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Performance and Audit Committee

Notice of Meeting and Agenda

Venue: Council Chamber, Council Offices, Kirkwall.

Date: Wednesday, 19 March 2025.

Time: 10:00.

Dear Member,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

Joanna Kenny, Chair.

Contact

Clerk Name: Sandra Craigie.

Clerk Email: committees@orkney.gov.uk.

Further Information

This is a meeting which is open to the public.

This agenda and associated reports are available in portable document format (pdf) [here](#).

Audio Recording Notice

Please note that this meeting will be broadcast live (audio only) over the Internet on Orkney Islands Council's website. The meeting will also be recorded, with the recording publicly available for listening to after the meeting for at least 12 months. The Council is a Data Controller in terms of data protection legislation. Data collected during the audio cast will be retained in accordance with the Council's Data Protection Policy. Further information about how the Council uses personal information and associated rights is available on the Council's website.

Order of Business

1. Apologies

Apologies should be intimated to the Clerk, Sandra Craigie, Committees Officer, Orkney Islands Council, by email to committees@orkney.gov.uk.

2. Declarations of Interest

Members are asked to consider whether they have an interest to declare in relation to any item on this agenda. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

3. Minute of Previous Meeting

The draft Minute of the Meeting held on 11 December 2024 is **attached** for consideration, checking for accuracy and approval.

4. Matters Arising Log

The **attached** log provides details on matters arising from the meeting held on 11 December 2024, for consideration and to enable the Committee to seek assurance on progress, actions due and to consider corrective action, where required.

5. External Audit – Annual Audit Plan

The **to follow** report presents KPMG's annual audit plan for 2025/26, for consideration.

6. Internal Audit: Strategic Commissioning

The **attached** report presents Azets' internal audit report on procedures and processes for strategic commissioning, for noting.

7. Internal Audit Charter

The **attached** report presents the Internal Audit Charter for 2025/26 for consideration and approval.

8. Internal Audit Strategy and Plan

The **attached** report presents the Internal Audit Strategy and Plan for 2025/26 for consideration and approval.

9. Strategic Plan Priorities Progress Report

The **attached** report provides a regular update on progress made against three of the six Strategic Priorities, Associated Milestones and Actions, for scrutiny.

10. Date and Time of Next Meeting

The Committee is invited to note that the next meeting will be held on Wednesday, 18 June 2025 at 10:00.

Future meeting dates:

- 25 September 2025.
- 3 December 2025.

11. Exclusion of Public

The Committee is asked to exclude the public from the meeting for the following item of business, on the grounds that it would involve the likely disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

12. Orkney Islands Council Internal Audit

Orkney Health and Care Payment Processes

The **attached** report presents the internal audit report completed for Orkney Islands Council, on procedures and controls in place around the making of payments within the remit of Orkney Health and Care (OHAC) in order to assess the adequacy of and compliance with internal controls over such payments, for noting.

Not for publication by virtue of paragraphs 1, 4, 5 and 6 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

Local Government (Scotland) Act 1973 – Schedule 7A

Access to Information: Descriptions of Exempt Information

- Paragraph 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
- Paragraph 4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.
- Paragraph 5. Information relating to the adoption, care, fostering or education of any particular child or where any particular child is subject to a compulsory supervision order or interim compulsory supervision order (as defined respectively in sections 83 and 86 of the Children's Hearings (Scotland) Act 2011).
- Paragraph 6. Information relating to the financial or business affairs of any particular person (other than the authority).