

**Stephen Brown (Chief Officer).**

Orkney Health and Social Care Partnership.

01856873535 extension: 2601.

[OHACfeedback@orkney.gov.uk](mailto:OHACfeedback@orkney.gov.uk).



Agenda Item: 4.

## IJB Performance and Audit Committee

Date of Meeting: 25 September 2025.

### Matters Arising Log from Meeting held on 18 June 2025

| Matters Arising |  | Target Date | Lead Officer | Notes |
|-----------------|--|-------------|--------------|-------|
|                 | No new Matters Arising from meeting held on 18 June 2025. Please refer to Outstanding Matters below. |             |              |       |

## Outstanding Matters Arising from Previous Committee Meetings

|    | Matter.   | Meeting.          | Target Date.    | Lead Officer  | Notes.   |
|----|---|-------------------|-----------------|---------------|--|
| 1. | Chair and Chief Officer to meet to discuss and plan how to bring forward financial performance reports to the IJB PAC | 25 September 2025 | 31 October 2025 | Stephen Brown | <b>Update:</b> A meeting between the Chair, Chief Finance Officer and Chief Officer has been organised for after recess to discuss.  |
|    |   | 18 June 2025      | 31 October 2025 | Stephen Brown | A meeting between the Chair and Chief Officer has been organised for after recess to discuss.  |
|    |   | 19 March 2025     | December 2024.  | Stephen Brown | Due to the imminent change of Chair, it has been decided to revisit this conversation once the new Chair is in position.<br>New target date: 31 October 2025.                                |
|    |   | 28 September 2024 | December 2024   |               | A meeting was held on 1 October 2024. Chair and Chief Officer recognise that the scheduled timing of PAC needs to be considered moving forward to enable this to happen in a meaningful way. |
| 2. | Full Risk Register to be included on agenda for every meeting   | 25 September 2025 | 31 October 2025 | Stephen Brown | <b>Update:</b> A meeting between the Chair, Chief Finance Officer and Chief Officer has been organised for after recess to discuss.  |
|    |   | 18 June 2025      | 31 October 2025 | Stephen Brown | A meeting has been scheduled with the Chair, Vice Chair and Chief Officer to discuss.  |
|    |   | 19 March 2025     | March 2025.     | Stephen Brown | Due to the imminent change of Chair, it has been decided to revisit this conversation once the new Chair is in position.   |

|  | Matter. | Meeting.          | Target Date. | Lead Officer | Notes.  |
|--|---------|-------------------|--------------|--------------|---|
|  |         | 28 September 2024 |              |              | New target date: 31 October 2025.<br><br>Chief Officer will discuss this with the Chair and Vice Chair of the IJB to ensure that there is no duplication. |

### Regular Reports required

| Report. |   | Frequency.                              | Notes.                  |
|---------|---|---|-------------------------|
| 1.      | Performance Monitoring.                   | Quarterly.                              | On agenda.              |
| 2.      | External Audit Annual Report.             | Annually in September.                  | On agenda.              |
| 3.      | Final Annual Accounts.                    | Annually in September.                  | On agenda.              |
| 4.      | Care Inspectorate Assurance Report        | Every 6 months.<br>(June and December). | Next due December 2025. |
| 5.      | External Audit Plan                       | Annually in March.                      | Next due March 2026.    |
| 6.      | Internal Audit Annual Plan.               | Annually in March.                      | Next due March 2026.    |
| 7.      | Internal Audit Charter                    | Annually in June.                       | Next due June 2026.     |
| 8.      | Internal Audit Annual Report and Opinion. | Annually in June.                       | Next due June 2026.     |
| 9.      | Draft Annual Accounts                     | Annually in June.                       | Next due June 2026      |