

Stephen Brown (Chief Officer)
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Agenda Item: 5

Performance and Audit Committee

Date of Meeting: 25 September 2024.

Subject: External Annual Audit Report.

1. Purpose

1.1. To consider the External Auditor's Annual Audit Report to those charged with governance of the Orkney Integration Joint Board (IJB) Annual Accounts.

2. Recommendations

The Performance and Audit Committee is invited to note:

2.1. That KPMG, as the Orkney IJB's External Auditor, has now substantially concluded its audit of the Board's Annual Accounts for the year ended 31 March 2024.

2.2. That KPMG intend to issue an unqualified audit opinion on the annual accounts of Orkney Integration Joint Board, following approval by the Performance and Audit Committee and after completion by the Auditor of finalisation checks and procedures on their file.

2.3. That an unqualified opinion is the Auditor's judgement that the Orkney Integration Joint Board's Annual Accounts are true and fairly presented, without any identified exceptions, and have been prepared in accordance with proper accounting practice.

2.4. KPMG's Independent Auditor's Report in respect of the Orkney Integration Joint Board's Annual Accounts for 2023/24, attached as Appendix 1 to this report, in accordance with the International Standard on Auditing 260.

The Performance and Audit Committee is invited to scrutinise:

2.5. The Annual Audit Report prepared for members of Performance and Audit Committee and the Controller of Audit in respect of the Orkney IJB's Annual Accounts for the year ended 31 March 2024, attached as Appendix 3 to this report.

It is recommended:

2.6. That the Orkney Integration Joint Board's Letter of Representation to KPMG in connection with its audit of the Annual Accounts for the year ended 31 March 2024, attached as Appendix 2 to this report, be approved.

3. Background

3.1. The scope of the audit was set out in KPMG's Indicative External Audit Plan 2023/24, presented to the Performance and Audit Committee on 26 June 2024. The annual audit report comprises the findings from the following:

- The audit of the Orkney Integration Joint Board's Annual Accounts.
- A review of the arrangements put in place by the Orkney IJB to secure Best Value.
- Consideration of the four audit dimensions that frame the wider scope of public audit set out in the Code of Audit Practice namely, financial sustainability; financial management; vision, leadership and governance; and use of resources to improve outcomes.

4. Audit Findings

4.1. KPMG's Independent Auditor's Report in respect of the Orkney Integration Joint Board's Annual Accounts for 2023/24, attached as Appendix 1 to this report, confirms that, under UK auditing standard ISA (UK) 260, auditors are required to report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action.

4.2. As part of the completion of the audit, KPMG seeks written assurances from the Section 95 Officer on aspects of the financial statements and judgements and estimates made. The Orkney IJB's letter of representation is attached as Appendix 2 to this report.

4.3. KPMG has prepared the draft of their Independent Auditor's report, which will be issued on 25 September 2024, which contains an unqualified opinion on the Orkney Integration Joint Board's Statement of Accounts for the year ended 31 March 2024. The Independent Auditor's report will certify that the accounts have been properly prepared in accordance with applicable law, accounting standards and other reporting requirements.

4.4. Under UK Auditing Standard ISA (UK) 260, auditors are required to provide the Performance and Audit Committee with a summary of adjusted differences (including disclosures) identified during the audit. There were also a small number of disclosure adjustments, which were all corrected in the final version of the annual accounts.

4.5. Under UK Auditing Standards ISA (UK) 260, auditors are also required to provide the Performance and Audit Committee with a summary of unadjusted audit differences (including disclosure misstatements) identified during the audit, other than those which are 'clearly trivial', which are not reflected in the Financial Statements. There are no unadjusted misstatements to report.

4.6. The Auditor has concluded that the Orkney Integration Joint Board has made progress in developing arrangements to secure Best Value.

5. Audit Recommendations

5.1. Pages 21 to 26 of the Annual Audit Report, attached as Appendix 3, summarises outstanding recommendations from prior year audits. Two of the eight outstanding recommendations had been completed by the time of the audit with progress made towards the remaining six recommendations ongoing.

5.2. Page 27 of the Annual Audit Report, attached as Appendix 3, provides one recommendation for the current year. This recommendation has a priority rating of one, being an issue that is fundamental and material to the Orkney Integration Joint Board's system of internal control.

6. Contribution to quality

Please indicate which of the Orkney Community Plan 2023 to 2030 values are supported in this report adding Yes or No to the relevant area(s):

| | |
|---|------|
| Resilience: To support and promote our strong communities. | No. |
| Enterprise: To tackle crosscutting issues such as digital connectivity, transport, housing and fuel poverty. | No. |
| Equality: To encourage services to provide equal opportunities for everyone. | No. |
| Fairness: To make sure socio-economic and social factors are balanced. | Yes. |
| Innovation: To overcome issues more effectively through partnership working. | No. |
| Leadership: To involve partners such as community councils, community groups, voluntary groups and individuals in the process. | No. |
| Sustainability: To make sure economic and environmental factors are balanced. | Yes. |

7. Resource and financial implications

7.1. The cost of external audit for 2023/24 was £33,360 which was met from the resources of the Orkney IJB.

7.2. The cost of external audit for 2022/23 was £36,120.

8. Risk and equality implications

8.1. There are no risks arising directly from this report. Under UK Auditing Standard ISA (UK) 260, auditors are required to report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action. Should subsequent annual audits not be completed timeously there is a risk that the Performance and Audit Committee is not sufficiently enabled to take appropriate action.

8.2. External audit is part of a process of scrutiny and an assurance that makes a positive contribution to risk management.

9. Direction required

Please indicate if this report requires a direction to be passed to:

| | |
|-------------------------|-----|
| NHS Orkney. | No. |
| Orkney Islands Council. | No. |

10. Escalation required

Please indicate if this report requires escalated to:

| | |
|-------------------------|-----|
| NHS Orkney. | No. |
| Orkney Islands Council. | No. |

11. Authors and contact information

11.1. Taiye Sanwo (Interim Chief Finance Officer), Integration Joint Board. Email: taiye.sanwo@orkney.gov.uk, telephone: 01856873535 extension 2611.

12. Supporting documents

12.1. Appendix 1: KPMG's Independent Auditor's Report.

12.2. Appendix 2: The Orkney Integration Joint Board's Letter of Representation to KPMG.

12.3. Appendix 3: KPMG's Annual Audit Report to Members of the Performance and Audit Committee and the Controller of Audit for the year ended 31 March 2024.

Independent Auditor's Report

Independent auditor's report to the members of Orkney Integration Joint Board and the Accounts Commission

Reporting on the audit of the financial statements

Opinion on financial statements

We certify that we have audited the financial statements in the annual accounts of Orkney Integration Joint Board for the year ended 31 March 2024 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, and notes to the financial statements, including material accounting policy information. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2023/24 (the 2023/24 Code).

In our opinion the accompanying financial statements:

- give a true and fair view of the state of affairs of the body as at 31 March 2024 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2023/24 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis for opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 18 May 2022. Our period of appointment is five years, covering 2022/23 to 2026/27. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial

Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting

We have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, we report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the [Audit Scotland website](#).

Risks of material misstatement

We report in our Annual Audit Report the most significant assessed risks of material misstatement that we identified and our judgements thereon.

