

## BUSINESS PLANNER

13 November 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. If a date is highlighted in **red** this means that an item has been delivered at a previous meeting or is overdue.

| <u>No.</u> | <u>Minute Reference</u>       | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>  | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u> |
|------------|-------------------------------|--|--|---------------------------|------------------------|-----------------|
| 1.         | IJB<br>28.08.18<br>Article 9  | <b><u>Primary Care Improvement Plan</u></b><br><br>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. | This report will be presented to Committee in February 2019.   | Item 8(21)                | G Woodcock             | 26.02.19        |
| 2.         | IJB<br>28.08.18<br>Article 12 | <b><u>Annual Performance Report</u></b><br><br>To note that performance monitoring of the Annual Report was within the remit of the APS Committee.   | At its meeting on 11 September 2018, the Committee agreed to adopt a more creative approach for next year's Annual Report and instructed the Lead Strategy and Performance Manager to present options for consideration at the Committee's next meeting on 13 November 2018.<br><br>The adoption of a more creative approach for next year's Annual Report will now be integrated into the broader refresh of the Strategic Plan and review of | Item 8(16)                | A MacLeod              | <b>26.02.19</b> |

| <u>No.</u> | <u>Minute Reference</u>       | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>   | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u>         |
|------------|-------------------------------|--|---|---------------------------|------------------------|-------------------------|
|            |                               |  | strategic performance indicators to ensure a cohesive approach is maintained. A report will be presented to Committee in February 2019. |                           |                        |                         |
| 3.         | IJB<br>28.08.18<br>Article 14 | <b><u>Carers: Waiving of Charges and Replacement Care</u></b><br><br>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                |
| 4.         | IJB<br>28.08.18<br>Article 18 | <b><u>Transformation Decisions</u></b><br><br>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. | This report will be presented to Committee in February 2019 and be aligned with the transformation progress report.                     | Item 8(16)                | G Woodcock             | 26.02.19                |
| 5.         | APS<br>12.06.18<br>Article 5  | <b><u>Contracts Register</u></b><br><br>To note that a Contracts Register would be presented to Committee at its next meeting.   | The Contracts Register was presented to Committee on 11 September 2018.<br><br><b>Recommended for removal</b>                           | Item 8(4)                 | A MacLeod              | Received on<br>11.09.18 |
| 6.         | APS<br>12.06.18<br>Article 7  | <b><u>Audited Annual Accounts</u></b><br><br>To note that External Audit would present a further report to Committee   | The external audit process for 2017-18 was completed at the Committee's previous meeting on 11 September 2018.                          | Item 8(14)                | N Dyce                 | Received on<br>11.09.18 |

| <u>No.</u> | <u>Minute Reference</u>       | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>  | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u>         |
|------------|-------------------------------|--|--|---------------------------|------------------------|-------------------------|
|            |                               | 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.   | <b>Recommended for removal</b>   |                           |                        |                         |
| 7.         | APS<br>12.06.18<br>Article 8  | <b><u>Internal Audit Report – Care Management</u></b><br><br>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 identified by Internal Audit. | A verbal update was provided on 11 September 2018.<br><br><b>Recommended for removal</b>   | Item 8(8)                 | M Allan                | Received on<br>11.09.18 |
| 8.         | APS<br>12.06.18<br>Article 11 | <b><u>Confirmation of Assurance</u></b><br><br>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 now a standing item on the Committee agenda.<br><br><b>Recommended for removal</b>  | Item 8(17)                | I Robertson            | Received on<br>11.09.18 |
| 9.         | IJB<br>22.05.18<br>Article 1  | <b><u>Strategic Risk Register Review</u></b><br><br>To refer the Strategic Risk Register to the Audit and Performance Systems Committee for further review.  | The IJB agreed on 9 October 2018 that the APS Committee would escalate any risk which in the Committee's view, should to be increased.<br><br>The IJB also instructed the Business Manager to populate gaps within the Risk Appetite Statement relating to Commissioned and Hosted Services and report this to the | Item 8(11)                | M Allan                | 26.02.19                |

