

Audit and Risk Committee

There will be a meeting of the **Audit and Risk Committee** of **Orkney NHS Board** in the **Brodgar Room, The Balfour, Kirkwall** on **Tuesday, 5 May 2020** 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 March 2020	Chair	To follow	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	Draft Internal Audit Annual Report 2019/20 update	Internal Auditor	Verbal	To <u>receive</u> update on report progress

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7.2	Internal Audit Plan for 2020/21	Interim Director of Finance	Verbal	To <u>discuss</u> and <u>agree</u> the way forwards for 2020/21
7.3	Internal Audit Reports			
7.3.1	Outstanding Internal Audit Reports for 2019/20	Internal Auditor	Verbal	To <u>receive</u> update on report progress
8	Internal and External Audit recommendations			
8.1	No formal agenda items / way forward to be discussed	Chair	Verbal	To <u>discuss</u> any recommendations
9	Information Governance			
9.1	No formal agenda items / way forward to be discussed	Head of Corporate Services	Verbal	To <u>discuss</u> any potential information governance updates that the Committee need to be sighted on
10	Annual Accounts			
10.1	Annual Accounts update	Interim Director of Finance	Verbal	To receive an <u>update</u> on the annual accounts for 2019/20
11	Fraud			
11.1	No formal agenda items / way forward to be discussed	Chair	Verbal	To <u>discuss</u> any potential fraud risks or updates that the Committee need to be sighted on
12	Risks			
12.1	No formal agenda items / way forward to be discussed	Chair	Verbal	To <u>discuss</u> any potential risks that the Committee need to be sighted on

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13	Governance			
13.1	Terms of Reference	Chair	ARC2021-01	To <u>agree</u> Terms of Reference
13.2	Programme of Business / Workplan	Chair	ARC2021-02	To <u>agree</u> Programme of Business
13.3	Committee Risks, Controls and Assurance Framework	Chair	ARC2021-03	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> any alerts issued
15.2	Audit Scotland Reports			
15.2.1	*Technical Bulletin 2020/01			For <u>information</u>
15.3	*Draft Schedule of Meetings for <ul style="list-style-type: none"> • 2020/21 • 			To be <u>discussed</u> and <u>agreed</u>
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:

David Drever, Interim 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)
<TBC>, 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)