

APPENDIX 1

Completed Actions as of August 2023

Action No.	Action	Risk Rating	Due Date	RAG Status	Comment
1.3	Operational management and delegation	Major	Mar-23	Green	Complete and agreed with Internal Audit (IA)
1.4	Clarity over funding sources	Moderate	Sept-23	Green	Funding letter just received and finance sheet has been finalised to reflect income in and alignment to expenditure. Finance document submitted and action closed by IA
1.5	Budget allocation and alignment to strategy	Major	Dec-22	Green	Complete and agreed with IA
1.6	Detailed budget monitoring	Major	Dec-22	Green	Complete and agreed with IA
1.7	Board level budget monitoring	Moderate	Dec-22	Green	Complete and agreed with IA
1.8c	Funding Reconciliation	Major	Dec-22	Green	Complete and agreed with IA
1.9	Efficiency of payments	Minor	Dec-22	Green	Complete and agreed with IA
1.12	Strategic commissioning	Moderate	Dec-22	Green	Complete and agreed with IA
1.13	Procurement and contracts	Major	Dec-22	Green	Complete and agreed with IA
1.15	Contract and project recording	Moderate	Dec-22	Green	Complete and agreed with IA

1.16	Funding options appraisal and alignment with Strategy	Moderate	Mar-23	Green	Complete and agreed with IA
1.17	Projects' contribution towards ADP performance	MAJOR	MAR-23	Green	Complete and agreed with IA

Outstanding Actions as of August 2023

Action No.	Action	Risk Rating	Due Date	RAG Status	Comment
1.1a	The ADP should implement the planned revisions to its governance structure promptly and monitor arrangements in the interim to ensure no impact on efficiency.	Moderate	31/7/2023	Amber	Internal Audit has reviewed the Partnership Agreement and Terms of Reference and accepts that their agreement and acceptance addresses the recommendation and will help mitigate the risk. The documents are Agreed by all Strategic Partner organisations by all and will be formally adopted at the next ADP Strategic Committee. Internal Audit has confirmed that following this they will sign off on (close) the related major recommendation, which is outstanding, along with other relevant actions as appropriate.
1.1b	The ADP should ensure decision making is appropriately delegated to Sub-groups within defined limits.	Moderate	31/7/2023	Amber	Internal Audit has reviewed the Partnership Agreement and Terms of Reference and accepts that their agreement and acceptance addresses the recommendation and will help mitigate the risk. The documents are Agreed by all Strategic Partner organisations by all and will be formally adopted at the next ADP Strategic Committee. Internal Audit has confirmed that following this they will sign off on (close) the related major

					recommendation, which is outstanding, along with other relevant actions as appropriate.
1.2	The ADP should ensure all partners assert and agree the level of their commitment to the Partnership in a Partnership Agreement.	Major	July 23	Amber	Internal Audit has reviewed the Partnership Agreement and Terms of Reference and accepts that their agreement and acceptance addresses the recommendation and will help mitigate the risk. The documents are Agreed by all Strategic Partner organisations by all and will be formally adopted at the next ADP Strategic Committee. Internal Audit has confirmed that following this they will sign off on (close) the related major recommendation, which is outstanding, along with other relevant actions as appropriate

1.8	Funding reconciliation	Major	8a May-23 8b Sept 23 8c Sept 23	Amber	<p>8a Funding allocated for Drug and Alcohol work is ultimately the responsibility of the IJB, evident by the funding letter from the Scottish Government. The Integration Scheme of Delegation states that the Integration Authority has responsibility for services provided out with hospital in relation to an addiction or dependance on any substance. The IJB agree the budget for the ADP to allocate. Resolution of agreed allocation to ADP may require submission of formal report to IJB for their decision. To allow further discussion an extension to December 2023 is requested</p> <p>8b New Scottish Government letter funding letter received, and reconciliation of funding awarded, so funding reported can now take place with accuracy and related to understanding of NHS arrangements. These matters were discussed on 22/8/23 and ongoing contact has been established with NHSG colleagues. It is anticipated this action will be complete by end Dec 2023 due to complexities of historic funding arrangements</p> <p>8C The split of funding between ADPs in Grampian was determined many years ago when Public Health oversaw the ADPs. The basis used at the time was numbers of drug deaths in each area and there has been no revision to the split since then. A review of the income and the allocation has taken place and evidence provided of this meets Internal Audit recommendation. The findings of the review are being taken for further discussion with NHS at a meeting with NHS finance colleagues on the 22/8/2023. Agreed closure by IA as in first table.</p>
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Action No.	Action	Risk Rating	Due Date	RAG Status	Comment
1.10	Payment approvals	Major	Sept 23	Amber	10a and b. IA in agreement with work undertaken to date with revised implementation date of Mar-23. Work undertaken to close old cost codes, and to ensure compliance with Council contract payment processes as the contract awarding body, with monthly invoicing to commence with the new contract award from 1 st April 2023. The payments out with contracts have been stopped and the providers advised. Monthly meetings taking place with Finance and the Resources and Governance sub-group chair to ensure continued scrutiny and accuracy of reporting. Further work being submitted to evidence embedding of clear processes and sustainability of improvement
1.11	Payments on behalf of third-parties	Major	Sept 23	Amber	NHS Grampian's standing financial instructions and scheme of delegation provide guidance on making payments to third parties and the NHSG Finance Department can assist with their interpretation when required. Work being submitted to ensure processes and procedures are clear, accessible to those involved in financial approvals and that these are followed by all.
1.14	Procurement and contract decision making	Major	Sept-23	Amber	A flowchart in place and accompanying guidance has been included in the Partnership Agreement, to be submitted to ADP Committee and recording of agreement in minutes to clear. – see comments in 1.1