Monitoring and Audit Committee: 5 June 2025.

Internal Audit Actions – Progress Update.

Report by Chief Internal Auditor.

1. Overview

1.1.   The Global Internal Audit Standards in the UK Public Sector require the Chief Internal Auditor to monitor and ensure that management actions have been effectively implemented or that senior management have accepted the risk of not taking action. Progress with actions is monitored through the Council's performance management system, Ideagen Risk Management.

1.2.   The Internal Audit Action Progress Report, attached as Appendix 1 to this report, provides an update on progress with implementing internal audit actions.

1.3.   The table on Page 2 of Appendix 1 gives an overview of the actions which are currently on the Ideagen system. On Page 3 there is a further breakdown which gives an indication of which audits the actions are associated with.

1.4.   Annex 1 of the Appendix is an extract of the exception report from the Ideagen system which gives details of the actions and the latest updates on progress.

2. Recommendations

2.1.   It is recommended that members of the Committee:

i.   Scrutinise progress made, to date, in completing the Internal Audit actions, as detailed in Appendix 1 to this report, in order to obtain assurance that issues found during internal audits are being actioned and followed up.

For Further Information please contact:

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Implications of Report

1. **Financial:** None directly related to the recommendations in this report.
2. **Legal:** None directly related to the recommendations in this report.
3. **Corporate Governance:** In terms of the Scheme of Administration, consideration of Internal Audit findings and recommendations, and review of actions taken on recommendations made, are referred functions of the Monitoring and Audit Committee.
4. **Human Resources:** None directly related to the recommendations in this report.
5. **Equalities:** An Equality Impact Assessment is not required in respect of Internal Audit Reporting.
6. **Island Communities Impact:** An Island Communities Impact Assessment is not required in respect of Internal Audit Reporting.
7. **Links to Council Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Council Plan strategic priorities:
   ☐Growing our economy.
   ☐Strengthening our Communities.
   ☐Developing our Infrastructure.
   ☐Transforming our Council.
8. **Links to Local Outcomes Improvement Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Local Outcomes Improvement Plan priorities:
   ☐Cost of Living.
   ☐Sustainable Development.
   ☐Local Equality.
   ☐Improving Population Health.
9. **Environmental and Climate Risk:** None directly related to the recommendations in this report.
10. **Risk:** Internal Audit evaluates the effectiveness, and contributes to the improvement, of the risk management processes.
11. **Procurement:** None directly related to the recommendations in this report.
12. **Health and Safety:** None directly related to the recommendations in this report.
13. **Property and Assets:** None directly related to the recommendations in this report.
14. **Information Technology:** None directly related to the recommendations in this report.
15. **Cost of Living:** None directly related to the recommendations in this report.

List of Background Papers
Global Internal Audit Standards in the UK Public Sector

Appendix

Appendix 1: Internal Audit Action Progress Report.

ORKNEY
ISLANDS COUNCIL

Internal Audit

Internal Audit Action Progress Report	
Draft issue date:	**13 May 2025**
Final issue date:	**26 May 2025**
Distribution list:	**Corporate Director for Enterprise and Sustainable Regeneration**
	Corporate Director for Neighbourhood Services and Infrastructure
	Corporate Director for Education, Leisure and Housing
	Chief Officer Orkney Health and Care Partnership

Contents

Executive Summary

The Global Internal Audit Standards in the UK Public Sector require the Chief Internal Auditor to monitor and ensure that management actions have been effectively implemented or that senior management have accepted the risk of not taking action.

The Council's performance and risk management system, Ideagen Risk Management, is used to monitor the implementation of agreed internal audit actions.

When internal audit reports have been finalised, the actions are uploaded to Ideagen and the officers responsible for implementing the actions are then required to provide updates on progress. The status of all recommendations is reported quarterly to the Corporate Leadership Team.

This report provides an update on progress with implementing the actions and highlights any actions which are overdue for an update or have not been implemented by the agreed date.

To assist with the monitoring of actions, a traffic light system on Ideagen classifies the performance of each action as follows:

- Blue: the agreed action has been progressed to completion.
- Green: the agreed action is likely to meet or exceed its target.
- Amber: the agreed action is experiencing minor underperformance, with a low risk of failure to meet its target.
- Red: the agreed action is experiencing significant underperformance, with a medium to high risk of failure to meet its target.

The system also highlights actions which are overdue for update. The table below details the number of internal audit actions on Ideagen for each of the categories.

