

Item: 3

Monitoring and Audit Committee: 28 March 2024.

KPMG – External Audit Plan.

Report by Corporate Director for Enterprise and Sustainable Regeneration.

1. Purpose of Report

To present KPMG's Audit Plan for 2023/24.

2. Recommendations

The Committee is invited to note:

2.1.

The external audit plan for 2023/24, prepared by KPMG, attached as Appendix 1 to this report.

3. Background

3.1.

The Accounts Commission appointed KPMG as external auditor of the Council for the five-year period 2023 to 2028.

3.2.

The auditor's responsibilities as independent appointed auditor are established by the Local Government (Scotland) Act 1973 and the Code of Audit Practice, including supplementary guidance, and are guided by the auditing profession's ethical guidance.

3.3.

The annual audit plan contains an overview of the planned scope and timing of the audit. The plan identifies the audit work required to provide an opinion on the financial statements and related matters and to meet the wider scope requirements of public sector audit including the new approach to Best Value.

3.4.

The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, financial management and financial sustainability, value for money and best value arrangements.

4. Audit Plan 2023/24

4.1.

The indicative audit materiality is outlined on page 4 of the Audit Plan 2023/24, attached as Appendix 1 to this report. The significant audit risks identified by the auditors are listed in the table on page 5 and detailed on pages 6 to 9. The group accounts scope is shown on page 10. The overall Financial Statements cycle, including reporting arrangements, is represented by the diagram on page 11.

4.2.

The deadline for completion of the Audit and reporting to the Accounts Commission is 30 September 2024.

4.3.

The Audit Plan 2023/24 has a further requirement to assess the progress of the Council's Best Value approach. Pages 13 to 20 of the attached Audit Plan details the wider scope to be undertaken by the auditors in respect of Best Value regarding the adequacy of the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources. The main areas to be considered are:

- **Financial Management**, which is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.
- **Financial Sustainability**, which looks forward to the medium and longer term to consider whether the Council is planning effectively to continue to deliver its services or the way in which they should be delivered.
- **Vision, Leadership and Governance**, which is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision making, and transparent reporting of financial and performance information.
- **Use of Resources to Improve Outcomes**, which is concerned with demonstrating economy, efficiency, and effectiveness through the use of financial and other resources and reporting performance against outcomes.

4.4.

The auditor's mandatory communication in respect of their responsibilities and independence is included on page 23, Appendix 1 of the Audit Plan. This includes the expression of an opinion on the financial statements. The opinion shall cover whether the financial statements have been properly prepared in accordance with the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014, the Local Government in Scotland Act 2003 and the 2023 to 2024 Code of Practice on Local Authority Accounting in the United Kingdom.

5. Corporate Governance

This report is presented in order to comply with governance and procedural issues and not for the exclusive purpose of supporting or relating to improved outcomes for communities as outlined in the Council Plan or the Local Outcomes Improvement Plan.

6. Financial Implications

6.1.

Audit Scotland charges a set fee for KPMG undertaking the audit. In determining the audit fee, external auditors have taken account of the risk exposure of the Council, the planned management assurances in place and the level of reliance they plan to take from the work of internal audit. The audit approach assumes receipt of the unaudited annual accounts, with a complete working papers package by 30 June 2024.

6.2.

Audit Scotland's fee proposal for the 2023/24 audit is £238,260. This is an increase of £13,480 or 6% from the 2022/23 audit fee. For the 2022/23 audit there were additional fees amounting to £21,500 as a result of additional work that was required by KPMG in their first year of audit which brought the total cost to £246,280.

7. Legal Aspects

Arranging for the provision of external audit and review helps the Council meet its statutory obligations to secure best value.

8. Contact Officers

Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration, extension 2521, Email Gareth.Waterson@orkney.gov.uk.

Erik Knight, Head of Finance, extension 2127, Email Erik.Knight@orkney.gov.uk.

9. Appendix

Appendix 1: KPMG Indicative External Audit Plan for the year ended 31 March 2024.



Indicative External Audit Plan for the year ended 31 March 2024

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Orkney Islands Council

Draft 19 March 2024

Key contacts

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About this report

This report has been prepared in accordance with the responsibilities set out within the Audit Scotland's Code of Audit Practice ("the Code").

This report is intended for the benefit of Orkney Islands Council ("the Council") and is made available to Audit Scotland and the Controller of Audit (together "the Beneficiaries"). This report has not been designed to be of benefit to anyone except the Beneficiaries. In preparing this report we have not taken into account the interests, needs or circumstances of anyone apart from the Beneficiaries, even though we may have been aware that others might read this report and it will not be quoted or referred to, in whole or in part, without our prior written consent. We have prepared this report for the benefit of the Beneficiaries alone.

Nothing in this report constitutes an opinion on a valuation or legal advice.

We have not verified the reliability or accuracy of any information obtained in the course of our work, other than in the limited circumstances set out in the scoping and purpose section of this report.

This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than the Beneficiaries) for any purpose or in any context. Any party other than the Beneficiaries that obtains access to this report or a copy (under the Freedom of Information Act 2000, the Freedom of Information (Scotland) Act 2002, through a Beneficiary's Publication Scheme or otherwise) and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the Beneficiaries.

Introduction

To the Monitoring and Audit Committee of Orkney Islands Council

We are pleased to have the opportunity to meet with you on 28 March 2024 to discuss our anticipated approach to the audit of the financial statements of Orkney Islands Council, as at and for the year ending 31 March 2024.

We provide this report to you in advance of the meeting to allow you sufficient time to consider the key matters and formulate your questions.

This report is indicative at this stage, as we complete our planning and risk assessment work, and sets out our approach to setting materiality and likely audit risks as well as other salient aspects of our approach.