| <u>No.</u> | <u>Minute Reference</u>       | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>  | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u>         |
|------------|-------------------------------|--|--|---------------------------|------------------------|-------------------------|
|            |                               |  | <p>next meeting of the Audit and Performance Systems Committee.</p> <p>This Strategic Risk Register will be presented to Committee in February 2019.</p>   |                           |                        |                         |
| 10.        | APS<br>02.03.18<br>Article 6  | <p><b><u>Performance Monitoring</u></b></p> <p>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.</p> | <p>At its meeting on 11 September 2018, the Committee approved a new set of strategic performance indicators and noted that they would be reported alternatively to the Committee and IJB on a quarterly basis. This will now become operational business.</p> <p><b>Recommended for removal</b></p> | Item 8(2)                 | A MacLeod              | Received on<br>11.09.18 |
| 11.        | APS<br>02.03.18<br>Article 8  | <p><b><u>Internal Audit</u></b></p> <p>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.</p>   |  | Item 8(6)                 | D Hughes               | 28.05.19                |
| 12.        | IJB<br>30.01.18<br>Article 13 | <p><b><u>Strategic Commissioning Plan</u></b></p> <p>To request an annual update on the implementation of the Strategic Commissioning Implementation Plan to both the IJB and APS Committee.</p>   |  | Item 8(4)                 | A MacLeod              | 26.02.19                |
| 13.        | APS<br>20.06.17               | <p><b><u>IJB Complaints Handling Procedure</u></b></p>   | At its meeting on 11 September 2018, the Committee approved a  | Item 8(21)                | A MacLeod              | Received on             |

| <u>No.</u> | <u>Minute Reference</u>      | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>  | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u> |
|------------|------------------------------|--|--|---------------------------|------------------------|-----------------|
|            | Article 5                    | To request that a performance report on IJB complaint handling be presented to the Committee on a bi-annual basis.   | <p>new set of strategic performance indicators which included an indicator on complaints handling.</p> <p>Performance information on complaint handling will continue to be provided within the Performance Monitoring report and reported to Committee and the IJB on a quarterly basis. This will now become operational business.</p> <p><b>Recommended for removal</b></p> |                           |                        | 11.09.18        |
| 14.        | IJB<br>06.06.17<br>Article 7 | <p><b><u>Living Wage/Ethical Care Charter Implementation</u></b></p> <p>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.</p> | This report will be presented to Committee in February 2019.   | Item 8(21)                | A Stephen              | 26.02.19        |
| 15.        | APS<br>11.09.18<br>Article 5 | <p><b><u>APS Committee Duties</u></b></p> <p>The Committee requested the Chief Finance Officer to present a report back to Committee at the end of the financial year confirming that these duties were met and outlining the anticipated schedule for meeting</p>   |  | Item 8(1-22)              | A Stephen              | 28.05.19        |

| <u>No.</u> | <u>Minute Reference</u>       | <u>APS/IJB/CCG Decision</u>  | <u>Update</u>   | <u>Terms of Reference</u> | <u>Lead Officer(s)</u> | <u>Expected</u> |
|------------|-------------------------------|--|---|---------------------------|------------------------|-----------------|
|            |                               | these duties in the financial year 2019-20.  |   |                           |                        |                 |
| 16.        | APS<br>11.09.18<br>Article 13 | <b><u>Locality Planning</u></b><br><br>The Committee requested assurance on the progress of locality planning in terms of meeting strategic outcomes.  | This report will be presented to Committee in February 2019.                | Item 8(16)                | A Stephen              | 26.02.19        |
| 17.        | APS<br>11.09.18<br>Article 13 | <b><u>Future Financial Planning</u></b><br><br>The Committee requested assurance on the financial sustainability of core budgets, how the Partnership planned to reduce overspends and possible areas for disinvestment ahead of the IJB budget setting process. | This is contained within the Financial Monitoring Report on today's agenda. | Item 8(4)                 | A Stephen              | 13.11.18        |