Responsibilities of the Chief Finance Officer and Orkney Integration Joint Board for the financial statements

As explained more fully in the Statement of Responsibilities, the Chief Finance Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Chief Finance Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention to discontinue the body's operations.

The Orkney Integration Joint Board is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- using our understanding of the local government sector to identify that the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003 are significant in the context of the body;
- inquiring of the Chief Finance Officer as to other laws or regulations that may be expected to have a fundamental effect on the operations of the body;
- inquiring of the Chief Finance Officer concerning the body's policies and procedures regarding compliance with the applicable legal and regulatory framework;
- discussions among our audit team on the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which our procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the

perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Reporting on other requirements

Opinion prescribed by the Accounts Commission on the audited parts of the Remuneration Report

We have audited the parts of the Remuneration Report described as audited. In our opinion, the audited parts of the Remuneration Report have been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Other information

The Chief Finance Officer is responsible for the other information in the annual accounts. The other information comprises the Management Commentary, Annual Governance Statement, Statement of Responsibilities and the unaudited parts of the Remuneration Report.

Our responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

Opinions prescribed by the Accounts Commission on the Management Commentary and Annual Governance Statement

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are

prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and

- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Matters on which we are required to report by exception

We are required by the Accounts Commission to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited parts of the Remuneration Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to our responsibilities for the annual accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in our Annual Audit Report.

Use of our report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 108 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.



Working together to make a real difference

TS/CM/01

25.09.2024

KPMG LLP
319 St Vincent Street Glasgow
G2 5AS

Dear Sirs,

**Orkney Integration Joint Board
Annual Accounts 2023/24**

This representation letter is provided in connection with your audit of the financial statements of Orkney Integration Joint Board (“the IJB”), for the year ended 31 March 2024 for the purpose of expressing an opinion:

1. As to whether these financial statements, in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2023/24 give a true and fair view of the state of the IJB’s affairs as at 31st March 2024 and of the IJB’s income and expenditure for the financial year then ended.
2. Whether the IJB financial statements have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2023/24.
3. Whether the financial statements have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

These financial statements comprise the following: The Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

I confirm that the representations it makes in this letter are in accordance with the definitions set out in Appendix 1 to this letter.

I confirm that, to the best of my knowledge and belief, having made such Inquiries as I considered necessary for the purpose of appropriately informing myself:



Financial Statements

1. I have fulfilled my responsibilities, as set out in the terms of the audit engagement letter dated 18 March 2022, for the preparation of financial statements that:
 - i. Give a true and fair view of the state of the IJB's own affairs as at the end of its financial year and of the IJB's own income and expenditure for that financial year.
 - ii. Have been properly prepared in accordance with UK adopted international accounting standards, as interpreted, and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2023/24.
 - iii. Have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

The financial statements have been prepared on a going concern basis.

2. The methods, the data and the significant assumptions used by me in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
3. All events subsequent to the date of the financial statements and for which IAS 10 Events after the reporting period requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.

Information Provided

5. I have provided you with:
 - Access to all information of which I am aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters.
 - Additional information that you have requested from me for the purpose of the audit.
 - Unrestricted access to persons within the IJB from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. I confirm the following:
 - I have disclosed to you the results of my assessment of the risk that the financial statements may be materially misstated as a result of fraud. [ISA (UK) 240.39b]
 - Included in Appendix 1 to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.
8. I have disclosed to you all information in relation to:
 - i. Fraud or suspected fraud that I am aware of and that affects the IJB and involves:



- Management.
 - Employees who have significant roles in internal control.

 - Others where the fraud could have a material effect on the financial statements.
- ii. Allegations of fraud, or suspected fraud, affecting the IJB's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, I acknowledge my responsibility for such internal control as I determine necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, I acknowledge my responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

9. I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

10. I have disclosed to you and have appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 Provisions, Contingent Liabilities and Contingent Assets, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

11. I have disclosed to you the identity of the IJB's related parties and all the related party relationships and transactions of which I am aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 Related Party Disclosures.

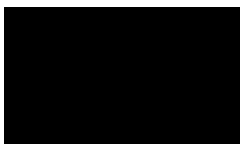
Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as I understand them and as defined in IAS 24.

12. I confirm that:

- The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the IJB's ability to continue as a going concern as required to provide a true and fair view and to comply with IAS 1 Presentation of Financial Statements.
- No material events or conditions exist that may cast significant doubt on the ability of the IJB to continue as a going concern.

This letter was tabled and agreed at the meeting of the Orkney Integration Joint Board Performance and Audit Committee on 25 September 2024.

Yours faithfully,



Taiye Sanwo
Interim Chief Finance Officer

Appendix 1 to the Board Representation Letter of Orkney Integration Joint Board: Definitions

Financial Statements

IAS 1.10 states that “a complete set of financial statements comprises:

- A statement of financial position as at the end of the period.
- A statement of profit or loss and other comprehensive income for the period.
- A statement of changes in equity for the period.
- A statement of cash flows for the period.
- Notes, comprising a summary of significant accounting policies and other explanatory information.
- Comparative information in respect of the preceding period as specified in IAS 1 paragraphs 38 and 38A.
- A statement of financial position as at the beginning of the preceding period when an entity applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements in accordance with IAS 1 paragraphs 40A-40D.

An entity may use titles for the statements other than those used in this Standard. For example, an entity may use the title ‘statement of comprehensive income’ instead of ‘statement of profit or loss and other comprehensive income’.”

Additionally, the financial statements contain the IJB’s Statement of Financial Position, Statement of Movement in Reserves and related notes.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity’s assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- Was available when financial statements for those periods were authorised for issue.
- Could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 Related Party Disclosures as the "reporting entity").

1. A person or a close member of that person's family is related to a reporting entity if that person:
 - Has control or joint control over the reporting entity;
 - Has significant influence over the reporting entity; or
 - Is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
2. An entity is related to a reporting entity if any of the following conditions applies:
 - The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - Both entities are joint ventures of the same third party.
 - One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - The entity is controlled, or jointly controlled by a person identified in (1).
 - A person identified in (1) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- A government that has control or joint control of, or significant influence over the reporting entity; and

- Another entity that is a related party because the same government has control or joint control of, or significant influence over, both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.



Orkney Integration Joint Board

Annual Audit Report to the Members of Orkney Integration Performance and Audit Committee and the
Controller of Audit for the year ended 31 March 2024

13 September 2024

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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 for the benefit of Orkney Integration Joint Board ("the IJB") 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. 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 introduction and responsibilities sections 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.

Complaints

If at any time you would like to discuss with us how our services can be improved or if you have a complaint about them, you are invited to contact Michael Wilkie, who is the engagement leader for our services to the IJB, telephone 0141 300 5890, email: michael.wilkie@kpmg.co.uk who will try to resolve your complaint. If your problem is not resolved, you should contact Tim Cutler, either by writing to him at 1 St Peter's Square, Manchester, M2 3AE, by telephoning 0161 246 4774 or email tim.cutler@kpmg.co.uk. We will investigate any complaint promptly and do what we can to resolve the difficulties. After this, if you are still dissatisfied with how your complaint has been handled you can refer the matter to Elaine Boyd, Audit Scotland, 4th Floor, 102 West Port, Edinburgh, EH3 9DN.