The engagement team

Michael Wilkie is the engagement leader on the audit. Michael will lead the engagement and is responsible for the audit opinion. Matthew Moore and Taimoor Alam will be the manager's responsible for the audit and will be responsible for overseeing the delivery of our audit. Other key members of the engagement team include Molly Harris (Assistant Manager).

Yours sincerely,

Michael Wilkie

19 March 2024

How we deliver audit quality

Audit quality is at the core of everything we do at KPMG and we believe that it is not just about reaching the right opinion, but how we reach that opinion that is also important.

We define 'audit quality' as being the outcome when audits are:

- **Executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality controls**; and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.

Restrictions on distribution

This report is intended solely for the information of those charged with governance of Orkney Island Council and the report is provided on the basis that it should not be distributed to other parties; that it will not be quoted or referred to, in whole or in part, without our prior written consent; and that we accept no responsibility to any third party in relation to it.

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Indicative Materiality (Group and Council)

Total group expenditure*
£208m

Total council expenditure*
£201.2m

*Based on 2022-23 financial statements.



Indicative Group materiality
£4.2m
2% of total expenditure

Indicative Council materiality
£4.1m
2% of expenditure



£205k (Group and Council)

Group: £3.2m
Council: £3.1m

£4.2m
£4.1m

Misstatements reported to the Monitoring and Audit Committee

Procedure designed to detect individual errors at this level

Materiality for the financial statements as a whole

Our materiality levels

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The materiality levels outlined above is indicative and will be confirmed when we receive the draft financial statements. We determine materiality for the consolidated financial statements at a level which could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. We expect to use a benchmark of total expenditure for cost of services. (before asset impairments and defined benefit pension charges) which we consider to be appropriate as it reflects the scale of the Authority's services and we consider this most clearly reflects the interests of users of the Authority's accounts. To respond to aggregation risk from individually immaterial misstatements, we design our procedures to detect misstatements at a lower level of performance materiality. We also adjust this level further downwards for items that may be of specific interest to users for qualitative reasons, such as directors' salary information in the remuneration report.

Reporting to the audit and risk committee

Under ISA 260, we are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. ISA 260 defines 'clearly trivial' as matters that are clearly inconsequential, whether taken individually or in aggregate and whether judged by any quantitative or qualitative criteria.

In the context of the Council and its Group, we propose that an individual difference could normally be considered to be clearly trivial if it is less than £0.2 million.

If management has corrected material misstatements identified during the course of the audit, we will consider whether those corrections should be communicated to the Monitoring and Audit Committee to assist it in fulfilling its governance responsibilities.

Significant audit risks and our audit approach

Our planning and risk assessment is ongoing at the time of preparing this report, and therefore this section of our report sets out the expected audit risks we anticipate to focus on and to take up significant audit time. This risk assessment is subject to change and we will provide an updated set of risks, should these change significantly.

Our risk assessment draws upon our knowledge of the industry and the wider economic environment in which Orkney Islands Council operates.

We also use our regular meetings with senior management to update our understanding and take input from component audit teams and internal audit reports.

We will continue to update our risk assessment as we complete our detailed planning procedures and provide a further update as may be appropriate in due course.

Relevant factors affecting our risk assessment

Significant risks

- | | |
|---|---|
| 1 | Valuation of land and building
(revaluation required by the Code) |
| 2 | Retirement benefit obligations
(assumptions and methodology) |
| 3 | Fraud risk from income recognition * and expenditure
(presumed risk per ISA 240) |
| 4 | Fraud risk from management override of controls
(presumed risk per ISA 240) |

* We expect to rebut fraud risk from income recognition (see page 8).

Significant audit risks and our audit approach

1. Valuation of land and buildings, and Investment Properties

Significant audit risk

Risk: The carrying amount of land and buildings differs materially from the fair value

The value of the Council's Other Land and Buildings at 31 March 2023 was £344.3m, and Investment Property was £19.2m.

The Code requires that where land and buildings are subject to revaluation and Investment Properties, their year end carrying value should reflect the fair value at that date.

The Capital programme budget was set at £45.8m, however in year monitoring suggests the Additions spend will be in the region of £16.9m.

Any asset valuation carries with it risks of estimation uncertainty. The size of the land and buildings balance relative to our expected materiality means that the risk of a material difference between carrying value and fair value is increased.

The Council is planning to carry out a rolling programme of Revaluation in 2023-24. This will also include a fair value assessment of the assets not revalued.

Planned response

We will perform the following procedures designed to specifically address the significant risk associated with the valuation:

- We will critically assess the independence, objectivity and the Council's valuer, in developing the valuation of the Council's land and buildings revalued at 31 March 2024;
- We will inspect the instructions issued to the valuers for the valuation of land and buildings to verify they are appropriate to produce a valuation consistent with the requirements of the Code;
- We will compare the accuracy of the data provided to the valuers for the development of the valuation to underlying information, such as floor plans, and to previous valuations, challenging management where variances are identified;
- We will evaluate the design and implementation of controls in place for management to review the valuation and the appropriateness of assumptions used;
- We will challenge the appropriateness of the valuation of land and buildings; including any material movements from the previous revaluations. We will challenge key assumptions within the valuation, including the use of relevant indices and assumptions around physical and functional obsolescence;
- We will perform inquiries of the valuers in order to verify the methodology that was used in preparing the valuation and whether it was consistent with the requirements of the RICS Red Book and the Code;
- We will agree the calculations performed of the movements in value of land and buildings and verify that these have been accurately accounted for in line with the requirements of the Code;
- We will critically assess the Council's judgements in respect of the assets not revalued in year; and
- Disclosures: We will consider the adequacy of the disclosures concerning the key judgements and degree of estimation involved in arriving at the valuation.