Red	Amber	Green	Blue	Total no of Actions	Update Overdue
24	0	39	67	130	6

Introduction

Progress with internal audit actions is monitored through the Council's performance management system Ideagen Risk Management. The system sends out automated email reminders to officers responsible for updating each action at the end of each reporting period. Where no update has been made for an action for a particular reporting period, this is noted on the system.

Once an action has been marked as complete on the system, Internal Audit will review the evidence to support the effective implementation of that action and once satisfied the action will be deactivated on the system.

Actions Overview

The table below gives an overview of the number of actions by Directorate. To give some perspective to the figures presented in the table, there has been a total of 350 internal audit actions added to the performance management system over the last five financial years, of these 287 or 82% have been completed.

Directorate	Red	Amber	Green	Blue	Total
Strategy Performance and Business Solutions				4	**4**
Neighbourhood Services and Infrastructure	3		6	9	**18**
Enterprise and Sustainable Regeneration	8		7	9	**24**
Education Leisure and Housing	4		20	13	**37**
Orkney Health and Social Care Partnership	4		5	19	**28**
Integration Joint Board	4			10	**14**
Corporate Leadership Team	1		1	3	**5**
Totals	**24**		**39**	**67**	**130**

Actions Breakdown

The table on the next page shows a further breakdown to provide an indication of which audits the actions are associated with and when the audits were performed. Annex 1 is an extract from the Ideagen system which gives more detail on the individual actions, owners and target dates as well as the latest update provided.

Year	Audit	Responsibility	Number of Actions			
			Red	Amber	Green	No Update
2017/18	Housing Rents	E&SR	1			
2020/21	Treasury Management	E&SR	1			
2021/22	Budget Monitoring Process	E&SR	2			
	Business Continuity	CLT	1		1	
	Lifestyles Service	E&SR	1			
	Rent Arrears	EL&H	1			
2022/23	Corporate Governance & Risk Management	NS&I	1			
	Housing Rents	EL&H	1			
2023/24	Climate Change Reporting	NS&I	1			
	Creditors	NS&I			1	
	Direct Payments	OHASCP	2			
	IJB Internal Communications	IJB	4			
	IT Operations	NS&I	1		2	
	Kirkwall Grammar School	EL&H			9	
	Orkney College Business Units	EL&H			1	1
	Scapa Flow Museum	EL&H	1			
	Sundry Debtors	E&SR	1			
2024/25	Glaitness Primary School	EL&H			1	1
	Insurance	E&SR			2	
	OHAC Payment Processes	OHASCP	2		5	
	Roads Services	NS&I			3	
	Sanday Community School	EL&H	1		5	
	UHI Orkney Credits Audit	EL&H			4	4
	Council Tax	ES&R	2		5	
		Totals	**24**	**0**	**39**	**6**

Glossary

CLT   Corporate Leadership Team

EL&H   Education, Leisure and Housing

E&SR   Enterprise & Sustainable Regeneration

NS&I   Neighbourhood Services and Infrastructure

OHASCP   Orkney Health and Social Care Partnership

SPBS   Strategy, Performance and Business Solutions

IJB   Integration Joint Board

Internal Audit Exception Report

All actions assessed as 'Red' at 13 May 2025

Education Leisure and Housing 2021/22 IA of Rent Arrears

Title	Description	Recommendation	BRAG	Target Date
System Enhancements	Agreed. The Council's software suppliers have been contracted to provide enhancements with an 18-month time frame for completion. Further work to be done internally to look at the automatic production of reports, letters and the diary function.	The procurement exercise currently being undertaken to enhance the system capabilities should be progressed to completion at the earliest opportunity to ensure the system is as automated and efficient as possible to aid with the collection of rent arrears. This would include looking at the possibility of the automatic production of reports and arrears letters and a diary function to keep track of the stages of the rent arrears process.	RED	30-Apr-2023

Lead	Latest Update
Head of Community Learning, Leisure & Housing	There have been significant delays due to a number of different issues. These issues include more than one upgrade to our Housing Management system which required significant testing by Housing Officers prior to any upgrade to the live system. There have been staffing shortages over this time period which have impacted on this particular area of work being taken forward. The system is now at the most recent release and discussions are ongoing with NEC around the specifications that we require. We have been waiting for confirmation of the cost for a substantial period now and have chased this up on numerous occasions. We have been told that this should come through shortly. On receipt of costs and subject to these meeting our needs, sufficient budget will require to be found and a clear timeline will be agreed with NEC

