

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

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Agenda Item: 4.

## IJB Performance and Audit Committee

Date of Meeting: 7 December 2022.

### Matters Arising Log from Meeting held on 28 September 2022

Matters Arising	Target Date	Lead Officer	Notes
1. Internal Audit Annual Report and Opinion <ul style="list-style-type: none"><li>Investigate how to capture the detail of the audit reports in the Annual Report.</li><li>Investigate how to follow up on any recommendation made within Audit Reports to ensure recommendations are completed and how best to report back to members</li></ul>	June 2023	Stephen Brown/ Andrew Paterson	

## Outstanding Matters Arising from Previous Committee Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Adoption Allowances and Kinship Payments	6 July 2022	June 2023	Jim Lyon	
2.	Performance Monitoring Report: <ul style="list-style-type: none"> <li>Ensure correct officers present when relevant data in performance monitoring report being scrutinised.</li> </ul>	6 July 2022		Stephen Brown	Ongoing Process

## Regular Reports required

	Report.	Frequency.	Notes.
1.	External Audit Annual Report.	Annually in September.	Next due September 2023.
2.	Final Annual Accounts.	Annually in September.	Next due September 2023.
3.	Performance Monitoring.	Quarterly.	On agenda.
4.	Internal Audit Annual Plan.	Annually in March.	Next due March 2023 (for year 2023/24).
5.	Internal Audit Annual Plan.	Quarterly updates.	
6.	External Audit Plan	Annually in March.	Next due March 2023.
7.	Internal Audit Annual Report and Opinion.	Annually in June.	Next due June 2023.
8.	Draft Annual Accounts	Annually in June.	Next due June 2023.