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Significant audit risks and our audit approach

2. Risk of retirement benefit obligations

Significant audit risk

Risk: An inappropriate amount is estimated and recorded for the defined benefit obligation

The valuation of the Local Government Pension Scheme (Orkney Pension Fund) relies on a number of assumptions, most notably around the actuarial assumptions, and actuarial methodology which results in the Council's overall valuation.

There are financial assumptions and demographic assumptions used in the calculation of the Council's valuation, such as the discount rate, inflation rates, mortality rates etc. The assumptions should also reflect the profile of the Council's employees, and should be based on appropriate data. The basis of the assumptions should be derived on a consistent basis year to year, or updated to reflect any changes.

There is a risk that the assumptions and methodology used in the valuation of the Council's pension obligation are not reasonable. This could have a material impact to net pension liability accounted for in the financial statements.

Pension Funds in surplus pose an additional risk to Councils, as the entity will need to assess the level of surplus that it can recognise. This will need to be assessed each year, and the conclusion can change from one year to the next based on facts and circumstances for each participation.

We do not consider there to be a significant level of estimation uncertainty over the valuation of the LGPS assets in year end valuation on the basis that this calculation is completed using an appropriate roll forward method. As a result procedures performed over this element of the valuation are not detailed in our audit plan.

Planned Response

Control design:

- Testing the design and operating effectiveness of controls over the provision of membership information to the actuary who uses it, together with management's review of assumptions, to calculate the pension obligation.

Benchmarking assumptions:

- Challenging, with the support of our own actuarial specialists, the key assumptions applied, being: the discount rate; inflation rate; and mortality/life expectancy against externally derived data.
- Challenging the rate of increase in pensionable salaries assumption, by comparing it to other evidence such as business and transformation plans and our understanding of Government and staff expectations.

Assessing transparency:

- Considering the adequacy of the disclosures in respect of the sensitivity of the liabilities to these assumptions.
- Assessing if the disclosures within the financial statements are in accordance with the 2023-24 Code's requirements.
- Assess the level of surplus that may be recognised by the Council

Significant audit risks and our audit approach

3. Risk from income recognition and expenditure

Significant audit risk

Under ISA 240 there is a presumed risk that income may be misstated due to improper recognition of income. This requirement is modified by Practice Note 10, issued by the FRC, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

Income

We consider that the Council's significant income streams, which include taxation and non-specific grant income are likely to be free of management judgement or estimation. At the planning stage, we do not consider recognition of the remaining income sources to represent a significant risk for the Council as there are limited incentives and opportunities to manipulate the way income is recognised, and these are not likely to be materially inappropriate.

We therefore plan to rebut this risk and do not incorporate specific work into our audit plan in this area beyond our standard fraud procedures.

We will continue to assess this as we complete our planning and risk assessment and report any changes should this assessment change.

Expenditure

We consider that there is not a risk of improper recognition of expenditure in respect of payroll costs (including pension adjustments), financing and investment expenditure, or depreciation. These costs are routine in nature and are at less risk of manipulation. This relates to a significant proportion of council expenditure.

We have not at this stage rebutted the assumed risk in respect of the remaining expenditure of and consider the risk will be most likely to arise in respect of cut-off of expenditure around year-end, which at the planning stage we consider could result in a risk around the completeness (understatement).

We will continue to assess this as we complete our planning and risk assessment and report any changes should this assessment change.

In response to the expected significant risk relating to recognition of non-pay expenditure, we will include procedures to:

- compare the outturn with the in year budget monitoring, considering variances;
- test expenditure cut-off including a search for unrecorded liabilities; and
- test transactions focusing on the areas of greatest risk in terms of subjectivity, which provide the most opportunity to manipulate the year-end outturn, including creditors, accruals, prepayments and provisions to challenge completeness of these balances.

Significant audit risks and our audit approach

4. Management override of controls

Significant audit risk	Planned response
<p>The risk</p> <p>Professional standards require us to communicate the fraud risk from management override of controls as significant.</p> <p>Management is in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>We have not identified any specific additional risks of management override relating to this audit.</p>	<ul style="list-style-type: none"> – Our audit methodology incorporates the risk of management override as a default significant risk. In line with our methodology, we will evaluate the design and implementation of the controls in place for the approval of manual journals posted to the general ledger to ensure that they are appropriate. – We will evaluate the design and implementation of general IT controls. – We will analyse all journals through the year using data and analytics and focus our testing on those with a higher risk, such as journals impacting revenue or expenditure recognition around year-end, or journals linked to our other recognised significant risks. – We will assess the appropriateness of changes compared to the prior year to the methods and underlying assumptions used to prepare accounting estimates. – We will review the appropriateness of the accounting for significant transactions that are outside the Council’s normal course of business, or are otherwise unusual. – We will assess the controls in place for the identification of related party relationships and test the completeness of the related parties identified. We will verify that these have been appropriately disclosed within the financial statements.

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Group audit scope

Group Companies

The table below shows the entities that the Council have included in the scope of the Group Financial Statements.