Education Leisure and Housing 2022/23 IA of Housing Rents

Title	Description	Recommendation	BRAG	Target Date
Former Tenant Arrears	This has now been considered and a process of reviewing Former Tenant Arrears has been put in place in July and January annually. First review in September 2023 as a one off prior to these being implemented	The Council should consider whether the provision it makes against tenant arrears is adequate in covering potential and actual bad debt.	RED	31-Oct-2023
Lead	**Latest Update**			
Head of Community Learning, Leisure & Housing	6 monthly meetings are ongoing between Finance and Housing. Whilst procedures have been developed in respect of Former Tenant Arrears by the Housing Service there are still internal conversations between Housing and Finance in this respect to find agreement.			

Education Leisure and Housing 2024/25 IA of Scapa Flow Museum

Title	Description	Recommendation	BRAG	Target Date
Documentation Plan	The Documentation Plan will be a long-term strategy for work which will take place across the Service as the collection is a service-wide asset held on multiple sites. This process can begin once the new Collections Management System has been signed off on 31 March 2024, but the Plan will need to run across several years given present very low levels of resourcing. Grant funding will be sought to prioritise and increase collections documentation and access work.	A documentation plan should be developed to detail plans to catalogue the backlog for when there are the resources to do so. This will ensure there is an up-to-date register of all items in the collection, including current location whether on display or in storage. This includes the items being held in L4 which should be assessed and catalogued where appropriate.	RED	30-Sep-2024
Lead	**Latest Update**			

	Documentation Plan deferred to be completed as part of service-wide accreditation submission in 2026
Service Manager Leisure and Culture	

Education Leisure and Housing 2024/25 IA of Sanday Community School

Title	Description	Recommendation	BRAG	Target Date
Monthly Reconciliations	The school's master spreadsheet recording outgoings will be updated to include income so that it is possible to match the balance with the bank statement without having to review the separate funds individually	To facilitate reconciliation with the monthly bank statements, the school's master spreadsheet recording outgoings should be updated to include income so that it is possible to match the balance with the bank statement without having to review the separate funds individually. To ensure segregation of duties is evidenced, when reconciliation has been completed, the Head Teacher should initial or sign and date to indicate this has been completed. Now that the Head Teacher is in post, the bank should be notified so that bank statements can be correctly addressed and the Head Teacher added as a signatory so that there are at least two permanent members of staff on record.	RED	30-Apr-2025
Lead	**Latest Update**			
Head of Education	Bank has been notified and HT is new signatory.			

Enterprise and Sustainable Regeneration 2017/18 IA of Housing Rents

Title	Description	Recommendation	BRAG	Target Date
Direct debits	The implementation of direct debits has been a long standing ambition of the Revenues Team. The Revenues Manager has been working towards the introduction of direct debits for some time. Progress is dependent however on availability of sufficient resources to perform system updates and subsequently support a test environment prior to going live. Completion date extended from April 19 to Dec 20	01 - Consideration should be given to implementing direct debit payments for housing rent to increase efficiency and allow better control of income due to the Council.	RED	31-Dec-2024

Lead	Latest Update
Corporate Director ESR	Work is underway to develop the background processes needed to facilitate automatic update of payments made by bank and Universal Credit, both of which are currently a manual process. Separately the Housing database requires to undergo two separate updates. Following that work will be undertaken with the software provider accordingly

Enterprise and Sustainable Regeneration 2020/21 IA of Treasury Management

Title	Description	Recommendation	BRAG	Target Date
Contract Management	This will be discussed with the Procurement Manager. Contracts with Fund Managers are open ended agreements rather than contracts for specific time periods and may be terminated at short notice.	05 - Controls should be put in place so that mandates to Investment Managers are recorded on the Council's contract register when applicable under its Contract Standing Orders.	RED	30-Jun-2021

Lead	Latest Update
Corporate Director ESR	Investment Managers are appointed through an interview process prior to an agreement and target strategy being put in place between OIC and the Fund Manager. Although this would not be considered a traditional contract, being an open-ended agreement, OIC are still in a position to end the agreement if the Fund Manager does not perform as expected. Finance have met with Procurement and work is underway to get this action resolved and marked as complete.