Executivesummary

Auditconclusions

Our work on the financial statements of the IJB is substantially progressed We expect to issue an unqualified audit opinion on the annual accounts of Orkney Integration Joint Board (“the IJB”), following their approval by the Orkney Integration Joint Board Performance and Audit Committee.

We identified one significant risks in relation to the audit of the IJB, which relates to fraud risk from management override of controls. As documented on pages 7, we have concluded satisfactorily in respect of the significant risks and audit focus areas identified in the audit strategy document.

We concurred with management’s assessment that the entity prepares its financial statements on a going concern basis.

The annual accounts were received at the start of the audit fieldwork. There are no matters to highlight in respect of our independence. Adjusted audit differences and our recommendations on our work to date are included in the appendices to this report.

Wider Scope.

Details of current year and prior year recommendations are included on pages 21 to 27 of this report.

Scope and responsibilities

Purpose of this report

The Accounts Commission has appointed KPMG LLP as auditor of Orkney Integration Joint Board (“the IJB”) under part VII of the Local Government (Scotland) Act 1973 (“the Act”). The period of appointment is 2022-23 to 2026-27, inclusive.

Our annual audit report is designed to summarise our opinions and conclusions on significant issues arising from our audit. It is addressed to both those charged with governance at the IJB and the Controller of Audit. The scope and nature of our audit are set out in our audit strategy document which was presented to the IJB.

Audit Scotland’s Code of Audit Practice (“the Code”) sets out the wider dimensions of public sector audit which involves not only the audit of the financial statements but also consideration of areas such as financial performance and corporate governance.

Accountable officer responsibilities

The Code sets out the IJB’s responsibilities in respect of:

- corporate governance;
- financial statements and related reports;
- standards of conduct for prevention and detection of fraud and error;
- financial position; and
- Best Value.

Audit status

Our audit is substantially progressed. Following are the details of ongoing work:

- Review of the final set of financial statements including other information, following the update for the disclosure misstatement included on page 20.
- Manager and RI review of workpapers.

Should any matters arise from this we will highlight to you.

Auditor responsibilities

This report reflects our overall responsibility to carry out an audit in accordance with our statutory responsibilities under the Act and in accordance with International Standards on Auditing (UK) (“ISAs”) issued by the Financial Reporting Council and the Code. Appendix one sets out how we have met each of the responsibilities set out in the Code.

Scope

An audit of the financial statements is not designed to identify all matters that may be relevant to those charged with governance.

Weaknesses or risks identified are only those which have come to our attention during our 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.

Under the requirements of ISA 260 *Communication with those charged with governance*, we are required to communicate audit matters arising from the audit of financial statements to those charged with governance of an entity.

This report to those charged with governance and our presentation to the Board, together with previous reports to the audit and performance committee throughout the year, discharges the requirements of ISA 260.

Audit conclusions

Audit opinion

Our work on the financial statements of the IJB is substantially progressed. We expect to issue an unqualified opinion on the truth and fairness of the state of the IJB's affairs as at 31 March 2024, and the result for the year then ended.

There are no matters identified on which we are required to report by exception.

Financial reporting framework, legislation and other reporting requirements

The IJB is required to prepare its annual accounts in accordance with International Financial Reporting Standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2022-23 and in accordance with the Local Authority Accounts (Scotland) Regulations 2014. Our audit confirmed that the financial statements have been prepared in accordance with the CIPFA Code and relevant legislation.

Statutory reports

We have not identified any circumstances to notify the Controller of Audit that indicate a statutory report may be required.

Other communications

We did not encounter any significant difficulties during the audit. There were no other significant matters arising from the audit that were discussed, or subject to correspondence with management that have not been included within this report. There are no other matters arising from the audit, that, in our professional judgement, are significant to the oversight of the financial reporting process.

Audit misstatements

See appendix 4 for details of adjusted misstatements. There are no unadjusted misstatements to report.

Written representations

Our representation letter did not include any additional representations to those that are standard as required for our audit.

Materiality and summary of risk areas

Materiality

We summarised our approach to materiality in our audit strategy document. On receipt of the financial statements and following completion of audit testing we reviewed our materiality levels and concluded that the level of materiality set at planning was still relevant.

We used a materiality of £2.2 million for the IJB's financial statements. This equates to approximately 2.99% of gross expenditure. We designed our procedures to detect errors in specific accounts at a lower level of precision than our materiality. For the IJB, our performance materiality was £1.65 million. We report all misstatements greater than £110 thousand.

Forming our opinions and conclusions

In gathering the evidence for the above opinions and conclusions we:

- performed substantive procedures to ensure that key risks to the annual accounts have been covered;
- reviewed internal audit reports as issued to the Board to ensure all key risk areas which may be viewed to have an impact on the annual accounts had been considered;
- reviewed estimates and accounting judgments made by management and considered these for appropriateness;
- considered the potential effect of fraud on the annual accounts through discussions with senior management and internal audit to gain a better understanding of the work performed in relation to the prevention and detection of fraud; and
- attended Board meetings to communicate our findings to those charged with governance, and to update our understanding of the key governance processes.

Financial statements preparation

Draft financial statements were published online in line with Section 195 of Local Government (Scotland) Act 1973, this included the management commentary and annual governance statement. In advance of our audit fieldwork we issued a 'prepared by management' request setting out a list of required analyses and supporting documentation. We received working papers of good quality, and signed complete draft financial statements were provided.

We recognise the significant efforts of the finance team given the ongoing pressures to deliver a set of accounts to us in accordance with the normal time frames.

Significant risks and other focus areas in relation to the audit of the financial statements

We summarise below the risks of material misstatement as reported within the audit strategy document.

Significant risks (page 7 of this report):

- management override of controls fraud risk.
- fraudulent revenue recognition (rebutted).

Other focus areas (page 11 of this report):

- financial sustainability (also a wider scope area).

Wider scope areas (page 9 – 15).

Significant risks

| Significant risk | Our Response | Audit conclusion |
|--|--|---|
| <p>Fraud risk from management override of controls</p> <p>Professional standards require us to communicate the fraud risk from management override of controls as a significant risk; as management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</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 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 analysed all journals through the year 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 assess the appropriateness of changes compared to the prior year to the methods and underlying assumptions used to prepare accounting estimates. — We review the appropriateness of the accounting for significant transactions that are outside the Board’s normal course of business, or are otherwise unusual. — We assess the controls in place for the identification of related party relationships and test the completeness of the related parties identified. We verify that these have been appropriately disclosed within the financial statements. | <p>Our work did not identify any instances of override of control, or matters that required adjustment in the annual accounts or which require to be brought to attention.</p> |
| <p>Fraud risk from income revenue recognition and expenditure</p> <p>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.</p> | <ul style="list-style-type: none"> — We consider that the Board’s significant income streams, which include funding requisitions from both the Orkney Island Council and NHS Orkney. These are agreed in advance of the financial year, with any changes arising from changes in need, requiring approval from each body. There is no estimation or judgement in recognising this stream of income and we do not regard the risk of fraud to be significant. — The Board works with both bodies in order to deliver services delegated by the Board. The Board makes these decisions based on its budget agreed in advance of the financial year. There is no estimation or judgement in recognising expenditure to these bodies, and we do not regard the risk of fraud to be significant. | <p>We have rebutted the fraud risk from income revenue and expenditure recognition in the financial statements.</p> <p>We have not identified any issues of fraudulent income or expenditure recognition in the accounts.</p> |

