

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: 3 December 2025.

Matters Arising Log from Meeting held on 25 September 2025

Matters Arising		Target Date	Lead Officer	Notes
	No new Matters Arising from meeting held on 25 September 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	3 December 2025	31 October 2025	Stephen Brown	<p>Update: The Chair of the Performance and Audit Committee has agreed that financial reports would continue to be presented to the Integration Joint Board.</p> <p>Action to be deleted following December meeting.</p>
		25 September 2025	31 October 2025	Stephen Brown	<p>Update: A meeting between the Chair, Chief Finance Officer and Chief Officer has been organised for after recess to discuss.</p>
		18 June 2025	31 October 2025	Stephen Brown	<p>Update: A meeting between the Chair and Chief Officer has been organised for after recess to discuss.</p>
		19 March 2025	December 2024.	Stephen Brown	<p>Due to the imminent change of Chair, it has been decided to revisit this conversation once the new Chair is in position.</p> <p>New target date: 31 October 2025.</p>
		28 September 2024	December 2024		<p>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.</p>

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
2.	Full Risk Register to be included on agenda for every meeting	3 December 2025	31 October 2025	Stephen Brown	Update: The Chair of the Performance and Audit Committee has agreed that the strategic Risk Register would continue to be presented to the Integration Joint Board. Action to be deleted following December meeting.
		25 September 2025	31 October 2025	Stephen Brown	Update: 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. New target date: 31 October 2025.
		28 September 2024			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.	Care Inspectorate Assurance Report	Every 6 months. (June and December).	On agenda.
3.	External Audit Plan	Annually in March.	Next Due March 2026.
4.	Internal Audit Annual Plan.	Annually in March.	Next due March 2026.
5.	Internal Audit Charter	Annually in June.	Next due June 2026.
6.	Internal Audit Annual Report and Opinion.	Annually in June.	Next due June 2026.
7.	Draft Annual Accounts	Annually in June.	Next due June 2026
8.	External Audit Annual Report.	Annually in September.	Next Due September 2026
9.	Final Annual Accounts.	Annually in September.	Next Due September 2026