Enterprise and Sustainable Regeneration 2021/22 IA of Budget Monitoring Process

Title	Description	Recommendation	BRAG	Target Date
Utilising Integra to monitor capital expenditure	Using Integra to monito capital expenditure was previously agreed within Finance but not implemented due to resource limitations.	Consideration should be given to whether Integra could be utilised effectively as a tool for monitoring capital expenditure.	RED	31-Mar-2023
Lead	**Latest Update**			
Corporate Director ESR	The Finance system was upgraded to Centros in October 2023. Putting capital budgets in place to allow better budget monitoring is an urgent planned development thereafter, hopefully made easier with the enhanced reporting capabilities of the upgraded system. The IT development team in Finance are working on a project with the Corporate Finance team to ensure capital budgets are added to Integra Centros during 2025.			

Title	Description	Recommendation	BRAG	Target Date
Year end outturn included in monitoring reports	Agreed in principle, review needs to be undertaken to establish how current system can be adapted	Revenue monitoring reports to respective Committees should include considered year end outturn positions to each identified priority action	RED	31-Mar-2025
Lead	**Latest Update**			
Corporate Director ESR	Work is progressing slowly, we have developed graphical representations for budget reports for consideration to aid user understanding, these require further review. Costs for CENTROS solution was circa £13.5k, but also likely to be overtaken by their Power BI solution. Investigation is ongoing.			

Enterprise and Sustainable Regeneration 2021/22 IA of Lifestyles Services

Title	Description	Recommendation	BRAG	Target Date
VAT manual	A VAT manual will be prepared and issued.	An OIC VAT Manual should be issued that provides basic guidance on VAT and	RED	30-Sep-2023

		outlines the actions which require to be taken by Council staff to ensure that the Council complies with VAT legislation.		
Lead	**Latest Update**			
Corporate Director ESR	VAT manual has progressed, work is ongoing to complete.			

Enterprise and Sustainable Regeneration 2023/24 IA of Sundry Debtors

Title	Description	Recommendation	BRAG	Target Date
Corporate Debt Policy	Agreed, work is underway to draft the Policy.	It is recommended that the Corporate Debt Policy is finalised and put in place at the earliest practicable opportunity.	RED	31-Mar-2025
Lead	**Latest Update**			
Corporate Director ESR	The Council's Financial Regulations, approved in July 2024, contain provisions related to income collection, debt recovery, and write-offs. Specifically, Section 15 outlines the responsibilities and procedures for managing debts owed to the Council. These regulations are designed to ensure that all methods of recovery are exhausted before debts are considered for write-off, with the Head of Finance responsible for authorizing such actions.			

Enterprise and Sustainable Regeneration 2024/25 IA of Council Tax

Title	Description	Recommendation	BRAG	Target Date
Action Plan	Agreed in part. The audit report mentions three areas where process times have increased in comparison with FY 2019/20, at paragraphs 4.4, 5.17 and 7.4. The Team acknowledges the findings of the report, however, would note that the 48 days referenced at 7.4 was an exception rather, than the norm. It should also be noted the global changes since the last audit of Council Tax: COVID, and Cost	A structured plan with targets and timescales should be put in place to address the increase in turnround times.	RED	30-Apr-2025

	of Living Crisis, for example. In addition, further resourcing pressures have been experienced by the Team over recent years:- Staff turnover, including management changes- Staff vacancies, protracted by multiple recruitment exercises- Staff sickness involving both short and long-term absence- Multiple software updates- Introduction of 2nd Homes surcharge, and additional enquiries generated by this change in policy- Knock-on effect of Non-domestic rates revaluation - Introduction of a new Corporate Direct Debit system was trialled by Revenues Team, drawing officer time away from day-to-day tasks. These external and internal factors have impacted on the operation of the service by this small Team. Comparison with 2019/20 may not be a reliable indicator moving forward. However, the Revenues Team were generally aware of these performance issues and have already taken positive steps to improve turnaround times. An action plan will be prepared to help achieve this outcome.	

Lead	Latest Update
Head of Finance	We have had unexpected staff changes. Recruitment has been expedited and we hope to be fully staffed again by early June. We can then, as a team, form a plan for work loads and delegation of tasks so that we can deal with workloads in a timely manner.