Management reporting in financial statements

| Report | Summary observations | Audit conclusion |
|---|---|---|
| <p>Management commentary</p> | <p>The Local Authority Accounts (Scotland) Regulations 2014 require the inclusion of a management commentary within the annual accounts, similar to the Companies Act requirements for listed entity financial statements. The requirements are outlined in the Local Government finance circular 5/2015.</p> <p>We are required to read the management commentary and express an opinion as to whether it is consistent with the information provided in the annual accounts.</p> <p>We also review the contents of the management commentary against the guidance contained in the CIPFA disclosure checklist IJB accounts.</p> | <p>The information contained within the management commentary is consistent with the annual accounts.</p> <p>We reviewed the contents of the management commentary against the guidance contained in the Local Government finance circular 5/2015 and are content with the proposed report.</p> |
| <p>Remuneration report</p> | <p>The remuneration report was included within the unaudited annual accounts and supporting reports and working papers were provided.</p> | <p>The information contained within the remuneration report is consistent with the underlying records and the annual accounts and all required disclosures have been made in line with the 2014 regulations.</p> <p>Our independent auditor's report will confirm that the part of the remuneration report subject to audit has been properly prepared.</p> |
| <p>Annual governance statement</p> | <p>The statement for 2023/24 outlines the corporate governance and risk management arrangements in operation in the financial year. It provides detail on the IJB's governance framework, review of effectiveness, continuous improvement agenda, and analyses the efficiency and effectiveness of these elements of the framework.</p> <p>We consider the annual governance statement to ensure that management's disclosure is consistent with the annual accounts, and that management have disclosed that which is required under the delivering good governance in local government framework.</p> | <p>We consider the governance framework and annual governance statement to be appropriate for the IJB and that it is in accordance with guidance and reflects our understanding of the IJB.</p> <p>We were satisfied with the proposed disclosure over the governance arrangements.</p> |

Audit dimensions introduction

The Code of Audit Practice sets out four audit dimensions which, along side Best Value in the local government sector, set a common framework for all the audit work conducted for the Controller of Audit and for the Accounts Commission: financial sustainability, financial management, vision, leadership and governance, and use of resources to improve outcomes.

It remains the responsibility of the audited body to ensure that it has proper arrangements across each of these audit dimensions. These arrangements should be appropriate to the nature of the audited body and the services and functions that it has been created to deliver. We review and come to a conclusion on these proper arrangements.

Financial management

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

Budget setting

The 2023/24 budget of £61.3 million was approved by the Board in April 2023. Net expenditure of £73.2 million represents an overspend of £5.6 million. This overspend is charged to the constituent local authorities and utilisation of reserves to achieve a year end balanced position. A budget overrun report was presented to the Board to explain the nature and cause of the overspend.

The 2024/25 budget of £66.7 million was approved by the Board on 19 June 2024 representing an 8.8% increase as compared to 2023/24. We note that delayed approval of the budget has resulted in the Board operating without an approved budget for a period of more than two months after the start of the relevant financial year. Furthermore, there is a risk in relation to achievement of balance in the short term based on the approved budget, keeping in view the actual outturn for 2023/24. A draft recovery plan was presented to the Board dated 19th June 2024. We understand that the recovery plan has not yet been approved and is fundamental to achievement of balance in the short and medium term.

Recommendation one

Budget Monitoring

Finance reports are submitted to the Board on a periodic basis and highlight the financial position and projections to the year end, together with any significant variances and areas of concern.

Financial regulations

As part of previous year audit, we noted that a copy of the IJB's financial regulations are uploaded on the website, however these were approved in March 2016 with review scheduled for 2017 which is past due. The review and refresh has been undertaken in the current year.

Fraud prevention mechanisms

Financial regulation of the IJB contain a section on fraud however the IJB does not maintain its own policies relating to the prevention and detection of fraud and error, relying on those in place at its partnership bodies. We reviewed the arrangements in place at partnership bodies and found them to be appropriate. The IJB has a Code of Conduct in place to which members subscribe and the Members' Registers of Interest is publicly available on the partners' websites.

We have concluded that appropriate arrangements are in place for the prevention and detection of fraud and error.

Internal controls

The IJB relies on the information generated by its partner bodies (Orkney Islands Council and NHS Orkney) for key financial systems such as the ledger and payroll. The details of the IJB's financial transactions are processed through the partners' systems and those partners are responsible for appropriate systems of internal control.

The IJB's transactions are maintained separately from those of the partner bodies in respective ledgers.

Going Concern

The annual accounts are prepared on a going concern basis. IJB is reliant on others for the financial resources needed to cover its operating costs, the going concern concept is met by the legal framework surrounding the Board. Further, annual accounts demonstrate that the entity is in a net assets position.

Conclusion

The 2024-25 budget was set in June 2024 with 8% increase as compared to prior period.

Entity's latest accounts are prepared on a going concern basis.

There is a risk in relation to achievement of financial balance which must be supported through a recovery plan.

Financial regulations have been reviewed and updated.

Financial sustainability

Medium term financial plan

The Board had developed a Medium Term Financial Plan (MTFP), to look beyond the single year budget in the previous year, which was approved in June 2022. The plan relates to financial planning for three years from 2022 to 2025.

Three scenarios have been calculated which highlight potential fluctuation which could exist within each model. The analysis indicates adverse variances between £0.6 million to £7.9 million over the three-year period based on different scenarios.

While the plan includes consideration of different alternatives to bridge the gap, Orkney IJB is yet to develop a quantified analysis of the saving options. As a last resort making difficult choices is also considered which may require decommissioning of certain services.

As part of the previous year we noted that the latest available plan relates to period from 2022 to 2025 and has not been rolled forward in the current year and is limited to 3 years. We were given to understand that a process for updating the MTFP on an annual basis will be implemented. However, we have not seen any evidence of review and refresh of the medium term financial plan.

Prior year recommendation

Savings Plans

No additional recurring savings target has been set against the NHS Orkney delegated service budgets for 2024/25, the Orkney IJB is expected to deliver, as a minimum, £2.4 million of the unachieved recurring savings for NHS Orkney commissioned services over the next five years, which commenced in 2023/24 on its delegated budgets.

In regard to financial year 2024/25 for services commissioned from Orkney Islands Council, savings in respect of a reduction in its employer's pension contribution rates (£335k) and a 1% reduction in staff budgets (£216k) to reflect vacancy management have been applied to the budget.

For Orkney Islands Council commissioned services, to assist in achieving balanced budgets for 2025/26, 2026/27 and 2027/28, indicative efficiency targets of £469k, £704k and £938k respectively have been set. There are no quantified savings plans in place.

Prior year recommendation

Conclusion

MTFP is in place and takes into account scenario planning.

No quantified analysis has been carried out to consider alternatives to bridge the funding gap.

MTFP has not been rolled forward in the current year.

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.

The governance framework is the system by which the Board leads, directs and controls its functions and relates to the community and other stakeholders. It includes the systems, processes, cultures and values through which the Board strives to adhere to the principles of good governance of openness, inclusivity, integrity and accountability.

