

# Notice of Meeting and Agenda

## Monitoring and Audit Committee

Venue: Council Chamber, Council Offices, Kirkwall.

Date: Thursday, 14 November 2024.

Time: 09:30.



Dear Councillor,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

**Oliver D Reid,**  
**Chief Executive.**

### Contact

Clerk Name: Sandra Craigie.

Clerk Telephone: 01856 873535 extension 2205.

Clerk Email: [committees@orkney.gov.uk](mailto:committees@orkney.gov.uk).

### Committee Membership

Councillors P Lindsay Hall (Chair), Gillian Skuse (Vice Chair), Stephen G Clackson, W Leslie Manson, James R Moar, John A R Scott and Mellissa-Louise Thomson.

### Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chamber. However, arrangements will be made for members to join the meeting remotely, should they wish.

For those attending remotely, they will be asked to declare:

- They are in a room with no other persons present.
- That no persons can overhear the discussions.
- That they will not answer any other calls or attend to any other business whilst participating in the meeting.
- That cameras will be kept on at all times without exception.

## **Further Information**

This is a meeting which is open to the public.

This agenda and associated reports are available in portable document format (pdf) [here](#).

A paper copy of the agenda and associated reports is available on request from [committees@orkney.gov.uk](mailto:committees@orkney.gov.uk).

## **Audio Recording Notice**

Please note that this meeting will be broadcast live (audio only) over the Internet on Orkney Islands Council's website. The meeting will also be recorded, with the recording publicly available for listening to after the meeting for at least 12 months. The Council is a Data Controller in terms of data protection legislation. Data collected during the audio cast will be retained in accordance with the Council's Data Protection Policy. Further information about how the Council uses personal information and associated rights is available on the Council's website.

## Order of Business

1. Apologies.
2. Declarations of Interest.

Members are asked to consider whether they have an interest to declare in relation to any item on this agenda. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

## Performance Monitoring

3. Complaints and Compliments Handling – report by Corporate Director for Strategy, Performance and Business Solutions **attached**.
4. Internal Audit Plan – Progress Report – report by Chief Internal Auditor **attached**.
5. Internal Audit Actions – Progress Report – report by Chief Internal Auditor **to follow**.
6. External Audit Actions – Progress Report – report by Chief Internal Auditor **attached**.

## Internal Audits

7. UHI Orkney College Credits – report by Chief Internal Auditor **attached**.
8. Glaitness Primary School and Nursery – report by Chief Internal Auditor **attached**.