Title	Description	Recommendation	BRAG	Target Date
Confirmation Letters	Agreed in part. The guidance will be updated to reflect that confirmation can be sent by email. The Council Tax Bill shows exemptions and discounts and the period they cover which we consider	Confirmation letters in respect of discounts and exemptions should be issued by letter in line with current guidance, or the guidance updated to reflect confirmation by	RED	01-Apr-2025

	sufficient confirmation in writing. Where a more complex set of discounts have been applied, we will send a letter	email. Confirmation by phone should be followed up by confirmation in writing, with copies being added to the relevant file.		
Lead	**Latest Update**			
Head of Finance	Guidance is to be updated to reflect the use of emails and bills to confirm the exemptions and discounts that have been applied.			

Integration Joint Board 2023/24 IA of IJB Internal Communications

Title	Description	Recommendation	BRAG	Target Date
Protocols and Templates	Internal communications forms part of the Communications and Engagement Strategy coming to Policy and Resources on 26 November 2024 and will include reference to the potential future development of protocols and templates with those protocols and templates to be developed in the first half of 2025.	Following action of the Communications Strategy (per MAP1.1), documentation to support communications strategy should be considered.	RED	31-Mar-2025
Lead	**Latest Update**			
IJB Chief Officer	New briefing documents have been created and will be rolled out after the completion of the corporate restructure.			

Title	Description	Recommendation	BRAG	Target Date
Documented Approval Process	Internal communications forms part of the Communications and Engagement Strategy coming to Policy and Resources on 26 November 2024 and will include reference to the potential future development of documented approval processes with those documented approval processes to be developed in the first half of 2025	In line with MAP 2.1, the process for approval of all communications should be documented, including internal communications to staff. This should outline all communication types, the frequency of the communication, and the individual/group responsible for review and approval. Evidence of this process should	RED	31-Mar-2025

		be stored to ensure a clear trail of approval can be traced for every communication.		

Lead	Latest Update
IJB Chief Officer	With the Communications and Engagement strategy now agreed work can begin on this target.

Title	Description	Recommendation	BRAG	Target Date
Weekly Updates (OIC)	Internal communications forms part of the Communications & Engagement Strategy coming to Policy and Resources on 26 November 2024 and will include reference to the potential future development of protocols and templates to be developed in the first half of 2025.	The process for ensuring all weekly updates to staff includes information from a range of sources as applicable each week should be clearly documented by OIC.	RED	31-Mar-2025

Lead	Latest Update
IJB Chief Officer	With the Communications and Engagement strategy now agreed work can begin on this target.

Title	Description	Recommendation	BRAG	Target Date
Staff Feedback (OIC)	Internal communications forms part of the Communications and Engagement Strategy coming to Policy and Resources on 26 November 2024 and will include reference to the potential future development of feedback mechanisms with those mechanisms to be developed in the first half of 2025.	OIC should determine the best way to seek feedback from staff regarding internal communications. Actions plans should track feedback received and actions taken, with key improvements shared back with employees.	RED	31-Mar-2025

Lead	Latest Update
IJB Chief Officer	This target has been parked until the completion of the OIC Corporate restructure.

Neighbourhood Services and Infrastructure 2022/23 IA of Corporate Governance and Risk Management

Title	Description	Recommendation	BRAG	Target Date
Risk Management Guidance	Agreed	The Risk Management Guidance should be made available on the Council's intranet Review of the Risk Management Guidance document should take place as soon as possible.	RED	30-Sep-2023
Lead	**Latest Update**			
Corporate Director NS&I	All previous versions of the risk management guidance have been removed from the intranet site to ensure that only the most current information is available. The updated risk management guidance has been thoroughly revised and is now complete, providing comprehensive and up-to-date instructions for managing risks effectively. At this time it is available through request to the Safety and Resilience Service or line managers. This is in advance of a new Safety and Resilience Intranet site which is in the final stages of development. This site will offer enhanced resources and tools to support safety and resilience initiatives including access to the Risk Management Guidance and will be launched shortly. In addition, a new Risk Management iLearn package is currently being developed. The Safety and Resilience team is collaborating with the Educational team to create a face-to-face risk assessment training package.			

