

## AUDIT AND PERFORMANCE SYSTEMS COMMITTEE

### BUSINESS PLANNER

12 February 2019

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 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 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.	This report will be presented to Committee in February 2019 (transformation report). On this agenda	Item 8(21)	G Woodcock	12.02.19
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.	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.  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 strategic	Item 8(16)	A MacLeod	12.02.19

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			performance indicators to ensure a cohesive approach is maintained. A report will be presented to Committee in February 2019. (performance report) On this agenda			
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	August 2019
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.	This report will be presented to Committee in February 2019 and be aligned with the transformation progress report.  On agenda	Item 8(16)	G Woodcock	12.02.19
5.	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 IJB agreed on 9 October 2018 that the APS Committee would escalate any risk which in the Committee's view, should to be increased.  The IJB also instructed the Business Manager to populate gaps within the Risk Appetite Statement relating to	Item 8(11)	M Allan	12.02.19

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			<p>Commissioned and Hosted Services and report this to the next meeting of the Audit and Performance Systems Committee.</p> <p>This Strategic Risk Register will be presented to Committee in February 2019.</p> <p>On agenda</p>			
6.	APS 02.03.18 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
7.	IJB 30.01.18 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>	On agenda	Item 8(4)	A McKenzie	12.02.19
8.	IJB 06.06.17 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</p>	<p>This report will be presented to Committee in February 2019.</p> <p>On agenda</p>	Item 8(21)	C Duncan	12.02.19

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		within the Ethical Care Charter annual performance report.				
9.	APS 11.09.18 Article 5	<b><u>APS Committee Duties</u></b>  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 these duties in the financial year 2019-20.		Item 8(1-22)	A Stephen	28.05.19
10.	APS 11.09.18 Article 13	<b><u>Locality Planning</u></b>  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.  To follow	Item 8(16)	S Ross G Woodcock L McKenna	12.02.19
11.	APS 11.09.18 Article 13	<b><u>Future Financial Planning</u></b>  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 item was received on 13 November 2018  <b>Recommend for removal</b>	Item 8(4)	A Stephen	Item received 13 Nov 18
12.	APS 13.11.18 Article 8	<b><u>Scottish Medium Term Financial Framework</u></b>  The Committee requested the Chief Finance Officer to produce a detailed action plan to address the longer term	This will be contained within the MTFS paper (due to be considered 12 <sup>th</sup> March)	Item 8 (4)	A Stephen	12.02.19

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		financial impact on services and submit a report to the Committee on 12 February 2019.				
13.	APS 13.11.18 Article 6	<b><u>Financial Monitoring</u></b> The Committee requested the Chief Finance Officer to provide an update in relation to the Grampian solution for Learning Disability Client care; and The Committee noted that a mapping exercise across the city had commenced to locate all services, where they were based and what was available and that a report on the outcome of the exercise would be submitted to the meeting in February 2019.	Update on the service mapping exercise is provided within the transformation report.		A Stephen  S Ross	12.02.19
14.	APS 13.11.18 Article 10	<b><u>NHS Audit Scotland Report – Effective Leadership</u></b>  The Committee requested the Chief Finance Officer to prepare a report in relation to leadership development and the support model in place for the leadership group and submit it to this Committee within six months.			A Stephen	28.05.19
15.	APS 13.11.18 Article 11	<b><u>Delayed Discharges</u></b>  The Committee requested the Chief Officer to prepare a performance report on Delayed Discharges and	On this agenda		K O'Brien	12.02.19

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		present the report to the Committee's next meeting on 12 February 2019.				