The Board uses 2016 CIPFA/SOLACE framework as a guidance framework for implementing a governance environment.

The Orkney IJB's Code of Conduct, which was reviewed and approved by Orkney IJB in April 2022 and subject to approval by Scottish Government, is applicable to all Members of the Orkney IJB and requires them to exercise leadership in establishing specific operating principles and values, ensuring they are communicated and understood throughout the organisation.

Leadership capacity

An induction pack, which gives an overview of the Orkney IJB and where to find out more detailed information to enable all Members to fulfil their role and the different elements of the Orkney IJB, was presented to the Board at its meeting held on 29 June 2022.

Details of various development sessions delivered for the members are enumerated as part of the Annual Governance Statement.

Strategy and Risk Management

The Strategic Plan illustrates how the Orkney IJB plans and commissions future services. The Strategic Plan 2022 – 2025 was approved by the IJB on 29 June 2022.

The Risk Management Strategy was updated and approved on 19 April 2023. The revised Risk Register was reviewed by the Board on 21 June 2023.

Scrutiny, challenge and transparency

We had noted in the previous year that the status of progress of audit recommendations and action points should be regularly reported to the Board/committee. We were given to understand that the half yearly reporting on outstanding external and internal audit recommendations will be introduced. However, we have not seen any evidence of interim reporting in relation to external and internal audit recommendations.

Prior year Recommendation

Board meetings are open to the public and only where there is a requirement to do so will an item be considered in private. Audio recordings of board meetings are available. Board minutes and related documents are available on the Orkney Islands Council's website for public scrutiny.

The Communication and Engagement Strategy was updated and approved in April 2023. This is to ensure the voices of the most vulnerable people in Orkney are heard, and that the proactive involvement of service users, their families, carers, staff and partners are recognised as a key priority in informing and guiding the work that the Orkney IJB will commission from the Parties.

The Performance Management Framework uses various measures to show how well the services commissioned by the Orkney IJB are performing. The Orkney IJB Performance and Audit Committee, through its consideration of reports in relation to performance, and from internal and external auditors, monitors the effectiveness of internal control procedures. Meetings of the IJB Performance and Audit Committee are similarly open to the public and only where there is a requirement to do so will an item be considered in private. Audio recordings, minutes and related documents to the Orkney IJB Performance and Audit Committee are available on the Orkney Islands Council's website for public scrutiny.

Further information including the Integration Joint Board's strategies, policies, plans, and annual accounts are also available on the Orkney Islands Council's website for public scrutiny.

Vision, leadership and Governance (continued)

Internal Audit

The Chief Internal Auditor reports directly to the Orkney IJB Performance and Audit Committee with the right of access to the Chief Finance Officer, the Chief Officer and/or the Chair of the Performance and Audit Committee on any matter.

The annual programme of internal audit work is based on a strategic risk assessment and is approved by the Performance and Audit Committee. The internal audit function for financial year 2023/24 was provided by Orkney Islands Council's Chief Internal Auditor as the Chief Internal Auditor of the Orkney IJB. This appointment is for the period 2021 to 2026.

The Audit Committee approved the Internal Audit Strategy and Plan for 2023/24 on 22 March 2023.

Internal Audit Annual Report and Opinion, relating to 2023/24, was presented to the Performance and Audit Committee dated 26 June 2024. The report noted that on the basis of the audit work performed in 2023/24:

- the IJB has a framework of controls in place that provides adequate assurance regarding the organisation's governance framework, related internal controls, and the management of key risks.
- the actions identified during the audit work did not impact on the overall governance arrangements of the IJB.
- they confirm that there were no instances of fraud identified from the audit work conducted during the year.

The report further notes that as at the end of the financial year there were no outstanding audit actions from previous years' internal audits.

Conclusion

Status of progress of audit recommendations and action points should be regularly reported to the Board.

The IJB's governance and arrangements are appropriate with scope for some continued improvements.

Use of resources to improve outcomes

Audited bodies need to make best use of their resources to meet stated outcomes and improvement objectives, through effective planning and working with strategic partners and communities. This includes demonstrating economy, efficiency, and effectiveness through the use of financial and other resources and reporting performance against outcomes.

The updated Performance Management Framework, which was presented and approved at the December 2022 meeting of the Orkney IJB Performance and Audit Committee, act as a framework for the IJB to undertake an improved scrutiny function, and for the Orkney Health and Social Care Partnership to enhance its performance culture focused on quality and continuous improvement, this being critical when demand for services is growing and resources are tightening.

We noted that the framework requires performance reporting to the performance and audit committee meeting however based on the review of minutes we could not identify evidence that such reporting is being carried out in line with the frequency laid down in the framework.

Prior year recommendation

We noted that the annual performance report for 2023/24 has been uploaded to the IJB's website for public access. However it will be pertinent to note that it includes data for 19 out of the 23 indicators included in the performance management framework. The data included therein is limited to the previous years in a number of cases based on the availability of the underlying data.

Orkney performed poorly in two of nine indicators related to national health and wellbeing outcomes when compared to other HSCPs throughout Scotland these being (1) the percentage of adults supported at home who agreed that they had a say in how their help, care, or support was provided and (2) the percentage of adults supported at home who agreed that their health and social care services seemed to be well co-ordinated.

LGBF performance is identified and reported as part of the annual performance reporting process. As per the latest published report Orkney HSCP's performance in LGBF is reported for 7 out of 11 indicators. The reported performance ranking has deteriorated, improved and remained unchanged for 4, 2 and 1 metrics respectively.

Conclusion

The updated Performance Management Framework was approved in December 2022 to act as a framework for IJB to undertake an improved scrutiny function. Annual performance report for 2023/24 has been uploaded to the IJB's website for public access and reports performance in relation to national health and well-being outcomes as well as LGBF.

Performance reporting is not being carried out to relevant committee on quarterly basis.

Best Value

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.

Auditors are required to consider and to be satisfied that bodies have made proper arrangements to secure Best Value. Work is required to be undertaken in a way that it is proportionate to the size and type of the body.

Auditors should consider how the body demonstrates that it is meeting its Best Value responsibilities, and report on the body's own arrangements for doing this in the Annual Audit Report.

In the case of IJBs, work undertaken on the wider-scope areas will contribute to this consideration. We have included our consideration and reporting of, in relation to each of the wider scope dimensions, throughout this report.

The Strategic Plan illustrates how the Orkney IJB plans and commissions future services. The Strategic Plan 2022 – 2025 was approved by the IJB on 29 June 2022.

Monitoring performance against strategic plans is key to demonstrating Best Value. The Performance Management Framework uses various measures to show how well the services commissioned by the Orkney IJB are performing. The updated Performance Management Framework, which was presented and approved at the December 2022 meeting of the Orkney IJB Performance and Audit Committee, act as a framework for the IJB to undertake an improved scrutiny function to enhance its performance culture focused on quality and continuous improvement.

The IJB has a performance and audit committee which has met regularly in 2023-24. There is evidence of scrutiny and sufficient challenge in relation to the matters being considered at these meetings. The minutes of the meeting of the performance and audit committee are regularly presented at the IJB meetings.

The minutes of the meetings of IJB and performance and audit committee, including performance related information therein, is publicly available on the Orkney Islands Council's website. The annual performance report for 2023/24 has been uploaded to the IJB's website for public access and that the LGBF performance is identified and reported as part of the annual performance reporting process.