Neighbourhood Services and Infrastructure 2023/24 IA of Climate Change Reporting

Title	Description	Recommendation	BRAG	Target Date
Supporting data - Council's carbon emissions	The Delivery Plan action regarding baseline data commences in 2023/24 and there is a further completion action in 2024/25. The sections of spreadsheet that compile the underlying activity data along with relevant emission factors, will be updated / corrected ahead of the next Public Bodies Climate Change Duties (PBCCD) report. Further updates however will be required in 2024/25	There is a commitment in the Council Delivery Plan to evaluate the baseline data for the Council's carbon emissions. The spreadsheet used for calculating emissions data should be reviewed and updated to ensure an accurate and consistent approach to reporting of corporate emissions in line with this commitment.	RED	31-May-2024
Lead	**Latest Update**			

Corporate Director NS&I	An update on the Carbon Management Programme was approved by the Policy and Resources Committee in June 2024 which highlighted that major capital projects are delivering significant carbon savings, with 12 projects either completed or in progress delivering a saving of 486 tonnes. The Orkney Local Heat and Energy Efficiency Strategy (OLHEES) was presented to the Policy and Resources Committee in February 2025 and was approved.

Neighbourhood Services and Infrastructure 2023/24 IA of IT Operations

Title	Description	Recommendation	BRAG	Target Date
Job Descriptions	Agreed, job descriptions exist, but need to be updated to new template and designation	All roles in the IT department should have a job description retained on file and that the relevant jobs have an indication of the requirement to be on standby where required	RED	31-Dec-2024
Lead	**Latest Update**			
Head of Property Asset Management and Facilities	There is one job description and person specification left which is to be completed and signed off.			

Orkney Health and Care 2021/22 IA of Business Continuity

Title	Description	Recommendation	BRAG	Target Date
Covid debrief actions	The remaining recommendations from the debrief to business continuity planning should be implemented by Services supported by the Council's Safety and Resilience Manager and Team.	The remaining recommendations relating to business continuity made within the debrief relating to business continuity should be completed.	RED	31-Mar-2024
Lead	**Latest Update**			
IJB Chief Officer	A request for confirmation from all services within Orkney Health and Care to ensure that this action has been completed. Thereafter this action will be complete for all Directorates.			

Orkney Health and Care 2023/24 IA of Direct Payments

Title	Description	Recommendation	BRAG	Target Date
Information Packs	Agreed, the updating of the information packs will be completed and issued to service users. This is subject to the issuing of the Self-Directed Support standards from Scottish Government as noted at Recommendation 1.	The current work on updating information packs, including guidance on eligible expenditure, should be completed, and information packs issued to all service users prior to the discussion around and selection of a support their agreement to a support Option.	RED	31-Dec-2024

Lead	Latest Update
Head of Health and Community Care	Following discussion at Orkney Health and Care Senior Management Team, a meeting with key managers including Advocacy Orkney has been set up to further discuss. Following this, a paper will be brought to SMT.

Title	Description	Recommendation	BRAG	Target Date
Primacy of Outcomes	The need for the primacy of outcomes will be emphasised to officers carrying out reviews	Reviews should reinforce the primacy of outcomes for the supported person and carer including responses to the questions – To what extent are the service users personal outcomes being met under the current self-directed support? If they are not being met, what is required to allow them to be met?	RED	30-Jun-2024

Lead	Latest Update
Head of Health and Community Care	Reviews still being undertaken by Age Scotland Orkney.

Orkney Health and Care 2024/25 IA of OHAC Payment Processes

Title	Description	Recommendation	BRAG	Target Date
Fostering Contracts	Service will meet with Procurement Team to ensure a procedure is in place for the commissioning of foster carers that is in line with the procurement rules under the Financial Regulations and Council's Standing Orders.	All relevant fostering arrangements for a contract value over £10,000 should be subject to the procurement rules under the Financial Regulations and CSOs.	RED	31-Mar-2025
Lead	**Latest Update**			
IJB Chief Officer	A meeting has been scheduled with Procurement to review the relevant arrangements. Unfortunately, this target has slipped slightly suggest a new target end date of 31.05.25.			

Title	Description	Recommendation	BRAG	Target Date
RISC Procedure	Updated procedure to be formally signed off by Social Work and Education, Leisure and Housing and ratified by Corporate Leadership Team. following on from the agreed actions at the RISC Planning Protocol meeting on 29.05.24.	The draft policy on Resource Intensive Support and Care (RISC) packages should be updated to reflect procedures around contract procurement, ongoing contract management and recording of contracts. This policy should be finalised and authorised by Committee.	RED	31-Mar-2025
Lead	**Latest Update**			
IJB Chief Officer	Work is being finalised on the procedure and will be presented to the Children Services Strategic Group on 6 May 2025 and thereafter the Corporate Leadership Team. There has been a slight delay due to operational capacity. Suggested revised target date of 31 May 2025.			