

Minute

Monitoring and Audit Committee

Thursday, 23 September 2021, 11:00.

Microsoft Teams.



Present

Councillors John T Richards, David Dawson, Stephen G Clackson, Andrew Drever, Steven B Heddle, John A R Scott and Heather N Woodbridge.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Stephen Brown, Chief Officer/Executive Director, Orkney Health and Care.
- Hayley Green, Interim Executive Director of Environmental, Property and IT Services.
- Gavin Mitchell, Head of Legal Services.
- Colin Kemp, Interim Head of Finance.
- Jim Lyon, Interim Chief Social Work Officer (for Items 3.3 and 3.4).
- Andrew Paterson, Chief Internal Auditor.
- Pat Robinson, Chief Finance Officer, Orkney Health and Care.
- Peter Thomas, Internal Auditor.
- George Vickers, Information Governance Officer (for Items 1 and 2).

Audit Scotland:

- Claire Gardiner, Senior Audit Manager.

Observing

- Pamela Urquhart, Acting Service Manager – Children and Families (for Items 3.3 and 3.4).
- Jane Beckwith, Operational Manager – Children's Services (for Items 3.3 and 3.4).
- Paul Kemp, Strategic Finance Manager.
- Rebecca McAuliffe, Press Officer.

Declaration of Interest

- Councillor David Dawson – Item 3.4.

Chair

Councillor John T Richards.

1. Form of Voting

The Committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll (recorded vote).

2. Complaints Handling and Compliments

After consideration of a report by the Chief Executive, copies of which had been circulated, and after hearing a report from the Head of Legal Services, the Committee:

Noted the Annual Complaints and Compliments Handling Report for 2020/21, attached as Appendix 1 to the report by the Chief Executive.

3. Internal Audit Reports

3.1. Orkney LEADER Programme

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

Noted:

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

3.1.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to the administration of the Orkney LEADER Programme during the period 1 October 2020 to 31 August 2021.

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

3.1.3. That, having reviewed the audit findings referred to at paragraph 3.1.2 above, assurance was obtained that action had been taken or agreed where necessary.

3.2. Financial Planning and Corporate Budget Setting

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

Noted:

3.2.1. That Internal Audit had undertaken an audit of the procedures in place within the Council for financial planning and corporate budget setting.

3.2.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to the procedures in place within the Council for financial planning and corporate budget setting.

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

3.2.3. That, having reviewed the audit findings referred to at paragraph 3.2.2 above, assurance was obtained that action had been taken or agreed where necessary.

3.3. Vehicle and Plant Disposal

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

Noted:

3.3.1. That Internal Audit had undertaken an audit of procedures in place within the Council for disposal of obsolete vehicles and plant.

3.3.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to the procedures in place within the Council for disposal of obsolete vehicles and plant.

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

3.3.3. That, having reviewed the audit findings referred to at paragraph 3.3.2 above, assurance was obtained that action had been taken or agreed where necessary.

3.4. Adoption Allowances and Kinship Payments

Councillor David Dawson declared a non-financial interest in this part of this item, in that he was Vice Chair of the Fostering Adoption and Permanence Panel and left the meeting at this point.

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

Noted:

3.4.1. That Internal Audit had undertaken an audit of governance arrangements, processes and controls in place within the Council in relation to adoption allowances and kinship payments.

3.4.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to governance arrangements, processes and controls in place within the Council in relation to adoption allowances and kinship payments.

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

3.4.3. That, having reviewed the audit findings referred to at paragraph 3.4.2 above, assurance was obtained that action had been taken or agreed where necessary.

4. Conclusion of Meeting

At 12:07 the Chair declared the meeting concluded.

Signed: John T Richards.