Entity
Orkney Island Council (Parent)
Orkney Ferries Limited (Subsidiary)
Pickaquoy Centre Trust (Subsidiary)
Hammers Hill Energy Limited (Associate)
Orkney Integration Joint Board (Joint Venture)
Orkney Research and Innovation Campus (Joint Venture)

Source: 2022-23 OIC Financial Statements

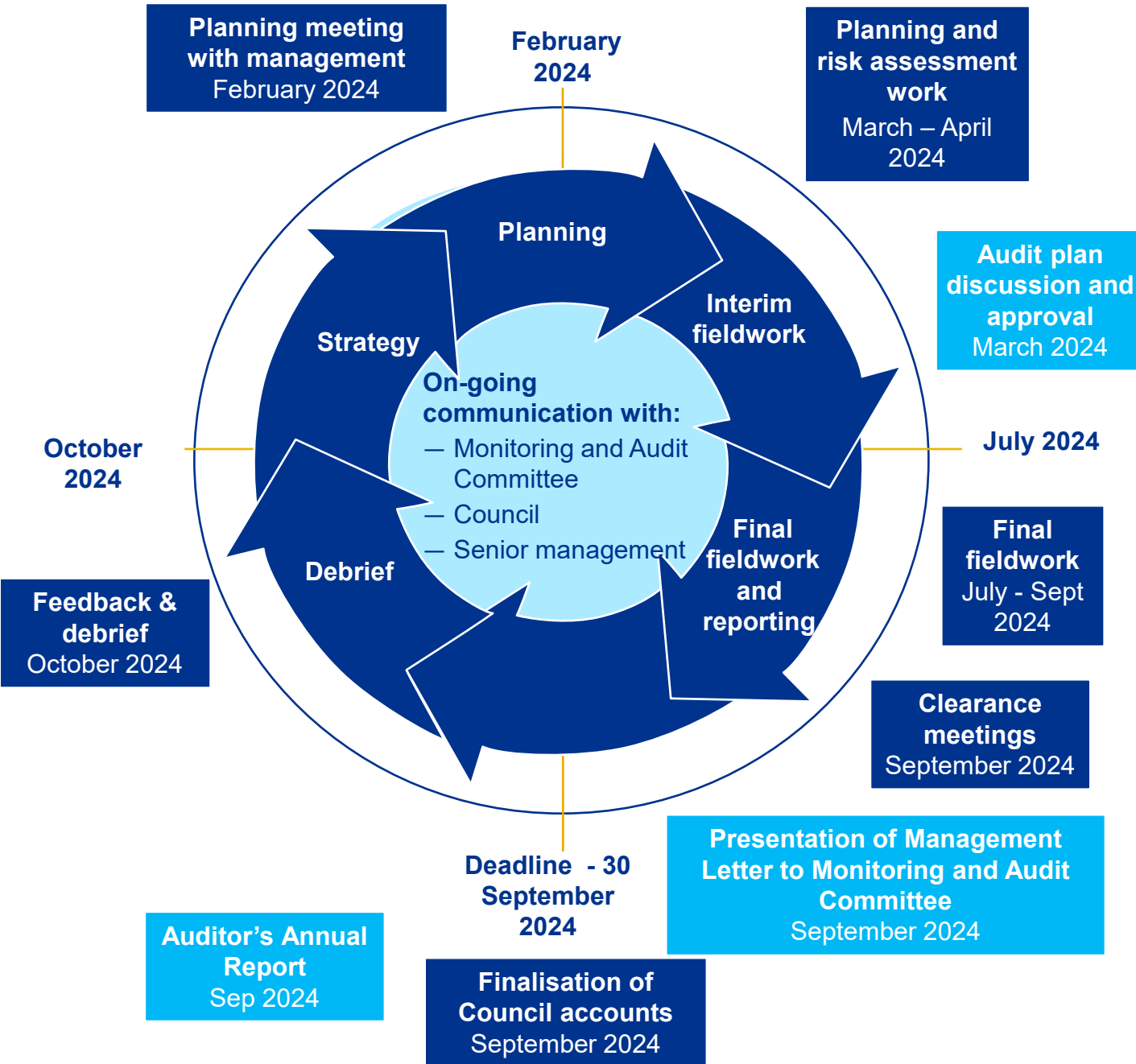
Group Audit Scope:

We have assessed from a Group perspective the following:

- Orkney Islands Council (Parent) (**Significant** – Full Audit);
- Orkney Integration Joint Board (**Significant** - Full Audit);
- Orkney Ferries Limited (**non-significant** – we will consider associated pension balances as we continue risk assessment and planning);
- Pickaquoy Centre Trust (**non-significant**); and
- Hammers Hill Energy Limited (**non-significant**).

Audit cycle and expected timetable

Our 2023/24 schedule



- Key Events
- MAAC communications



Wider scope and best value approach

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Orkney Island Council

Wider Scope and Best Value

Wider Scope Approach

The Code of Audit Practice sets out four areas that constitute the wider scope of public audit in Scotland: financial sustainability; financial management; vision, leadership and governance; and use of resources to improve outcomes.

We set out below an overview of our approach to wider scope requirements of our annual audit.

Local Risk assessment

We are required to consider the arrangements in place for the wider-scope areas when undertaking annual risk assessment with a view to preparing the Annual Audit Plan.

As part of our risk assessment, we have considered the arrangements in place for the wider-scope areas and have summarised the results of our assessment and our planned response on the following pages.

National Risk assessment

Guidance may supplement auditors' own local risk assessments where there are particular areas of national or sectoral risk that the Auditor General and Accounts Commission wish auditors to consider. However, there are no such risks specified for 2023/24.

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Wider Scope and Best Value

Wider Scope Approach (continued)

Financial Management

Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.

Risk Assessment

As part of our previous year audit we noted that:

A budget monitoring system is in place.

Overall financial systems of internal control are operating effectively.

There are established procedures for preventing and detecting fraud.

An established Internal Audit system is in place.

We further noted that policies and procedures need to be reviewed and refreshed on a timely basis.

As part of our planning work we noted that a report was presented to the Policy and Resource Committee in their meeting dated 27 February 2024 to consider the Revenue Budget, Council Tax level and the level of contribution from General Fund and other Reserves for financial year 2024/25.

