

Minute

Monitoring and Audit Committee

Thursday, 14 November 2024, 09:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Councillors P Lindsay Hall, Gillian Skuse, Stephen G Clackson, W Leslie Manson, James R Moar and John A R Scott.

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Erik Knight, Head of Finance.
- Gavin Mitchell, Head of Legal and Governance.
- Andrew Paterson, Chief Internal Auditor.
- Paul Kesterton, Information Governance Officer (for Item 1).

In Attendance via remote link (Microsoft Teams)

- Seonaidh McDonald, Principal, UHI Orkney (for Items 1 to 5).

Observing

- Peter Diamond, Head of Education.

Apology

- Councillor Mellissa-Louise Thomson.

Declaration of Interest

- Councillor Gillian Skuse – Item 3.

Chair

- Councillor P Lindsay Hall.

1. Complaints and Compliments Handling

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

Scrutinised the findings contained in the Annual Complaints and Compliments Handling report for 2023/24, attached as Appendix 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions, and obtained assurance that appropriate monitoring of the Council's complaints handling was in place as required by the Scottish Public Services Ombudsman.

2. Internal Audit Plan – Progress Report

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

Scrutinised progress made to date in completing the Internal Audit Plan for 2024/25, as detailed in Appendix 1 to the report by the Chief Internal Auditor, and obtained assurance regarding delivery of the plan.

3. Internal Audit Actions – Progress Report

Councillor Gillian Skuse declared an interest in this item, her connection being that she was the Chief Executive Officer of Age Scotland Orkney, which was an organisation that was directly referenced in one of the Internal Audit Actions, and was not present during discussion thereof.

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

Scrutinised progress made to date in completing the Internal Audit actions, as detailed in Appendix 1 to the report by the Chief Internal Auditor, and obtained assurance that issues found during internal audits were being actioned and followed up.

4. External Audit Actions – Progress Report

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

Scrutinised progress made to date in completing actions arising from External Audit Annual Audit Reports, as detailed in Appendix 1 to the report by the Chief Internal Auditor, and obtained assurance that issues identified during external audits were being actioned and followed up.

5. Internal Audit – UHI Orkney – Credits

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

Scrutinised the findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to the controls and procedures around data collection and recording in relation to, and confirming the accuracy of, the Further Education Statistical return, and obtained assurance that action had been taken or agreed where necessary.

6. Internal Audit – Glaitness School and Nursery

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

Scrutinised the findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to administrative procedures and controls operating within Glaitness School and Nursery, and obtained assurance that action had been taken or agreed where necessary.

7. Conclusion of Meeting

At 10:27 the Chair declared the meeting concluded.

Signed: P L Hall.