

**ABERDEENSHIRE INTEGRATION JOINT BOARD AUDIT COMMITTEE ACTION LOG – 7 DECEMBER 2022**

Meeting when Discussed	Item Title	Decision	Action/Owner	Target Date for IJB	Update
24 June 2020	Updates from Other Audit Committees	The Interim Chief Officer discuss the matter of business continuity planning by Primary Care providers within the context of Aberdeenshire with Civil Contingencies partners and report back to the Audit Committee, by way of a briefing, on the position in Aberdeenshire.	Chief Officer	December 2022	<p>Discussions yet to be concluded with other Chief Officers. Recent focus has been on nosocomial issues and increasing resilience through buddying of GP Practices.</p> <p>Update – the matter will be considered by the re-established AHSCP Resilience Group and an update provided for IJB in August 2022.</p> <p>This item has been deferred to the Resilience Group Meeting in Quarter 3 2022.</p> <p><b>UPDATE – 7 DEC 2022</b></p> <ul style="list-style-type: none"> <li>-All AHSCP teams/services are expected to maintain their own Business Continuity(BC) Plans</li> <li>-A business continuity assurance form was issued to primary care providers who manage services on behalf of AHSCP.</li> <li>-The assurance form asked teams to confirm if they had reviewed their BC Plans (including contact details), and covered disruptions around severe weather, Covid, industrial action, power outages (unplanned and planned).</li> <li>-The AHSCP Leads for Dentistry, Optometry and Pharmacy replied to indicate that these are independent contractors and they are expected to have their own BC Plans. During inspections they seek assurance that BC Plans are in place.</li> <li>-The BC process for AHSCP has been reviewed in order to simplify the templates and BC Plan. Currently this is being trialled with three teams (Community Hospital, care home and community team).</li> </ul> <p>Once the trial has been completed the documentation will be amended with any learning, and then workshops will be arranged and AHSCP teams/services invited in order to complete the BC process.</p>

<p>12 October 2022</p>	<p>Internal Audit Reports</p>	<p>That the outcome of the consideration of Internal Audit Report 2301 – Aberdeenshire Alcohol and Drugs Partnership Governance Arrangements – August 2022 by Aberdeenshire Council’s Audit Committee be reported to the Committee by the Chief Finance Officer</p> <p>That, to enable the Committee, the Chief Finance Officer develop a diagram in the form of a flow chart to outline the system of governance, risk management and control.</p>	<p>Chief Finance &amp; Business Officer</p> <p>Chief Finance &amp; Business Officer</p>	<p>December 2022</p> <p>March 2023</p>	<p>Item to be considered under agenda item – Priority Areas</p> <p>Diagram to be provided for IJB Audit Committee in March 2023.</p>
<p>12 October 2022</p>	<p>Business Planner</p>	<p>“Winter Planning” be added as an item for consideration at the December 2022 meeting</p>	<p>Chief Officer</p>	<p>December 2022</p>	<p>Item to be considered under agenda item – Priority Areas</p>
<p>12 October 2022</p>	<p>IJB Risk Assurance Group Update</p>	<p>Request that the updated Risk Policy and Procedures are presented to the Committee in December 2022 for review and approval.</p>	<p>Chief Finance &amp; Business Officer</p>	<p>December 2022</p>	<p>Risk Policy and Procedures are contained in the agenda item – IJB Risk Assurance Group Update</p>