

Audit and Risk Committee

There will be a meeting of the **Audit and Risk Committee** of **Orkney NHS Board** **virtually** via **Microsoft Teams** on **Thursday, 25 June 2020** at **10:00**

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: • 2 June 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>Internal Audit</u> | | | |
| 6.1 | Internal Audit Reports | | | |
| 6.1.1 | Digital Strategy | Internal Auditor | ARC2021-31 | To <u>receive</u> the internal audit report |
| 6.2 | Internal Audit Annual Report 2019/20 | Internal Auditor | ARC2021-32 | To <u>receive</u> the internal audit annual report |
| 6.3 | Internal Audit Plan 2020/21 | Internal Auditor | ARC2021-33 | To <u>agree</u> the draft audit plan for 2020/21 |

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|-----------|--|--|--------------|---|
| 6.4 | Extension to Audit Appointment and Code of Audit Practice | Interim Director of Finance | ARC2021-34 | To <u>note</u> the report |
| 7 | <u>Annual Accounts</u> | <u>Not for publication until laid before Parliament</u> | | |
| 7.1 | Representation letter | Chief Executive | ARC2021-35 | To <u>note</u> the letter |
| 7.2 | NHS Orkney Annual Accounts for year ended 31 March 2020 | Interim Director of Finance | ARC2021-36 | To <u>recommend Board approval</u> of the final annual accounts |
| 7.3 | 2019/20 Annual Audit Report from External Auditor | External Audit | ARC2021-37 | To <u>note</u> the Annual Audit Report and letter |
| 8 | <u>Annual Governance Letter</u> | | | |
| 8.1 | Significant Issues that are Considered to be of wider interest - Draft letter to the Scottish Government - Health Finance Division | Chair | ARC2021-38 | To <u>note</u> the final letter and agree signature |
| 9 | <u>*Items for Information and Noting Only</u> | | | |
| 9.1 | Schedule of Meetings for 2020/21 | | | |
| 9.2 | Record of Attendance | | | |
| 10 | 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 Board Secretary to seek further assurance on performance

Distribution:

Audit Committee Members:

In attendance:

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

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