

## Audit and Risk Committee

There will be a meeting of the **Audit and Risk Committee** of **Orkney NHS Board** **virtually** via **Microsoft Teams** on **Wednesday, 20 May 2020** at **12:30**

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 meetings held on 3 March 2020 and 5 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
<b>6</b>	<b>External Audit</b>			
6.1	Progress of External Audit 2019/20 annual accounts	External Auditor	ARC2021-04	To <u>discuss</u> progress with the external audit
<b>7</b>	<b>Internal Audit</b>			
7.1	Internal Audit Plan 2020/21	Internal Auditor	Verbal	To <u>discuss</u> progress with internal audit plan for 2020/21

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7.2	Draft Annual Report 2019/20	Internal Auditor	Verbal	To <u>discuss</u> progress with draft annual audit report for 2019/20
<b>7.3</b>	<b>Internal Audit Reports</b>			
7.3.1	Risk Management report	Internal Auditor	ARC2021-05	To <u>review</u> report and seek assurance on performance
7.3.2	Clinical Governance report	Internal Auditor	ARC2021-06	To <u>review</u> report and seek assurance on performance
7.3.3	Waiting Times report	Internal Auditor	ARC2021-07	To <u>review</u> report and seek assurance on performance
<b>9</b>	<b>Information Governance</b>			
9.1	Information Governance Group update	Head of Corporate Services	Verbal	To <u>receive</u> update on Information Governance
<b>10</b>	<b>Risks</b>			
10.2	Risks escalated from Governance Committees:	Chair	-	<u>No risks</u> had been escalated from Governance Committees
<b>11</b>	<b><u>Governance</u></b>			
<b>11.1</b>	<b>Governance Committee Annual Reports for 2019/20</b>			
11.1.1	Finance and Performance Committee	Chair	ARC2021-08	To <u>approve</u> the Annual Report of the Finance and Performance Committee
11.1.2	Remuneration Committee	Chair	ARC2021-09	To <u>approve</u> the Annual Report of the Remuneration Committee
11.1.3	Staff Governance Committee	Chair	ARC2021-10	To <u>approve</u> the Annual Report of the Staff Governance Committee
<b>11.2</b>	<b>Governance Committee Workplans 2020/21</b>			
11.2.1	Finance and Performance Committee	Chair	ARC2021-11	To <u>approve</u> the Finance and Performance Committee Workplan

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11.2.2	Remuneration Committee	Chair	ARC2021-12	To <u>approve</u> the Remuneration Committee Workplan
11.2.3	Staff Governance Committee	Chair	ARC2021-13	To <u>approve</u> the Staff Governance Committee Workplan
<b>11.3</b>	<b>Governance Committee Terms of Reference 2020/21</b>			
11.3.1	Finance and Performance Committee Terms of Reference	Chair	ARC2021-14	To <u>approve</u> the Finance and Performance Committee Terms of Reference
11.3.2	Remuneration Committee Terms of Reference	Chair	ARC2021-15	To <u>approve</u> the Remuneration Committee Terms of Reference
11.3.3	Staff Governance Committee Terms of Reference	Chair	ARC2021-16	To <u>approve</u> the Staff 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
<b>12</b>	<b><u>Items for Information and Noting Only</u></b>			
<b>12.1</b>	<b>Audit Scotland Reports</b>			
12.1.1	*COVID-19 Impact on Public Audit Briefing			For <u>information</u>
12.2	*Schedule of Meetings for 2020/21			For <u>information</u>
12.3	Record of Attendance Committee Evaluation			For <u>information</u>
<b>13</b>		Led by Chair		

**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