

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 March 2019** at **11:30am**

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 December 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	External Audit			
	No agenda items this meeting			
7	Internal Audit			
7.1	Internal Audit Progress Report	Internal Auditor	AC1920-51	To <u>review</u> the summary of progress against the Internal Audit Plan and KPIs
7.2	Internal Audit Reports			
7.2.1	Financial Controls Self Assessment	Internal Auditor	AC1920-52	To <u>review</u> report and seek assurance on performance

Item	Topic	Lead Person	Paper Number	Purpose
7.2.2	Digital Strategy	Internal Auditor	Verbal	To <u>discuss</u> the current status
8	Internal and External Audit recommendations			
8.1	Internal and External Audit recommendations follow-up report	Interim Director of Finance	AC1920-53	To <u>note</u> the status and update of the actions and approve the amended timescale
9	Information Governance			
9.1	Information Governance Group Chair's Report	Head of Corporate Services	AC1920-54	For <u>information</u> and noting the progress since the last report
10	Annual Accounts			
10.1	Annual Accounts Timetable	Interim Director of Finance	AC1920-55	To <u>note</u> the timetable
10.2	Interim Audit Work	Head of Finance	AC1920-56	To <u>note</u> the progress to date
11	Fraud			
11.1	Fraud update	Interim Director of Finance	AC1920-57	To <u>note</u> the update
11.2	National Fraud Initiative 2018/19 update	Head of Finance	AC1920-58	To <u>note</u> the outcomes and action taken following the NFI 2018/19 exercise
12	Risks			
12.1	Risk and Assurance	Chief Quality Officer	AC1920-59	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
13	Governance		AC1920-60	
13.1	Terms of Reference	Chair		To <u>agree</u> Terms of Reference
13.2	Programme of Business / Workplan	Chair		To <u>agree</u> Programme of Business
13.3	Committee Risks, Controls and Assurance Framework	Chair		To <u>agree</u> Risks, Controls and Assurance Framework
13.4	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
14	Any Other Competent Business			
15	<u>*Items for Information and Noting Only</u>			
15.1	Counter Fraud Services			
15.1.1	Intelligence Alerts	Interim Director of Finance		To <u>note</u> the alerts issued
15.2	Audit Scotland Reports			
15.2.1	*Technical Bulletin 2019/04			For <u>information</u>
15.3	*Schedule of Meetings for <ul style="list-style-type: none"> • 2020/21 			For <u>information</u>
15.4	*Record of Attendance			

Item	Topic	Lead Person	Paper Number	Purpose
16	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:

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

In Attendance:

Christina Bichan, Chief Quality Officer
Julie Colquhoun, Head of Corporate Services
David Eardley, Audit Director (Scott Moncrieff)
<>, Audit Manager (Audit Scotland)
Gerry O'Brien, Chief Executive
Mark Doyle, Interim Director of Finance
Keren Somerville, Head of Finance
Julie Colquhoun, Head of Corporate Services
Matthew Swann, Audit Senior Manager (Scott Moncrieff)
Gillian Woolman, Audit Director (Audit Scotland)