

Stephen Brown (Chief Officer).

Orkney Health and Social Care Partnership.

01856873535 extension: 2601.

OHACfeedback@orkney.gov.uk.



Agenda Item: 4.

IJB Performance and Audit Committee

Date of Meeting: 11 December 2024.

Matters Arising Log from Meeting held on 25 September 2024

Matters Arising		Target Date	Lead Officer	Notes
1.	Adoption Allowances and Kinship Payments	November 2024.	Darren Morrow	<p>Due to some issues highlighted through a scheduled internal audit of payments, the report did not go to the meeting of the Council's Policy and Resources Committee in November. It was agreed that some amendments were required to the procedures to ensure greater clarity. This means that the report will now be presented to a meeting of the Policy and Resources Committee in the new calendar year.</p> <p>Target date to be amended to April 2025.</p>

Matters Arising		Target Date	Lead Officer	Notes
2.	Chair and Chief Officer to meet to discuss and plan how to bring forward financial performance reports to the IJB PAC	December 2024.	Stephen Brown	A meeting was held on 1 October 2024. Chair and Chief Officer recognise that the scheduled timing of PAC needs to be considered moving forward to enable this to happen in a meaningful way.
3.	Progress on recommendations made by external auditors to be included in a separate report to enable members to track progress and take assurance that progress was being made.	December 2024.	Andrew Paterson.	The Chief Internal Auditor has commenced a 6-monthly Audit Progress, with the first report being on the agenda. A report on external audit recommendations will also be provided twice yearly with a report scheduled for June 2025.
4.	Full Risk Register to be included on agenda for every meeting	March 2025.	Stephen Brown	Chief Officer will discuss this with the Chair and Vice Chair of the IJB to ensure that there is no duplication.
5.	Finance representatives from IJB and NHS Orkney to be invited to Performance and Audit Committee going forward.	December 2024.	Stephen Brown	The Committee Officers responsible for IJB and Performance and Audit Committee will continue to routinely invite both NHS Orkney and Orkney Islands Council finance representatives to meetings.

Outstanding Matters Arising from Previous Committee Meetings

Matter.	Meeting.	Target Date.	Lead Officer	Notes.

Regular Reports required

	Report.	Frequency.	Notes.
1.	Performance Monitoring.	Quarterly.	On agenda.
2.	Care Inspectorate Assurance Report	Every 6 months. (June and December).	On agenda.
3.	External Audit Plan	Annually in March.	Next due March 2025.
4.	Internal Audit Annual Plan.	Annually in March.	Next due March 2025
5.	Internal Audit Annual Report and Opinion.	Annually in June.	Next due June 2025.
6.	Draft Annual Accounts	Annually in June.	Next due June 2025.
7.	Internal Audit Charter	Annually in June.	Next due June 2025.
8.	External Audit Annual Report.	Annually in September.	Next due September 2025
9.	Final Annual Accounts.	Annually in September.	Next due September 2025.