Regular performance reporting is an area under development within the Orkney IJB.

Conclusion

The IJB needs to make improvements in relation to the regular performance reporting.



Appendices

Appointed auditor's responsibilities

| AREA | APPOINTED AUDITOR'S RESPONSIBILITIES | HOW WE HAVE MET OUR RESPONSIBILITIES |
|---|--|---|
| Statutory duties | Undertake statutory duties, and comply with professional engagement and ethical standards. | Appendix two outlines our approach to independence. |
| Financial statements and related reports | <p>Provide an opinion on audited bodies' financial statements and, where appropriate, the regularity of transactions.</p> <p>Review and report on, as appropriate, other information such as annual governance statements, management commentaries, and remuneration report.</p> | Page 5 summarises the opinion we expect to provide. Page 8 reports on the other information contained in the financial statements, covering the annual governance statement, management commentary and remuneration report. |
| Financial statements and related reports | Notify the Auditor General or Controller of Audit when circumstances indicate that a statutory report may be required. | Reviewed and concluded on the effectiveness and appropriateness of arrangements and systems of internal control, including risk management, internal audit, financial, operational and compliance controls. |
| Wider audit dimensions | <p>Demonstrate compliance with the wider public audit scope by reviewing and providing judgements and conclusions on the audited bodies':</p> <ul style="list-style-type: none"> - Effectiveness in the use of public money and assets; - Suitability and effectiveness of corporate governance arrangements; - Financial position and arrangements for securing financial management and sustainability; - Effectiveness of arrangements to achieve best value; and | We have concluded on pages (10 to 15) on the arrangements in place. |

Auditor independence

Assessment of our objectivity and independence as auditor of Orkney Integration Joint Board (“the IJB”)

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 policies, all KPMG LLP partners and staff annually 31 March 2023, 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 FRC Ethical Standard. 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

DRAFT

Summary of fees

Audit Scotland has completed a review of funding and fee setting arrangements for 2023-24. 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

| Entity | 2023/24 | 2022/23 |
|-------------------------------------|----------------|----------------|
| Auditor Remuneration ** | £35,540 | £33,530 |
| Pooled Costs | £1,300 | £- |
| PABV Contribution | £7,590 | £6,380 |
| Audit Support Costs | £0 | £1,270 |
| Sectoral Cap Adjustment | -£11,070 | -£9,710 |
| Additional Fee Agreed | - | £4,650 |
| TOTAL AUDIT FEES (Incl. VAT) | £33,360 | £36,120 |

There were no non-audit services provided during the year to our ethics and independence

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 IJB.

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 IJB 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

Required communications with the IJB

| Type | Response |
|--|---|
| Our draft management representation letter |  We have not requested any specific representations in addition to those areas normally covered by our standard representation letter for the year ended 31 March 2024. |
| Adjusted audit differences |  Page 20 of this report |
| Unadjusted audit differences |  There are no unadjusted audit differences. |
| Related parties |  There were no significant matters that arose during the audit in connection with the entity's related parties. |
| Other matters warranting attention by the Audit Committee |  There were no matters to report arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process. |
| Control Deficiencies |  We have not identified any internal control weakness during our audit to date. Management retains the responsibility for maintaining an effective system of internal control. |
| Actual or suspected fraud, non-compliance with laws and regulations or illegal acts |  No actual or suspected fraud involving group or component management, employees with significant roles in internal control, or where fraud results in a material misstatement in the financial statements were identified during the audit. |

| Type | Response |
|---|--|
| Significant difficulties |  No significant difficulties were encountered during the audit. |
| Modifications to auditor's report |  There are no expected modifications to the auditor's report. |
| Disagreements with management or scope limitations |  The engagement team had no disagreements with management and no scope limitations were imposed by management during the audit. |
| Other information |  No material inconsistencies were identified related to other information in the annual report, management commentary and annual governance statement. The management commentary is fair, balanced and comprehensive, and complies with the law. |
| Breaches of independence |  No matters to report. The engagement team have complied with relevant ethical requirements regarding independence. |
| Accounting practices |  Over the course of our audit, we have evaluated the appropriateness of the IJB's accounting policies, accounting estimates and financial statement disclosures. In general, we believe these are appropriate. |
| Key audit matters discussed or subject to correspondence with management |  The key audit matters (summarised on Page 5) from the audit were discussed with management. |

Audit Differences

Under UK auditing standards (ISA (UK) 260) we are required to provide the Performance and Audit Committee with a summary of unadjusted audit differences (including disclosure misstatements) identified during the course of our audit, other than those which are 'clearly trivial', which are not reflected in the financial statements.

No unadjusted misstatements to report.

Under UK auditing standards (ISA (UK) 260) we are required to provide the Performance and Audit Committee with a summary of adjusted audit differences (including disclosures) identified during the course of our audit. The disclosure adjustment below, which has been corrected, has been included in the financial statements.

| Adj. | Adjusted Audit Differences |
|------|---|
| 1 | <p>Comprehensive Income and Expenditure and related notes</p> <p>Result based on the reported amounts in the income and expenditure account did not align with the movement in the reserves. The amounts were adjusted to tie with the amount of surplus impacting the reserves.</p> |

Recommendations - follow-up

The table below summarises the outstanding recommendations from prior years.

We have provided a summary of progress against 'in progress' actions below, and their current progress.

| Priority rating for recommendations | | | |
|-------------------------------------|---|---|---|
| 1 | Priority one: issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk. | 2 | Priority two: issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system. |
| 3 | Priority three: issues that would, if corrected, improve the internal control in general but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them. | | |
| Rating | Finding(s) and risk(s) | Management update | Agreed management actions |
| Governance and Transparency | | | |
| | <p>The Medium term Financial Plan identified a cumulative funding gap of between £0.6 million to £7.9 million based on different assumed scenarios. There are no proposed actions included in the plan and the OIJB is yet to develop savings options.</p> <p>There is a risk that the IJB does not achieve financial balance across the medium term.</p> | <p>There is ongoing discussions on how to ensure that services can be delivered within the available financial envelope.</p> <p>Ongoing work with Heads of Service and Financial Sustainability Office. These plans will be detailed within future iteration of Medium Term Financial Plan.</p> | <p>Ongoing.</p> <p>An updated recovery plan will be presented to the IJB in November 2024.</p> <p>A new updated MTFP will be developed and presented to the IJB in February 2025</p> |
| | <p>A number of the governing documents have not been reviewed since 2018 and are difficult to find on the website.</p> <p>There is a risk that the governing documents do not reflect current arrangements nor meet the OIJB's commitment to openness and transparency.</p> | <p>There is an action log to highlight all documents to ensure they are updated and will be put on the Orkney Islands Council's website.</p> | <p>Agreed.</p> <p>IJB will work with the OIC communications team to ensure full transparency of IJB governing documents on the Council's website</p> |

