September 2025 - request to transfer to Service Update.							
55	27.08.2025	Digital Inclusion	Requested at the RAPC on 27 August 2025.	By 28 October 2025.	James Maitland					
56	09.09.2025	ACHSCP Annual Performance Report	To be requested at the IJB on 30 September 2025, to be removed from the Planner as it was circulated as a Service Update.					Circulated to Members on 9 September 2025 - ER		
57	01.07.2025	Premises review	Requested at the IJB on 1 July 2025, to be issued in advance of the IJB on 30 September 2025.		Sandy Reid	Fiona Mitchelhill	ACHSCP	Circulated to Members on 9 September 2025 - ER		
58	Standing Item	Progress on EOMF and Review of Equality Outcomes}	This year the report will be incorporated into the biennial review (below) so only one report will come this year.		Alison Macleod	Alison MacLeod	ACHSCP	Circulated to IJB Members on 14 May 2025 - ER		On 13 May 2025, the IJB agreed removal as a report from the Planner and issue as a Service Update instead as no decision required by the IJB (noting report).
59	30.11.22	Biennial Progress report on delivery of our Equality Outcomes and Mainstreaming Framework }	To approve publication and submission of the report to the Equality and Human Rights Commission This is a statutory obligation to report on progress every two years after approval; reported in May 2021 and April 2023 (HSCP.23.024). Incorporated with line above.		Alison Macleod	Alison MacLeod	ACHSCP	Circulated to IJB Members on 14 May 2025 - ER		On 13 May 2025, the IJB agreed removal as a report from the Planner and issue as a Service Update instead as no decision required by the IJB (noting report).
60	19 November 2024	GIRFE Toolkit - Update on Work	At the IJB meeting on 19 November 2024, the IJB agreed to have a further update for members on the progress towards the implementation of the Getting it Right for Everyone (GIRFE) Toolkit across Aberdeen City.		Shona Omand-Smith			Circulated to IJB Members on 14 May 2025 - ER		On 13 May 2025, the IJB agreed removal as a report from the Planner and issue as a Service Update instead as no decision required by the IJB (noting report).
61	04 February 2025	Review of Hosted Services including Abortion Care	On 4 February 2025, Members agreed to instruct the Strategy and Transformation Lead to report back to the IJB in May 2025 on the proposed actions following the recommendations of the review of hosted services.		Alison MacLeod	Strategy and Transformation	ACHSCP	Circulated to IJB Members on 14 May 2025 - ER		On 13 May 2025, the IJB agreed removal as a report from the Planner and issue as a Service Update instead as no decision required by the IJB (noting report).
62	09 July 2024	Creating Hope Together: Scotland's Suicide Prevention Strategy and Action Plan	To note the published national Suicide Prevention Strategy and Action Plan and to provide assurance on activities locally. This was presented to the IJB on 25 April 2023, when Members instructed the Chief Officer to provide an update on progress annually. Last update was 9 July 2024.		Kevin Dawson / Jennifer Campbell	Alison MacLeod and Kevin Dawson	ACHSCP	Circulated to IJB Members on 3 July 2025 - ER		On 1 July 2025, the IJB agreed removal as a report from the Planner and issue as a Service Update instead as no decision required by the IJB (noting report).
63	18 March 2025	Grant Funding - Counselling Services	On 18 March 2025 - instruct the Commissioning Lead to issue a Service Update no later than <b>31 July 2025</b> in respect of provision of all Counselling Services.		Shona Omand-Smith	Fiona Mitchelhill	ACHSCP	Circulated to IJB Members on 3 July 2025 - ER		