Based on above we have not identified any significant risks in relation to financial management.

Planned Audit Response

We will continue to review the financial management arrangements in place.

We will follow-up on the progress made in relation to our prior year recommendations.

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Wider scope and best value

Wider Scope Approach (continued)

Financial Sustainability

Financial Sustainability looks forward to the medium and longer term to consider whether the Council is planning effectively to continue to deliver its services or the way in which they should be delivered.

Risk Assessment

As part of our previous year audit we noted that the Council has a number of arrangements in place, in relation to financial sustainability, including a medium term financial strategy, capital programme and reserves strategy.

We made recommendations in respect of aspects of the above.

We note, as part of our planning work, that updates were presented to the Policy and Resource Committee in relation to capital programme, general fund reserves strategy and budget review and forecast in relation to the strategic reserve fund.

Based on above there remains a possible risk in relation to financial sustainability.

Audit Approach

- We will continue to consider the Council's long term financial plans, as well as underlying specific plans, and its ability to adapt to the changing landscape in local government funding. This will involve consideration of the 2024-25 budget and longer term financial plans.
- We will inquire with officers regarding reporting to members surrounding the assumptions and judgements made in forecasting future funding and expenditure pressures.
- We will consider how major capital projects are planned to be funded and implemented, including the revenue and capital consequences of the same.

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Wider scope and best value

Wider Scope Approach (continued)

Vision, Leadership and Governance

Vision, Leadership and Governance is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision making, and transparent reporting of financial and performance information.

Risk Assessment

As part of our previous year audit we noted that:

- Council has effective strategic planning in place
- Governance arrangements are appropriate and operated effectively.
- Arrangements are in place in relation to security, challenge and transparency

We further noted that process is underway in relation to development of service plans and directorate delivery plans to support the overarching council plan and areas for potential improvement.

Based on above we have not identified any significant risk in relation to the Council's arrangements around vision, leadership and governance dimension of the wider scope audit.

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Audit Approach

We will continue to review the arrangements in place in relation to vision, leadership and governance.

We will follow-up on the progress made in relation to our prior year recommendations including recommendations identified as part of the best value report, in the previous year, relating to Leadership in the Development of the Council's Strategic Priorities.

Wider Scope and Best Value

Wider Scope Approach (continued)

Use of Resources to Improve Outcomes

Use of Resources to Improve Outcomes is concerned with demonstrating economy, efficiency, and effectiveness through the use of financial and other resources and reporting performance against outcomes

Risk Assessment

As part of our prior year audit we noted that Performance management arrangements provide a sound basis for improvement with associated recommendations. We understand that Quantitative KPIs had been developed under the new Council plan and will form the basis 2023/24 performance reporting.

We further noted that the performance related information on the Council's webpage should be continuously monitored and kept up to date.

Based on above we have not identified any significant risk in relation to the Council's arrangements around use of resources to improve outcomes.

Audit Approach

We will continue to review the relevant arrangements in place including arrangements in place in relation to compliance with the effective of performance reporting requirement as part of the best value audit.

We will follow-up on the progress made in relation to our prior year recommendations.

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Wider Scope and Best Value

Best Value Approach

Local government bodies have a duty under the Local Government in Scotland Act 2003 to make arrangements which secure Best Value. Best Value is continuous improvement in the performance of the body's functions.

The wider scope of core annual audit activity in local government includes the statutory duty of auditors under section 99(1)(c) of the Local Government (Scotland) Act 1973 (the 1973 Act) to be satisfied that bodies have made proper arrangements to secure Best Value.

Paragraph 60 of the Code of Audit Practice (2021) extends this responsibility to other sectors and requires auditors to consider the arrangements put in place by Accountable Officers to meet their Best Value obligations.

The audit of Best Value in councils is fully integrated within the annual audit work. We are required to evaluate and report on the performance of councils in meeting their Best Value duties.

There are the following five aspects to auditors' work:

- Following up previous improvement actions.
- Risk based consideration of themes.
- Assessing the effectiveness of performance reporting.
- Thematic reviews.
- Contributing to Controller of Audit reports.

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Follow up

This involves follow up on Accounts Commission findings, Controller of Audit recommendations and any outstanding improvement actions reported in Best Value Assurance Reports, Best Value thematic reports and Annual Audit Reports.

We will establish the progress made against the actions, make judgements on the pace and depth of improvements and report judgements in the Annual Audit Report where relevant.

Risk based consideration of themes

The statutory guidance which councils are required to follow sets out seven Best Value themes. The guidance details for each of the themes what a council should be able to demonstrate to achieve Best Value

We consider the Council's arrangements in respect of the themes to identify any risks and will report findings, judgements and improvement actions in the Annual Audit Report.

We have included the possible risk identified on page 4.

Wider scope and Best Value

Best Value Approach (continued).

Assessing the effectiveness of performance reporting.

Theme 3 in the Best Value statutory guidance is the effective use of resources, an element of which is performance reporting.

We are required to carry out work on performance reporting annually.

We will:

- determine and report on the effectiveness of the Council's processes for reporting and scrutiny of performance against its priorities;
- report in the annual audit report on whether the Council can demonstrate a trend of improvement over time in delivering its priorities
- assess whether the Council has made proper arrangements for preparing and publishing the statutory performance information in accordance with the Statutory Performance Information Direction.

Thematic review – workforce innovation

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We are required to report on Best Value or related themes prescribed by the Accounts Commission. The thematic work for 2023/24 is on the subject of workforce innovation.

We will consider how the Council is responding to the current workforce challenge through building capacity, increasing productivity and innovation.

We are required to report our conclusions on the thematic review in a separate management report.

