Audit Committee

NHS Orkney

There will be a meeting of the **Audit Committee** of **Orkney NHS Board** in the **Saltire Room, Balfour Hospital, Kirkwall** on **Tuesday, 5 March 2019** at **11:30 am**

Meghan McEwen
Chair

B U S I N E S S

Item	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair		To <u>note</u> apologies
2	Declaration of interest – agenda items	Chair		To <u>record</u> any declarations of interest with regard to agenda items
3	Minute of previous meeting held on 4 December 2018	Chair		To check for accuracy, <u>approve</u> and <u>signature</u> by Chair
4	Matters arising	Chair		To <u>seek assurance</u> that actions from the previous meeting have been progressed
5	Action Log	Chair		To <u>monitor progress</u> against the actions due by the meeting date and to agree corrective action where required
6	**External Audit**			
6.1	NHS Scotland Overview Report	Chief Executive	AC1819-53	To <u>gain Chief Executive insight</u> on the report
7	**Internal Audit**			
7.1	Internal Audit Progress Report	Internal Auditor	AC1819-54	To <u>review</u> report and seek assurance on performance
7.2	**Internal Audit Reports**			

Item	Topic	Lead Person	Paper Number	Purpose
7.2.1	Payroll report	Internal Auditor	AC1819-55	To <u>review</u> report and seek assurance on performance
7.2.2	Procurement report	Internal Auditor	AC1819-56	To <u>review</u> report and seek assurance on performance
7.2.3	Performance Management report	Internal Auditor	AC1819-57	To <u>review</u> report and seek assurance on performance
7.2.4	Budget Management report	Internal Auditor	AC1819-58	To <u>review</u> report and seek assurance on performance
7.2.5	Internal and External Communications report	Internal Auditor	AC1819-59	To <u>review</u> report and seek assurance on performance
7.2.6	Partnership Working – Health and Social Care Integration report	Internal Auditor	AC1819-60	To <u>review</u> report and seek assurance on performance

8   Internal and External Audit recommendations

Item	Topic	Lead Person	Paper Number	Purpose
8.1	Internal and External Audit recommendations follow-up report	Head of Finance	AC1819-61	To <u>note</u> the update and <u>review progress</u> against internal and external audit recommendations

9   Information Governance

Item	Topic	Lead Person	Paper Number	Purpose
9.1	Information Governance Chair's Report	Information Governance Group Chair		For <u>information</u>
9.1.1	Minutes of Information Governance Group meetings held on: • 6 December 2018	Information Governance Group Chair		To <u>note</u> the minutes

Item	Topic	Lead Person	Paper Number	Purpose
9.2	Unaccounted for Records	Information Governance Group Chair	AC1819-62	For <u>assurance</u> on progress as requested by Board
9.3	Cyber Threat Monitoring Questionnaire	Chief Executive	AC1819-63	For <u>information</u> and <u>assurance</u> of progress
10	**Fraud**			
	No items for discussion this meeting			
11	**Risks**			
11.1	Risks escalated from Governance Committees	Chair		To <u>review</u> risks escalated from Governance Committees
12	**Governance**			
12.1	Terms of Reference	Chair		To <u>agree</u> Terms of Reference
12.2	Programme of Business / Workplan	Chair		To <u>agree</u> Programme of Business
12.3	Committee Risks, Controls and Assurance Framework	Chair		To <u>agree</u> Risks, Controls and Assurance Framework
12.4	Agree items to be brought to attention of Board or other Governance Committees:			To <u>agree</u> key messages to escalate to Board or Governance Committees
13	**Any Other Competent Business**			
14	**<u>*Items for Information and Noting Only</u>**			

Item	Topic	Lead Person	Paper Number	Purpose
14.1	Annual Accounts 2019/20 Timetable	Head of Finance	AC1819-64	To review and approve timetable
14.2	**Audit Scotland Reports**			
14.2.2	Health and Social Care Integration: update on progress			For information
14.2.3	*Technical Bulletin 2018/4			
14.3	**Counter Fraud Services**			
14.3.1	*Counter Fraud Services Intelligence Alerts			To note the alerts received and action taken
14.4	*Schedule of Meetings for • 2019/20			
14.5	*Record of Attendance			
15	Committee Evaluation	Led by Chair		

*Items marked with an asterisk are for noting only and any queries should be raised out with the meeting with the relevant Lead Director or Board Secretary to seek further assurance on performance

Distribution:

Audit Committee Members:

Meghan McEwen, Chair
Davie Campbell, Vice Chair
Fiona MacKellar, Employee Director
James Stockan, Non Executive Director

In Attendance:

Chris Brown, Chief Audit Executive (Scott Moncrieff)
Patricia Fraser, Audit Manager (Audit Scotland)
Gerry O'Brien, Chief Executive
Derek Lonsdale, Head of Finance
David McArthur, Director of Nursing,

Midwifery and Allied Health Professionals
Marthinus Roos, Medical Director
Matthew Swann, Internal Audit Manager
(Scott Moncrieff)
Louise Wilson, Director of Public Health
Gillian Woolman, Assistant Director – Audit
Scotland
Vacant, Director of Finance