Recommendations – follow-up (continued)

| Rating | Finding(s) and risk(s) | Management update | Agreed management actions |
|--------|--|--|---|
| | Governance and Transparency | | |
| | <p>The OIJB should have effective arrangements for scrutinising performance, monitoring progress towards their strategic objectives and holding partners to account. However, performance management information was not provided to those charged with governance throughout the financial year.</p> <p>There is a risk that performance failures are not identified in sufficient time to take corrective action.</p> <p>2022/23: Performance reporting is not taking place regularly at the relevant committee meeting</p> | <p>A performance management framework has been developed.</p> <p>The Terms of Reference of the Performance and Audit Committee has been updated to include performance within its remit.</p> <p>The Performance and Audit Committee meet quarterly with a performance report brought to every committee. The IJB are working to ensure the content of the performance report is meaningful and useful for members.</p> | <p>Complete.</p> <p>During 2023/24 there were regular performance reports presented at the relevant committee meetings.</p> |

Recommendations – follow-up (continued)

| Rating | Finding(s) and risk(s) | Management Update 2022/23 | Agreed management actions |
|--|---|---|--|
| Financial Management and Sustainability | | | |
| 3 | <p>A copy of the IJB's financial regulations are uploaded on the website, however these were approved in March 2016 with review scheduled for 2017 which is long past due.</p> <p>There is a risk of obsolete and out of date policies and procedures.</p> <p>We recommend periodic review and update of all policy and procedures documents.</p> | <p>Management response: The revised Financial Regulations, along with a revised Reserves Policy and a revised Stakeholder Representatives Expenses policy was approved by the Integration Joint Board on 30 August 2023 and have now been loaded onto the IJB's section within the Council's website.</p> <p>The Matters Arising log, which is considered at each meeting of the board includes a section on regular reports required.</p> <p>Responsible officer: Chief Officer Chief Finance Officer</p> <p>Implementation date: Completed</p> | Completed |
| 2 | <p>The latest available MTFP relates to period from 2022 to 2025 and has not been rolled forward in the current year.</p> <p>There is a risk of loss of benefits associated with medium term planning</p> <p>We recommend that the MTFP is rolled forward on an annual basis.</p> | <p>Management response: Agreed. The Medium Term Financial Plan will be rolled forward on an annual basis and reported to the board.</p> <p>Responsible officer: Chief Finance Officer</p> <p>Implementation date: 31/March/2024</p> | <p>Ongoing. A new updated MTFP will be developed and presented to the IJB in February 2025</p> |

Recommendations – follow-up (continued)

| Rating | Finding(s) and risk(s) | Management Update 2022/23 | Agreed management actions |
|--|--|---|---|
| Financial Management and Sustainability | | | |
| e | <p>The MTFP plan is limited to 3 years and does not include any financial forecasts to cover a longer term period. The plan should also seek to provide a longer term projection of the Board's future budget position for the next ten years. This will allow longer term risks and issues to be identified. Although it is clear that the further away from the current date that projections go the less certain the projections become, they will nevertheless allow the Board to consider longer term views and options.</p> <p>There is a risk of failure to identify financial imbalance and inability to plan accordingly over a longer term period.</p> <p>We recommend that longer term forecasts/plans should also be developed</p> | <p>Management response: Identified longer-term risks and issues such as service pressures and delivery of service restructure initiatives will be noted within the medium term plan. It should be recognised that the IJB only receives annual budget settlement from the funding partners, who only receive annual budgets themselves. This hinders the IJB's ability to accurately identify medium- or longer-term financial imbalance.</p> <p>Responsible officer: Chief Finance Officer</p> <p>Implementation date: 31/March/2024</p> | <p>Ongoing. Management will consider forecasting into longer term period when the MTFP is updated.</p> |

Recommendations – follow-up (continued)

| Rating | Finding(s) and risk(s) | Management Update 2022/23 | Agreed management actions |
|--------|--|--|--|
| | Performance and progress reporting | | |
| e | <p>Despite performing better than national averages in 9 of 11 indicators, Orkney’s score deteriorated in 7 out of 9 indicators in 2021/22 compared to 2019/20 related to national health and wellbeing outcomes.</p> <p>Further Orkney’s ranking has gone down in relation to 5 of the 11 LGBF metrics as compared to the previous year. There is a risk of deteriorating outcomes and reputational damage.</p> <p>We recommend that a root cause analysis be carried out to investigate and develop and action plan against deteriorating performance</p> <p>2023/24 update</p> <p>As per the latest published report Orkney HSCP’s performance in LGBF is reported for 7 out of 11 indicators. The reported performance ranking has deteriorated, improved and remained unchanged for 4, 2 and 1 metrics respectively.</p> | <p>Management response:</p> <p>A performance management framework has been developed.</p> <p>The Terms of Reference of the Audit Committee have been updated to include performance within its remit.</p> <p>The Performance and Audit Committee meet quarterly, and a performance report should be brought to every committee.</p> <p>The IJB are working to ensure the content of the performance report is meaningful and useful for members.</p> <p>Responsible officer: Chief Finance Officer</p> <p>Implementation date: On going</p> | <p>Ongoing.</p> <p>Performance reports to PAC will continue to analyse the data to check the root causes of the changes in performance rankings.</p> |

Recommendations – follow-up (continued)

| Rating | Finding(s) and risk(s) | Management Update 2022/23 | Agreed management actions |
|--------|--|--|---|
| | Performance and progress reporting | | |
| ③ | <p>As part of review of the minutes of the meeting, we could not identify evidence in relation to regular and periodic reporting of the status of the outstanding audit recommendations.</p> <p>There is a risk that action points are not addressed in a timely manner.</p> <p>We recommend that the status of progress of audit recommendations and action points should be regularly reported to the Board.</p> | <p>Management response: Progress on prior year external audit recommendations is included with the annual audit report which is considered annually by the Performance and Audit committee.</p> <p>Progress on outstanding and completed Internal audit recommendations are included within the Chief Internal Auditor's annual audit report and opinion, presented to the Performance and Audit Committee on 28 June 2023.</p> <p>Half yearly reporting on outstanding external and internal audit recommendations will be introduced.</p> <p>Responsible officer: Chief Finance Officer</p> <p>Implementation date: 31/March/2024</p> | <p>Ongoing. Half yearly reporting on outstanding external and internal audit recommendations has been introduced and will be monitored.</p> |

Recommendations – current year

The table below summarises the recommendations based on current year work.

| Rating | Finding(s) and risk(s) | Recommendation | Agreed management actions |
|--------|---|---|---|
| | Performance and progress reporting | | |
| 1 | <p>The 2024/25 budget was approved by the Board on 19 June 2024. We note that delayed approval of the budget has resulted in the Board operating without an approved budget for a period of more than two months after the start of the relevant financial year. Furthermore, there is a risk in relation to inability to achieve balance in the short term based on the approved budget, keeping in view the actual outturn for 2023/24. A draft recovery plan was presented to the Board dated 19th June 2024. We understand that the recovery plan has not yet been approved and is fundamental to achievement of balance in the short and medium term.</p> | <p>We recommend the implementation of recovery plan to ensure achievement of short and medium term financial balance. We further recommend timely approval of the budget ahead of the start of the relevant financial year.</p> | <p>Ongoing. An updated recovery plan will be presented to the IJB in November 2024. There are plans to ensure the budget for 2025/26 is approved by the board before the start of the financial year.</p> |

ISA (UK) 240 Revised: changes embedded in our practices

Ongoing impact of the revisions to ISA (UK) 240

ISA (UK) 240 (revised May 2021, effective for periods commencing on or after 15 December 2021) The auditor's responsibilities relating to fraud in an audit of financial statements included revisions introduced to clarify the auditor's obligations with respect to fraud and enhance the quality of audit work performed in this area. These changes are embedded into our practices and we will continue to maintain an increased focus on applying professional scepticism in our audit approach and to plan and perform the audit in a manner that is not biased towards obtaining evidence that may be corroborative, or towards excluding evidence that may be contradictory.