Controller of Audit reports

The Controller of Audit also reports to the Accounts Commission on each council's performance in meeting its Best Value duties at least once over the five-year audit appointment.

The Council was completed in the prior year.

Wider Scope and Best Value

Linkages with other audit work

There is a degree of overlap between the work we do as part of the wider scope and Best Value audit and our financial statements audit. For example, our financial statements audit includes an assessment and testing of the Council's organisational control environment, many aspects of which are relevant to our wider scope and Best Value audit responsibilities.

We seek to avoid duplication of audit effort by integrating our financial statements and wider scope and Best Value work.

Reporting and concluding on wider scope and Best Value

At the conclusion of the wider scope and Best Value work we include relevant observations and recommendations in the Annual Audit Report.

We will update our assessment throughout the year and should any issues present themselves we will report them in our Annual Audit Report.

We will report on the results of the wider scope and Best Value audit through our Annual Audit Report and the best value management report. This will summarise any specific matters arising, and the basis for our overall conclusion.

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Other core annual audit activities

Other Audit Outputs

Paragraph 81 of the Code of Audit Practice (2021) advises that the following other outputs may be required from appointed auditors as core annual audit activity in accordance with guidance from Audit Scotland:

- Certificates on grant claims and similar returns prepared by audited bodies.
- Assurance statements for Whole of Government Accounts returns or other consolidation schedules.
- Reports on summary financial information.

Information Returns

Paragraph 104 of the Code of Audit Practice requires appointed auditors to complete information returns as a core annual audit activity. The information returns required for 2023/24 are as follows:

Contributions to performance audit work

Current Issues Returns

Fraud Returns

National Fraud Initiative

Contributing to Technical Guidance Notes (TGNs).

Further core annual audit activity undertaken by appointed auditors and their teams also includes the responsibilities and activities set out in chapter 7 of the Guidance on planning the annual audit 2023/24 annual audits of public bodies.



Appendices

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Mandatory communications

Type	Statement
Management's responsibilities (and, where appropriate, those charged with governance)	<p>Prepare financial statements in accordance with the applicable financial reporting framework that are free from material misstatement, whether due to fraud or error.</p> <p>Provide the auditor with access to all information relevant to the preparation of the financial statements, additional information requested and unrestricted access to persons within the entity.</p>
Auditor's responsibilities	Our engagement letter with Audit Scotland communicates our responsibilities to form and express an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.
Auditor's responsibilities - Fraud	This report communicates how we plan to identify, assess and obtain sufficient appropriate evidence regarding the risks of material misstatement of the financial statements due to fraud and to implement appropriate responses to fraud or suspected fraud identified during the audit.
Auditor's responsibilities – Other information	Our engagement letter with Audit Scotland communicates our responsibilities with respect to other information in documents containing audited financial statements. We will report to you on material inconsistencies and misstatements in other information.
Auditor's responsibilities – wider scope and best value	Our value for money methodology slide on pages 14 -17 set out our responsibilities for reporting on wider scope and best value. We have set out on these pages the methodology we will adopt in discharging our responsibilities in these areas.
Independence	Our independence confirmation on page 20 discloses matters relating to our independence and objectivity including any relationships that may bear on the firm's independence and the integrity and objectivity of the audit engagement partner and audit staff.

Confirmation of independence

Assessment of our objectivity and independence as auditor of the Orkney Island Council (“the Council”)

Professional ethical standards require us to provide to you at the conclusion of the audit a written disclosure of relationships (including the provision of non-audit services) that bear on KPMG LLP’s objectivity and independence, the threats to KPMG LLP’s independence that these create, any safeguards that have been put in place and why they address such threats, together with any other information necessary to enable KPMG LLP’s objectivity and independence to be assessed. This letter is intended to comply with this requirement and facilitate a subsequent discussion with you on audit independence and addresses:

- General procedures to safeguard independence and objectivity;
- Independence and objectivity considerations relating to the provision of non-audit services; and
- Independence and objectivity considerations relating to other matters.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP partners and staff annually confirm their compliance with our ethics and independence policies and procedures including in particular that they have no prohibited shareholdings.

Our ethics and independence policies and procedures are fully consistent with the requirements of the APB Ethical Standards. As a result we have underlying safeguards in place to maintain independence through:

- Instilling professional values
- Communications
- Internal accountability
- Risk management
- Independent reviews

We are satisfied that our general procedures support our independence and objectivity.

Independence and objectivity considerations relating to the provision of non-audit services

We have considered the fees charged by us to the council and its affiliates for professional services provided by us during the reporting period. No non-audit services are expected to be provided during 2023/24.

Independence and objectivity considerations relating to other matters

There are no other matters that, in our professional judgment, bear on our independence which need to be disclosed to the Monitoring and Audit Committee.

Confirmation of audit independence

We confirm that as of the date of this letter, in our professional judgment, KPMG LLP is independent within the meaning of regulatory and professional requirements and the objectivity of the partner and audit staff is not impaired.

This report is intended solely for the information of the Audit and Risk Committee and should not be used for any other purposes.

We would be very happy to discuss the matters identified above (or any other matters relating to our objectivity and independence) should you wish to do so.

Yours faithfully
KPMG LLP

Audit team and rotation

Your audit team has been drawn from our specialist public sector audit department and is led by key members of staff who will be supported by auditors and specialists as necessary to complete our work. We also ensure that we consider rotation of your audit director and firm.

