

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, 2 March 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 regarding agenda items
3	Minute of previous meetings held on: • 1 December 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	External Audit Plan 2020/21	External Auditor	ARC2021-69	To <u>review</u> and <u>approve</u> draft annual audit plan
7	Internal Audit			
7.1	Internal Audit Progress Report	Internal Auditor	ARC2021-70	To <u>review</u> the report and <u>seek assurance</u> on progress

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7.2	Internal Audit Reports			
7.2.1	Strategic and Operational Planning	Internal Auditor	ARC2021-71	To <u>review</u> the report and <u>seek assurance</u> on performance
7.2.2	Amendments to Staff Banding	Internal Auditor	ARC2021-72	To <u>review</u> the report and <u>seek assurance</u> on performance
8	Internal and External Audit recommendations			
8.1	Internal and External Audit recommendations follow-up report	Director of Finance	ARC2021-73	To <u>note</u> the status and update of the actions and approve the amended timescale
9	Information Governance			
9.1	Information Governance Data Breach Update	Director of Finance	ARC2021-74	To <u>note</u> the update provided and <u>seek assurance</u> on progress
9.2	Information Governance Group Chair's Report and approved minutes	Director of Finance	ARC2021-75	
10	Annual Accounts			
10.1	Annual Accounts Timetable	Director of Finance	ARC2021-76	To <u>note</u> the timetable
11	Fraud			
	<i>No items for discussion at this meeting</i>			
12	Risks			
12.1	Risk and Assurance Report	Head of Assurance and Improvement	ARC2021-77	To <u>note</u> the update provided and <u>seek assurance</u> on progress

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12.2	Risks escalated from other Governance Committees <ul style="list-style-type: none"> <i>Clinical and Care Governance Committee – Cross Committee Assurance Report</i> 	Chair	ARC2021-78	To <u>review</u> the report and risks raised
13	Governance			
13.1	<u>Audit and Risk Committee Annual Development Session Documentation</u>			
13.1.1	Audit and Risk Committee Terms of Reference	Director of Finance	ARC2021-79	To <u>agree</u> the Audit and Risk Committee Terms of Reference
13.1.2	Audit and Risk Committee Business Cycle and Workplan	Director of Finance	ARC2021-80	To <u>agree</u> the Audit and Risk Committee Business Cycle and Workplan
13.1.3	Audit and Risk Committee Risk, Control and Assurance Framework	Director of Finance	ARC2021-81	To <u>agree</u> the Audit and Risk Committee Risk, Control and Assurance Framework
13.2	<u>Finance and Performance Committee Annual Development Session Documentation</u>			
13.2.1	Finance and Performance Committee Terms of Reference	Director of Finance	ARC2021-82	To <u>agree</u> the Finance and Performance Committee Terms of Reference
13.2.2	Finance and Performance Committee Business Cycle and Workplan	Director of Finance	ARC2021-83	To <u>agree</u> the Finance and Performance Committee Business Cycle and Workplan
13.2.3	Finance and Performance Committee Risk, Control and	Director of Finance	ARC2021-84	To <u>agree</u> the Finance and Performance Committee Risk,

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	Assurance Framework			Control and Assurance Framework
	<i>Clinical and Care Governance Committee, Staff Governance Committee and Remuneration Committee to follow at May Audit and Risk Committee meeting</i>			
14	Correspondence			
14.1	NHS NSS Practitioner Services Letter - Partnership Agreement Meetings	Director of Finance	ARC2021-85	To <u>note</u> the correspondence regarding Practitioner Services
15	Any Other Competent Business			
16	<u>*Items for Information and Noting Only</u>			
16.1	Audit Scotland Reports			
16.1.1	*Technical Bulletin: <ul style="list-style-type: none"> 2020/04 			
16.1.2	*Technical Guidance Notes: <ul style="list-style-type: none"> 2019/20 Independent Auditor's Report for Health Boards 			
16.2	Counter Fraud Services			
16.2.1	Counter Fraud Services Quarterly Report			
16.2.2	Rolling COVID-19 Intelligence Alert number 38			
16.2.3	Intelligence Alert 10-2020/21 – COVID-19 Bonus Payment Scam			
16.3	*Reporting Timetable for 2021/22			
16.4	*Record of Attendance			
17	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 and Risk Committee Members:

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

In attendance:

Christina Bichan	Head of Improvement and Assurance
Julie Colquhoun	Head of Corporate Administration
Michael Dickson	Interim Chief Executive
Mark Doyle	Director of Finance (Lead)
David Eardley	Chief Internal Auditor, Azets
Claire Gardiner	Senior Audit Manager, Audit Scotland
Colin Morrison	External Auditor, Audit Scotland
Keren Somerville	Head of Finance
Matthew Swann	Internal Audit Associate Director, Azets
Gillian Woolman	Audit Director, Audit Scotland

Committee Support:

Gemma Pendlebury, Senior Corporate Services Officer