

## Audit Committee

There will be a meeting of the **Audit Committee** of **Orkney NHS Board** in the **Brodgar Room, The Balfour, Kirkwall** on **Tuesday, 3 December 2019** at **11:30am**

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 3 September 2019	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	<b>External Audit</b>			
6.1	External Audit Plan 2019/20	External Audit	AC1920-43	To <u>review</u> and <u>approve</u> draft annual audit plan
7	<b>Internal Audit</b>			
7.1	Internal Audit Progress Report	Internal Auditor	AC1920-44	To <u>review</u> the summary of progress against the Internal Audit Plan and KPIs

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7.2	<b>Internal Audit Reports</b>			
7.2.1	Information Governance	Internal Auditor	AC1920-45	To <u>review</u> report and seek assurance on performance
8	<b>Internal and External Audit recommendations</b>			
8.1	Internal and External Audit recommendations follow-up report	Interim Director of Finance	AC1920-46	To <u>note</u> the status and update of the actions and approve the amended timescale
9	<b>Information Governance</b>			
9.1	Information Governance Group Chair's Report and minutes of meetings held on 1 August 2019	Head of Corporate Services	AC1920-47	For <u>information</u> and noting
9.2	Update on Selbro store and action plan	Head of Corporate Services	AC1920-48	To <u>seek assurance</u> that actions are being progressed in relation to the store
10	<b>Fraud</b>			
10.1	Counter Fraud Services Annual Conference update	Chair	Verbal	To <u>note</u> the update
11	NHS in Scotland 2019	Interim Director of Finance	AC1920-49	To <u>discuss</u> the key themes raised and <u>recommend</u> completion of the Audit Scotland Non Executives Checklist
12	<b>Risks</b>			
12.1	Risk and Assurance	Chief Quality Officer	AC1920-50	To seek <u>assurance</u> on the implementation of the refreshed process
12.2	Risks escalated from Governance Committees	Chair		<u>No risks</u> have been escalated

Item	Topic	Lead Person	Paper Number	Purpose
<b>13</b>	<b>Governance</b>			
13.1	Agree items to be brought to attention of Board or other Governance Committees	Chair		To <u>agree</u> key messages to escalate to Board or Governance Committees
<b>14</b>	<b>Any Other Competent Business</b>			
<b>15</b>	<b><u>*Items for Information and Noting Only</u></b>			
15.1	<b>Counter Fraud Services</b>			
15.1.1	Intelligence Alerts	Interim Director of Finance		To <u>note</u> the alerts issued
15.2	<b>Audit Scotland Reports</b>			
15.2.1	*Technical Bulletin 2019/03			For <u>information</u>
15.3	*Schedule of Meetings for <ul style="list-style-type: none"> <li>• 2019/20</li> <li>• 2020/21</li> </ul>			For <u>information</u>
15.4	*Record of Attendance			
<b>16</b>	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 Corporate Services Manager to seek further assurance on performance

**Distribution:**

**Audit Committee Members:**

**In Attendance:**

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

Christina Bichan, Chief Quality Officer  
Julie Colquhoun, Head of Corporate Services  
David Eardley, Chief Audit Executive (Scott  
Moncrieff)  
Patricia Fraser, Audit Manager (Audit  
Scotland)  
Gerry O'Brien, Chief Executive  
Mark Doyle, Interim Director of Finance  
VACANT, Head of Finance  
Julie Colquhoun, Head of Corporate Services  
Matthew Swann, Internal Audit Manager  
(Scott Moncrieff)  
Gillian Woolman, Assistant Director – Audit  
Scotland