	<p>Michael Wilkie is the director responsible for our audit. He will lead our audit work, attend the Monitoring and Audit Committee and be responsible for the opinions that we issue.</p>
	<p>Matthew Moore is the senior manager responsible for our audit. He will co-ordinate our audit work, attend the Monitoring and Audit Committee and ensure we are co-ordinated across our accounts work.</p>
	<p>Taimoor Alam is the manager responsible for our audit. He will co-ordinate our VFM and Best Value work, attend the Monitoring and Audit Committee and ensure we are co-ordinated across our wider scope work</p>
	<p>Molly Harris is the in-charge responsible for our audit. She will be responsible for our on-site fieldwork. She will complete work on more complex section of the audit.</p>

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To comply with professional standard we need to ensure that you appropriately rotate your external audit director. There are no other members of your team which we will need to consider this requirement for:



This will be Michael's second year as your engagement lead. He can therefore complete a further 8 years before rotation.

Fees

An expected fee is calculated by Audit Scotland to each entity within its remit. This expected fee is made up of four elements:

- Auditor remuneration (** average of Tender values)
- Audit Scotland Pooled costs
- Audit Scotland Audit Support Costs
- Audit Scotland sectoral cap adjustment

The expected fee for each body assumes that it has sound governance arrangements in place and operating effectively throughout the year, prepares comprehensive and accurate draft accounts and meets the agreed timetable for the audit.

Entity	2023/24	2022/23
Auditor Remuneration **	£220,890	£229,890
Pooled Costs	£8,050	£0
PABV Contribution	£49,800	£42,940
Audit Support Costs	£0	£7,900
Sectoral Cap Adjustment	-£40,480	-£34,450
TOTAL AUDIT FEES (Incl VAT)	£238,260	£246,280

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Source: Audit Scotland

Billing arrangements

Fees will be billed by Audit Scotland in accordance with a billing schedule as outlined in correspondence with management.

Basis of fee information

In line with our standard terms and conditions the fee is based on the following assumptions:

- The Group's audit evidence files are completed to an appropriate standard (we will liaise with management separately on this);
- Draft statutory accounts are presented to us for audit subject to audit and tax adjustments;
- Supporting schedules to figures in the accounts are supplied; A trial balance together with reconciled control accounts are presented to us;
- All deadlines agreed with us are met;
- We find no weaknesses in controls that cause us to significantly extend procedures beyond those planned;
- Management will be available to us as necessary throughout the audit process; and
- There will be no changes in deadlines or reporting requirements.

We will provide a list of schedules to be prepared by management stating the due dates together with pro-forms as necessary. Our ability to deliver the services outlined to the agreed timetable and fee will depend on these schedules being available on the due dates in the agreed form and content.

If there are any variations to the above plan, we will discuss them with you and agree any additional fees before costs are incurred wherever possible.

Responsibility in relation to fraud

We are required to consider fraud and the impact that this has on our audit approach. We will update our risk assessment throughout the audit process and adapt our approach accordingly.

Management responsibilities

Adopt sound accounting policies.
 With oversight from those charged with governance, establish and maintain internal control, including controls to prevent, deter and detect fraud.
 Establish proper tone/culture/ethics.
 Require periodic confirmation by employees of their responsibilities.
 Take appropriate action in response to actual, suspected or alleged fraud.
 Disclose to Monitoring and Audit Committee and auditors:

- Any significant deficiencies in internal controls; and
- Any fraud involving those with a significant role in internal controls

KPMG’s identification of fraud risk factors

Review of accounting policies.
 Results of analytical procedures.
 Procedures to identify fraud risk factors.
 Discussion amongst engagement personnel.
 Enquiries of management, Monitoring and Audit Committee, and others.
 Evaluate broad programmes and controls that prevent, deter, and detect fraud.

KPMG’s response to identified fraud risk factors

Accounting policy assessment.
 Evaluate design of mitigating controls.
 Test effectiveness of controls.
 Address management override of controls.
 Perform substantive audit procedures.
 Evaluate all audit evidence.
 Communicate to Audit and Risk Committee and management.

KPMG’s identified fraud risk factors

—Whilst we consider the risk of fraud at the financial statement level to be low for the Council, we will monitor the following areas throughout the year and adapt our audit approach accordingly:

- Income recognition;
- Cash;
- Procurement;
- Management control override; and
- Assessment of the impact of identified fraud.

Audit Scotland code of audit practice – responsibility of auditors and management

Responsibilities of management

Financial Statements

Audited bodies must prepare an annual report and accounts containing financial statements and other related reports. They have responsibility for:

- preparing financial statements which give a true and fair view of their financial position and their expenditure and income, in accordance with the applicable financial reporting framework and relevant legislation;
- maintaining accounting records and working papers that have been prepared to an acceptable professional standard and that support their financial statements and related reports disclosures;
- ensuring the regularity of transactions, by putting in place systems of internal control to ensure that they are in accordance with the appropriate Council;
- maintaining proper accounting records; and
- preparing and publishing, along with their financial statements, an annual governance statement, management commentary (or equivalent) and a remuneration report that are consistent with the disclosures made in the financial statements. Management commentary should be fair, balanced and understandable and also clearly address the longer- term financial sustainability of the body.

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Further, it is the responsibility of management of an audited body, with the oversight of those charged with governance, to communicate relevant information to users about the entity and its financial performance, including providing adequate disclosures in accordance with the applicable financial reporting framework. The relevant information should be communicated clearly and concisely.

Audited bodies are responsible for developing and implementing effective systems of internal control as well as financial, operational and compliance controls. These systems should support the achievement of their objectives and safeguard and secure value for money from the public funds at their disposal. They are also responsible for establishing effective and appropriate internal audit and risk-management functions.

Audited bodies are responsible for providing the auditor with access to all information relevant to the preparation of the financial statements, additional information requested and unrestricted access to persons within the entity.