We will communicate, unless prohibited by law or regulation, with those charged with governance any matters related to fraud that are, in our judgment, relevant to their responsibilities. In doing so, we will consider the matters, if any, to communicate regarding management's process for identifying and responding to the risks of fraud in the entity and our assessment of the risks of material misstatement due to fraud.

Matters related to fraud that are, in our judgement, relevant to the responsibilities of Those Charged with Governance

Our assessment of the risks of material misstatement due to fraud may be found on page 7. We also considered the following matters required by ISA (UK) 240 (revised May 2021, effective for periods commencing on or after 15 December 2021) The auditor's responsibilities relating to fraud in an audit of financial statements, to communicate regarding management's process for identifying and responding to the risks of fraud in the entity and our assessment of the risks of material misstatement due to fraud:

- Concerns about the nature, extent and frequency of management's assessments of the controls in place to prevent and detect fraud and of the risk that the financial statements may be misstated.
- A failure by management to address appropriately the identified significant deficiencies in internal control, or to respond appropriately to an identified fraud.
- Our evaluation of the entity's control environment, including questions regarding the competence and integrity of management.
- Actions by management that may be indicative of fraudulent financial reporting, such as management's selection and application of accounting policies that may be indicative of management's effort to manage earnings in order to deceive financial statement users by influencing their perceptions as to the entity's performance and profitability.
- Concerns about the adequacy and completeness of the authorization of transactions that appear to be outside the normal course of business.

Based on our assessment, we have no matters to report to Those Charged with Governance.

ISA (UK) 315 Revised: changes embedded in our practices

Summary

In the prior period, ISA (UK) 315 Revised "Identifying and assessing the risks of material misstatement" was introduced and incorporated significant changes from the previous version of the ISA.

These were introduced to achieve a more rigorous risk identification and assessment process and thereby promote more specificity in the response to the identified risks. The revised ISA was effective for periods commencing on or after 15 December 2021.

The revised standard expanded on concepts in the existing standards but also introduced new risk assessment process requirements – the changes had a significant impact on our audit methodology and therefore audit approach.

What impact did the revision have on audited entities?

With the changes in the environment, including financial reporting frameworks becoming more complex, technology being used to a greater extent and entities (and their governance structures) becoming more complicated, standard setters recognised that audits need to have a more robust and comprehensive risk identification and assessment mechanism. The changes result in additional audit awareness and therefore clear and impactful communication to those charged with governance in relation to (i) promoting consistency in effective risk identification and assessment, (ii) modernising the standard by increasing the focus on IT, (iii) enhancing the standard's scalability through a principle based approach, and (iv) focusing auditor attention on exercising professional scepticism throughout risk assessment procedures.

Implementing year 1 findings into the subsequent audit plan

Entering the second year of the standard, the auditors will have demonstrated, and communicated their enhanced insight into their understanding of your wider control environment, notably within the area of IT.

In year 2 the audit team will apply their enhanced learning and insight into providing a targeted audit approach reflective of the specific scenarios of each entity's audit.

A key area of focus for the auditor will be understanding how the entity responded to the observations communicated to those charged with governance in the prior period. Where an entity has responded to those observations a re-evaluation of the control environment will establish if the responses by entity management have been proportionate and successful in their implementation. Where no response to the observations has been applied by entity, or the auditor deems the remediation has not been effective, the audit team will understand the context and respond with proportionate application of professional scepticism in planning and performance of the subsequent audit procedures.

What will this mean for our on-going audits?

To meet the on-going requirements of the standard, auditors will each year continue to focus on risk assessment process, including the detailed consideration of the IT environment.

Subsequent year auditor observations on whether entity actions to address any control observations are proportionate and have been successfully implemented will represent an on-going audit deliverable.

Each year the impact of the on-going standard on your audit will be dependent on a combination of prior period observations, changes in the entity control environment and developments during the period. This on-going focus is likely to result in the continuation of enhanced risk assessment procedures and appropriate involvement of technical specialists (particularly IT Audit professionals) in our audits which will, in turn, influence auditor remuneration.

KPMG's Audit quality framework

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.

To ensure that every engagement lead and employee concentrates on the fundamental skills and behaviours required to deliver an appropriate and independent opinion, we have developed our global Audit Quality Framework. Responsibility for quality starts at the top through our governance structures as the UK Board is supported by the Audit Oversight Committee, and accountability is reinforced through the complete chain of command in all our teams.

■ Commitment to continuous improvement

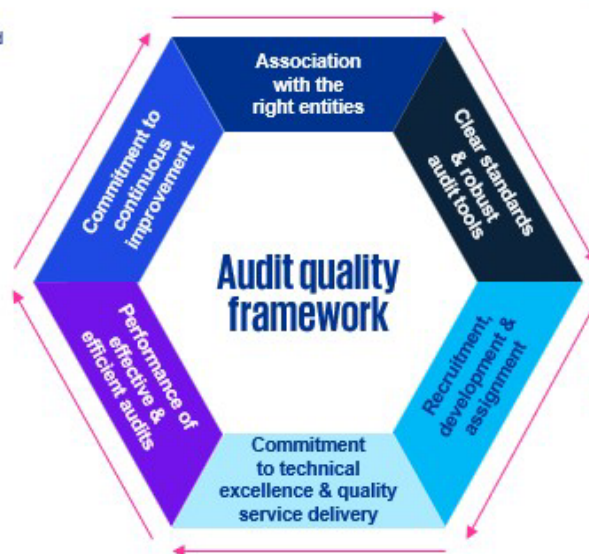
- Comprehensive effective monitoring processes
- Significant investment in technology to achieve consistency and enhance audits
- Obtain feedback from key stakeholders
- Evaluate and appropriately respond to feedback and findings

■ Performance of effective & efficient audits

- Professional judgement and scepticism
- Direction, supervision and review
- Ongoing mentoring and on the job coaching, including the second line of defence model
- Critical assessment of audit evidence
- Appropriately supported and documented conclusions
- Insightful, open and honest two way communications

■ Commitment to technical excellence & quality service delivery

- Technical training and support
- Accreditation and licensing
- Access to specialist networks
- Consultation processes
- Business understanding and industry knowledge
- Capacity to deliver valued insights



■ Association with the right entities

- Select clients within risk tolerance
- Manage audit responses to risk
- Robust client and engagement acceptance and continuance processes
- Client portfolio management

■ Clear standards & robust audit tools

- KPMG Audit and Risk Management Manuals
- Audit technology tools, templates and guidance
- KPMG Clara incorporating monitoring capabilities at engagement level
- Independence policies

■ Recruitment, development & assignment of appropriately qualified personnel

- Recruitment, promotion, retention
- Development of core competencies, skills and personal qualities
- Recognition and reward for quality work
- Capacity and resource management
- Assignment of team members employed KPMG specialists and specific team members



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