

Audit and Risk Committee

There will be a meeting of the **Audit and Risk Committee** of **Orkney NHS Board** **virtually** via **Microsoft Teams** on **Tuesday, 2 June 2020** at **11:30**

David Drever
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: • 20 May 2020	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	<u>External Audit</u>			
6.1	Equalities Report	External Auditor	ARC2021-15	To <u>receive</u> external audit report
7	<u>Internal Audit</u>			
7.1	Internal Audit Progress Report	Internal Auditor	ARC2021-16	To <u>receive</u> update in relation to Internal Audit work
7.2	Internal Audit Reports			
7.2.1	Workforce Strategy	Internal Auditor	ARC2021-17	To <u>receive</u> the internal audit report

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7.3	Internal Audit Plan 2020/21	Internal Auditor	Verbal	To <u>discuss</u> the draft audit plan for 2020/21
8	Annual Governance Statement			
8.1	Draft Directors' Subsidiary Statement on Governance	Interim Director of Finance	ARC2021-18	To <u>review</u> the draft statement on governance and <u>seek assurance</u> that adequate and effective internal control framework has been in place
8.2	Draft Annual Audit Assurance Statement	Chair	ARC2021-19	To <u>approve</u> the draft Annual Audit Assurance Statement
8.3	Orkney Health Board Endowment Fund Governance Statement	Endowment Fund Sub Committee Chair	ARC2021-20	To <u>note</u> the Orkney Health Board Endowment Fund Governance Statement
8.4	Significant Issues that are Considered to be of wider interest - Draft letter to the Scottish Government - Health Finance Division	Chair	ARC2021-21	To <u>review</u> the draft letter
8.5	2019/20 Annual Accounts			
8.5.1	NHS Orkney draft Annual Accounts for year ended 31 March 2020	Interim Director of Finance	ARC2021-22	To <u>review</u> the Draft Annual Accounts
8.5.2	Orkney Health Board Endowment Fund Annual Accounts for year ended 31 March 2020	Endowment Fund Treasurer	ARC2021-23	To <u>review</u> the draft audited annual accounts
9	<u>Information Governance</u>			

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9.1	Information Governance Chair's Report and minutes of meetings held on: <ul style="list-style-type: none"> • 3 December 2019 • Terms of Reference • Workplan 	Head of Corporate Services	ARC2021-24	For <u>information</u> and <u>noting</u>
10	<u>Risks</u>			
10.1	Risk and Assurance	Chief Quality Officer	ARC2021-25	To seek <u>assurance</u> on the implementation of the refreshed process
10.2	Risks escalated from Governance Committees:	Chair		<u>No risks</u> had been escalated from Governance Committees
11	<u>Governance</u>			
11.1	Governance Committee Annual Reports 2019/20			
11.1.1	Remuneration Committee	Chair	ARC2021-26	To <u>approve</u> the Annual Report of the Remuneration Committee
11.1.2	Clinical and Care Governance Committee	Chair	ARC2021-27	To <u>approve</u> the Annual Report of the Clinical and Care Governance Committee
11.1.3	Audit and Risk Committee Annual Report	Chair	ARC2021-28	To <u>approve</u> the Annual Report of the Audit and Risk Committee
11.2	Governance Committee Workplans 2020/21			
11.2.1	Clinical and Care Governance Committee	Chair	ARC2021-29	To <u>receive</u> the proposed workplan under the proviso that schedule of work may change due to COVID-19
11.3	Governance Committee Terms of Reference 2020/21			

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11.3.1	Clinical and Care Governance Committee	Chair	ARC2021-30	To <u>approve</u> the Clinical and Care Governance Committee Terms of Reference
11.4	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
12	<u>Items for Information and Noting Only</u>			
12.1	Schedule of Meetings for 2020/21			
12.2	Record of Attendance			
13	Committee Evaluation	Led by Chair		

Following the Committee Meeting:

**Private Meeting of Audit and Risk Committee members
with Internal and External Auditors**

Distribution:

Audit Committee Members:

David Drever, Chair
Davie Campbell, Vice Chair
Fiona MacKellar, Employee Director
Jason Taylor, Non-Executive Director

In attendance:

Christina Bichan, Chief Quality Officer
Julie Colquhoun, Head of Corporate Services
Mark Doyle, Interim Director of Finance (Lead)
David Eardley, Chief Internal Auditor, Scott Moncrieff
Claire Gardiner, Senior Audit Manager, Audit Scotland
Colin Morrison, External Auditor, Audit Scotland
Gerry O'Brien, Chief Executive
Keren Somerville, Head of Finance
Iain Stewart, Chief Executive Designate
Matthew Swann, Internal Auditor, Scott Moncrieff
Gillian Woolman, Audit Director, Audit Scotland