

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: 19 March 2025.

Matters Arising Log from Meeting held on 11 December 2024

Matters Arising	Target Date	Lead Officer	Notes
No new Matters Arising from meeting held on 11 December 2024. Please refer to Outstanding Matters below.			

Outstanding Matters Arising from Previous Committee Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Adoption Allowances and Kinship Payments	19 March 2025 11 December 2024	April 2025 November 2024.	Darren Morrow	<p>Update: Policy and Resources Committee approved the Financial Policy for Foster Carers and Kinship Carers and the Adoption Allowances Scheme on 18 February 2025 and was ratified at the General Meeting of the Council on 4 March 2025.</p> <p>Due to some issues highlighted through a scheduled internal audit of payments, the report did not go to the meeting of the Council's Policy and Resources Committee in November. It was agreed that some amendments were required to the procedures to ensure greater clarity. This means that the report will now be presented to a meeting of the Policy and Resources Committee in the new calendar year.</p> <p>Target date to be amended to April 2025.</p>
2.	Chair and Chief Officer to meet to discuss and plan how to bring forward financial performance reports to the IJB PAC	19 March 2025 28 September 2024.	December 2024.	Stephen Brown	<p>Update: 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> <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.
3.	Full Risk Register to be included on agenda for every meeting	19 March 2025 28 September 2024	March 2025.	Stephen Brown	Update: 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. 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 Plan	Annually in March.	On agenda
3. Internal Audit Charter	Annually in June.	On agenda.
4. Internal Audit Annual Plan.	Annually in March.	On agenda
5. Care Inspectorate Assurance Report	Every 6 months. (June and December).	Next due June 2025.
6. Internal Audit Annual Report and Opinion.	Annually in June.	Next due June 2025.
7. Draft Annual Accounts	Annually in June.	Next due June 2025.
8. External Audit Annual Report.	Annually in September.	Next due September 2025

	Report.	Frequency.	Notes.
9.	Final Annual Accounts.	Annually in September.	Next due September 2025.