Audit Scotland code of audit practice – responsibility of auditors and management

Responsibilities of management
Prevention and detection of fraud and irregularities
Audited bodies are responsible for establishing arrangements for the prevention and detection of fraud, error and irregularities, bribery and corruption and also to ensure that their affairs are managed in accordance with proper standards of conduct by putting proper arrangements in place.
Corporate governance arrangements
Each body, through its chief executive or accountable officer, is responsible for establishing arrangements to ensure the proper conduct of its affairs including the legality of activities and transactions, and for monitoring the adequacy and effectiveness of these arrangements. Audited bodies should involve those charged with governance (including Audit and Risk Committees or equivalent) in monitoring these arrangements.
Financial position
Audited bodies are responsible for putting in place proper arrangements to ensure that their financial position is soundly based having regard to: <ul style="list-style-type: none"> — such financial monitoring and reporting arrangements as may be specified; — compliance with any statutory financial requirements and achievement of financial targets; — balances and reserves, including strategies about levels and their future use; — how they plan to deal with uncertainty in the medium and longer term; and — the impact of planned future policies and foreseeable developments on their financial position.
Best Value, use of resources and performance
The Scottish Public Finance Manual sets out that accountable officers appointed by the Principal Accountable Officer for the Scottish Administration have a specific responsibility to ensure that arrangements have been made to secure best value.

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Audit Scotland code of audit practice – responsibility of auditors and management

Responsibilities of auditors

Appointed auditor responsibilities

Auditor responsibilities are derived from statute, this Code, ISAs, professional requirements and best practice and cover their responsibilities when auditing financial statements and when discharging their wider scope responsibilities. These are to:

- undertake statutory duties, and comply with professional engagement and ethical standards;
- provide an opinion on audited bodies' financial statements and, where appropriate, the regularity of transactions;
- review and report on, as appropriate, other information such as annual governance statements, management commentaries, remuneration reports, grant claims and whole of government returns;
- notify the Auditor General when circumstances indicate that a statutory report may be required;
- participate in arrangements to cooperate and coordinate with other scrutiny bodies (local government sector only);
- demonstrate compliance with the wider public audit scope by reviewing and providing judgements and conclusions on the audited bodies:
 - effectiveness of performance management arrangements in driving economy, efficiency and effectiveness in the use of public money and assets;
 - suitability and effectiveness of corporate governance arrangements; and
 - financial position and arrangements for securing financial sustainability.

Weaknesses or risks identified by auditors are only those which have come to their attention during their normal audit work in accordance with the Code, and may not be all that exist. Communication by auditors of matters arising from the audit of the financial statements or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

This report communicates how we plan to identify, assess and obtain sufficient appropriate evidence regarding the risks of material misstatement of the financial statements due to fraud and to implement appropriate responses to fraud or suspected fraud identified during the audit.

Audit Scotland code of audit practice – responsibility of auditors and management

Responsibilities of auditors
General principles
This Code is designed such that adherence to it will result in an audit that exhibits these principles.
Independent
<p>When undertaking audit work all auditors should be, and should be seen to be, independent. This means auditors should be objective, impartial and comply fully with the FRC ethical standards and any relevant professional or statutory guidance. Auditors will report in public and make recommendations on what they find without being influenced by fear or favour.</p> <p>Our independence confirmation letter (Appendix two) discloses matters relating to our independence and objectivity including any relationships that may bear on the firm’s independence and the integrity and objectivity of the audit engagement partner and audit staff.</p> <p>We confirm that, in our professional judgement, KPMG LLP is independent within the meaning of regulatory and professional requirements and that the objectivity of the Director and audit staff is not impaired.</p>
Proportionate and risk based
Audit work should be proportionate and risk based. Auditors need to exercise professional scepticism and demonstrate that they understand the environment in which public policy and services operate. Work undertaken should be tailored to the circumstances of the audit and the audit risks identified. Audit findings and judgements made must be supported by appropriate levels of evidence and explanations. Auditors will draw on public bodies’ self-assessment and self - evaluation evidence when assessing and identifying audit risk.
Quality focused
Auditors should ensure that audits are conducted in a manner that will demonstrate that the relevant ethical and professional standards are complied with and that there are appropriate quality-control arrangements in place as required by statute and professional standards.

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Audit Scotland code of audit practice – responsibility of auditors and management

Responsibilities of auditors
<p>Coordinated and integrated</p>
<p>It is important that auditors coordinate their work with internal audit, Audit Scotland, other external auditors and relevant scrutiny bodies to recognise the increasing integration of service delivery and partnership working within the public sector. This would help secure value for money by removing unnecessary duplication and also provide a clear programme of scrutiny activity for audited bodies.</p>
<p>Public focussed</p>
<p>The work undertaken by external audit is carried out for the public, including their elected representatives, and in its interest. The use of public money means that public audit must be planned and undertaken from a wider perspective than in the private sector and include aspects of public stewardship and best value. It will also recognise that public bodies may operate and deliver services through partnerships, arm’s-length external organisations (ALEOs) or other forms of joint working with other public, private or third sector bodies.</p>
<p>Transparent</p>
<p>Auditors, when planning and reporting their work, should be clear about what, why and how they audit. To support transparency the main audit outputs should be of relevance to the public and focus on the significant issues arising from the audit.</p>
<p>Adds value</p>
<p>It is important that auditors recognise the implications of their audit work, including their wider scope responsibilities, and that they clearly demonstrate that they add value or have an impact in the work that they do. This means that public audit should provide clear judgements and conclusions on how well the audited body has discharged its responsibilities and how well they have demonstrated the effectiveness of their arrangements. Auditors should make appropriate and proportionate recommendations for improvement where significant risks are identified.</p>



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