

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, 1 September 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 meetings held on: <ul style="list-style-type: none"> • 25 June 2020 • 7 July 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	External Audit			
6.1	Audit Scotland Annual Audit Report 2019/20	External Auditor	ARC2021-44	To <u>note</u> the Annual Audit Report
7	Internal Audit			
7.1	Internal Audit Progress Report	Internal Auditor	ARC2021-45	To <u>review</u> report and seek assurance on performance

Item	Topic	Lead Person	Paper Number	Purpose
7.2	Internal Audit Reports			
	<i>No Internal Audit Reports for review at this meeting</i>			
8	Internal and External Audit recommendations			
8.1	Internal and External Audit recommendations follow-up report	Interim Director of Finance	ARC2021-46	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 and approved minutes	Head of Corporate Services	ARC2021-47	<i>Update not received</i>
9.2	Update on Action 01-2021: Discussion with Information Commissioners Office regarding the reconstruction of Mental Health records	Head of Corporate Services	ARC2021-48	<i>Update not received</i>
9.3	Update on Action 03-2021: Information Asset Registers and Owners	Head of Corporate Services	ARC2021-49	<i>Update not received</i>
10	Fraud			
10.1	Counter Fraud Services Report on suspected fraud committed against NHS Orkney	Interim Director of Finance	ARC2021-50	To <u>note</u> any updates the suspected fraud case

Item	Topic	Lead Person	Paper Number	Purpose
11	Service Audit Assurance Reports			
11.1	NHS National Services Scotland - IT Service Audit Report	Interim Director of Finance	AC2021-51	To <u>note</u> the report
11.2	NHS NSS - Practitioner Services Audit Report	Interim Director of Finance	AC2021-52	To <u>note</u> the report
12	Risks			
12.1	Risk and Assurance Report	Chief Quality Officer	ARC2021-53	To <u>note</u> the update provided and <u>seek assurance</u> on progress
12.2	Update on Action 02-2021: DATIX awaiting managerial approval	Chief Quality Officer	Verbal	To <u>receive update</u> on the action
12.3	Risks escalated from Governance Committees	Chair		<i>No risks have been escalated from other Governance Committees</i>
13	Governance			
13.1	Property Transaction Monitoring	Interim Director of Finance	ARC2021-54	To <u>note</u> the update
13.2	Annual Litigation Report	Chief Quality Officer	ARC2021-55	To <u>update</u> members on current litigation cases and financial information
14	Any Other Competent Business			
15	<u>*Items for Information and Noting Only</u>			
15.1	Orkney Integration Joint Board Annual Audit Plan			For <u>information</u>

Item	Topic	Lead Person	Paper Number	Purpose
	2019/20			
15.3	Audit Scotland Reports			
15.3.1	Fraud and Irregularity Report 2019/20			To <u>note</u> the report
15.3.2	*Technical Bulletin 2020/21			<i>No bulletin due until September 2020</i>
15.4	*Schedule of Meetings for 2020/21			
15.5	*Record of Attendance			
16	Committee Evaluation	All members 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 Board Secretary to seek further assurance on performance

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
Michael Dickinson, Interim Chief Executive
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
Keren Somerville, Head of Finance
Matthew Swann, Internal Auditor, Scott Moncrieff
Gillian Woolman, Audit Director, Audit Scotland

Committee Support:

Gemma Pendlebury, Senior Corporate Services Officer