

## BUSINESS PLANNER

11 September 2018

Please note that this planner contains a note of items which have been instructed for submission to, or further consideration by, the Audit and Performance Systems Committee (APS). All other actions which have been instructed are not included, as they are deemed to be operational matters after the point of decision. Items which have been actioned or have exceeded their due date are shaded.

<u>No.</u>	<u>Minute Reference</u>	<u>APS Decision</u>	<u>Update</u>	<u>Terms of Reference</u>	<u>Lead Officer(s)</u>	<u>Due</u>
1.	IJB 28.08.18 Article 9	<b><u>Primary Care Improvement Plan</u></b>  To note that a PCIP implementation plan would be developed which would be configured around the practice of improvement and that performance would be monitored by the Audit and Performance Systems Committee.		Item 8(21)	G Woodcock	13.11.18
2.	IJB 28.08.18 Article 12	<b><u>Annual Performance Report</u></b>  To note that performance monitoring of the Annual Report was within the remit of the APS Committee.	The Annual Performance Report is on today's agenda.	Item 8(16)	K Toshney	11.09.18
3.	IJB 28.08.18 Article 14	<b><u>Carers: Waiving of Charges and Replacement Care</u></b>  To request that progress updates on implementation of the Local Guidelines be reported to the Audit and Performance Systems Committee.		Item 8(21)	A MacLeod	26.02.19

<u>No.</u>	<u>Minute Reference</u>	<u>APS Decision</u>	<u>Update</u>	<u>Terms of Reference</u>	<u>Lead Officer(s)</u>	<u>Due</u>
4.	IJB 28.08.18 Article 18	<b><u>Transformation Decisions</u></b>  To instruct officers to carry out a <i>lessons learned exercise</i> on the speed of the recruitment process and roll-out of the transformation programme and report these findings to the Audit and Performance Systems Committee.		Item 8(16)	G Woodcock	13.11.18
5.	APS 12.06.18 Article 5	<b><u>Contracts Register</u></b>  To note that a Contracts Register would be presented to Committee at its next meeting.	The Contracts Register is on today's agenda.	Item 8(5)	A MacLeod	11.09.18
6.	APS 12.06.18 Article 7	<b><u>Audited Annual Accounts</u></b>  To note added that External Audit would present a further report to Committee on 11 September 2018 which would cover the wider scope areas outlined within Audit Scotland's Code of Audit Practice and this would complete the 2017-18 annual audit process.	An external audit report is on today's agenda.	Item 8(14)	N Dyce	11.09.18
7.	APS 12.06.18 Article 8	<b><u>Internal Audit Report – Care Management</u></b>  To instruct the ACHSCP Business Manager to present further assurance to the Committee's next meeting, on the how the Partnership would manage and mitigate issues and risks relating to Care First which had been	A verbal update will be provided at today's meeting.	Item 8(8)	M Allan	11.09.18

<u>No.</u>	<u>Minute Reference</u>	<u>APS Decision</u>	<u>Update</u>	<u>Terms of Reference</u>	<u>Lead Officer(s)</u>	<u>Due</u>
		identified by Internal Audit.				
8.	APS 12.06.18 Article 11	<b><u>Confirmation of Assurance</u></b>  To prepare a Forward Report Planner and for this Planner to be attached to future agendas as a standing item.	An APS Business Planner is on today's agenda.	Item 8(17)	I Robertson	11.09.18
9.	IJB 22.05.18 Article 1	<b><u>Strategic Risk Register Review</u></b>  To refer the Strategic Risk Register to the Audit and Performance Systems Committee for further review.	The Strategic Risk Register is on today's agenda.	Item 8(11)	M Allan	12.06.18
10.	APS 02.03.18 Article 6	<b><u>Performance Monitoring</u></b>  To note that the Head of Strategy and Transformation would report performance quarterly over the year; bi-annually to the IJB and bi-annually to the Audit and Performance Systems Committee.	A Performance Monitoring report is on today's agenda.	Item 8(2)	A MacLeod	11.09.18
11.	APS 02.03.18 Article 8	<b><u>Internal Audit</u></b>  To note that the Committee would receive an annual report from Internal Audit on any recommendations which had not been accepted or actioned by Management.		Item 8(6)	D Hughes	May 19
12.	IJB 30.01.18 Article 13	<b><u>Strategic Commissioning Plan</u></b>  To request an annual update on the implementation of the Strategic Commissioning Implementation Plan		Item 8(5)	A MacLeod	26.02.19

<u>No.</u>	<u>Minute Reference</u>	<u>APS Decision</u>	<u>Update</u>	<u>Terms of Reference</u>	<u>Lead Officer(s)</u>	<u>Due</u>
		to both the IJB and APS Committee.				
13.	APS 20.06.17 Article 5	<b><u>IJB Complaints Handling Procedure</u></b>  To request that a performance report on IJB complaint handling be presented to the Committee on a bi-annual basis.	Performance information on complaint handling is provided within the Performance Monitoring report which is on today's agenda.	Item 8(21)	A MacLeod	13.11.18
14.	IJB 06.06.17 Article 7	<b><u>Living Wage/Ethical Care Charter Implementation</u></b>  To note that monitoring arrangements would be put in place which would include reporting to the Audit and Performance Systems Committee and an update on living wage implementation would be included within the Ethical Care Charter annual performance report.		Item 8(21)	A Stephen	13.11.18