

## **Minute**

### **Monitoring and Audit Committee**

Thursday, 22 September 2022, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### **Present**

Councillors Alexander G Cowie, P Lindsay Hall, Stephen G Clackson, John A R Scott, Gillian Skuse and Mellissa-Louise Thomson.

### **Clerk**

- Sandra Craigie, Committees Officer

### **In Attendance**

- John W Mundell, Interim Chief Executive.
- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Gavin Mitchell, Head of Legal and Governance.
- Andrew Paterson, Chief Internal Auditor.
- Hazel Flett, Service Manager (Governance).
- Paul Kesterton, Information Governance Officer.
- Peter Thomas, Internal Auditor.

### **In Attendance via Remote Link (Microsoft Teams)**

- James Wylie, Corporate Director for Education, Leisure and Housing.
- Rosemary Colsell, Service Manager (Procurement) (for Items 1 to 4).

### **Audit Scotland:**

- Claire Gardiner, Senior Audit Manager.

### **Observing**

- Hayley Green, Corporate Director for Neighbourhood Services and Infrastructure.
- Sweyn Johnston, Head of Enterprise and Economic Growth (for Items 1 to 5.1).
- Kirsty Groundwater, Communications Team Leader.
- Alison Barclay, LEADER Development Officer (for Items 1 to 5.1).

### **Apology**

- Councillor W Leslie Manson.

## **Declaration of Interest**

- Councillor Mellissa-Louise Thomson – Item 5.1.

## **Chair**

- Councillor Alexander G Cowie.

## **1. Disclosure of Exempt Information**

The Committee noted the proposal that the public be excluded from the meeting for consideration of Annex A of Appendix 1 of Item 5.3, as consideration of the business may involve the likely disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **2. Complaints Handling and Compliments**

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, copies of which had been circulated, and after hearing a report from the Information Governance Officer, the Committee:

Noted the Annual Complaints and Compliments Handling Report for 2021/22, attached as Appendix 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions.

## **3. Integration Joint Board – Internal Audit Annual Report and Opinion**

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

**3.1.** The Internal Audit Annual Report and Opinion 2021/22 in respect of the Integration Joint Board, attached as Appendix 1 to the report by the Chief Internal Auditor.

**3.2.** That the Internal Audit Annual Report and Opinion in respect of the Integration Joint Board confirmed that, for areas subject to audit review during 2021/22, there were adequate and effective controls operating.

## **4. Internal Audit Investigation Report: Nordic Sea**

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

**4.1.** That Internal Audit had undertaken an investigation into the governance arrangements and processes followed in acquiring the Nordic Sea.

**4.2.** The findings contained in the internal audit investigation report, attached as Appendix 1 to report by the Chief Internal Auditor, concerning the governance arrangements and processes followed in acquiring the Nordic Sea.

The Committee resolved to **recommend to the Council**:

**4.3.** That, having reviewed the audit findings referred to at paragraph 4.2 above, assurance was obtained that action had been taken or agreed where necessary.

## **5. Internal Audit Reports**

### **5.1. Orkney LEADER Programme**

Councillor Mellissa-Louise Thomson declared a non-financial interest in this item, being a member of the LEADER Local Action Group (LAG), and was not present during discussion thereof.

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

**5.1.1.** That Internal Audit had undertaken a review of compliance with the LEADER Programme Service Level Agreement and relevant European Commission Regulations.

**5.1.2.** The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to the administration of the Orkney LEADER Programme during the period 1 October 2021 to 31 January 2022.

The Committee resolved to **recommend to the Council**:

**5.1.3.** That, having reviewed the audit findings referred to at paragraph 5.1.2 above, assurance was obtained that action had been taken or agreed where necessary.

### **5.2. School Establishment Audit – Shapinsay Community School**

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

**5.2.1.** That Internal Audit had undertaken an audit of the administrative procedures and controls within Shapinsay Community School.

**5.2.2.** The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to administrative procedures and controls within Shapinsay Community School.

The Committee resolved to **recommend to the Council**:

**5.2.3.** That, having reviewed the audit findings referred to at paragraph 5.2.2 above, assurance was obtained that action had been taken or agreed where necessary.

### **5.3. Customer Services Platform**

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

**5.3.1.** That Internal Audit had undertaken an audit of procedures and controls in place to ensure that the Customer Services Platform performed as expected and whether its implementation had met its objectives.

**5.3.2.** The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, concerning the procedures and controls relating to the Customer Services Platform.

The Committee resolved to **recommend to the Council:**

**5.3.3.** That, having reviewed the audit findings referred to at paragraph 5.3.2 above, assurance was obtained that action had been taken or agreed where necessary.

### **6. Conclusion of Meeting**

At 10:37 the Chair declared the meeting concluded.

Signed: Alexander G Cowie.