

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, 7 September 2021** 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 July 2021	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 <i>No items for discussion at this meeting.</i>			
7	Internal Audit			
7.1	Internal Audit progress report	Internal Auditor	ARC2122-45	To <u>receive</u> update regarding progress with the plan

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7.2	Internal Audit Reports			
	<i>No internal audits for scheduled for discussion until December 2021 meeting</i>			
8	Internal and External Audit recommendations			
8.1	Internal and External Audit recommendations follow-up report	Director of Finance	ARC2122-46	To <u>note</u> the status and update of the actions and approve the amended timescale
8.2	Agreed items to be taken to Board regarding Audit recommendations	All	-	To <u>agree</u> on information to be included for the Board
9	Information Governance			
9.1	Information Governance Action Plan Progress Report	Director of Finance	ARC2122-47	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	ARC2122-48	To <u>note</u> the Chair's Report and approved minutes provided
9.3	Information Governance 6-month assurance update	Director of Finance	ARC2122-49	To <u>take</u> assurance on progress
10	Fraud			
10.1	Counter Fraud Services Quarterly Report	Director of Finance	ARC2122-50	To <u>note</u> the quarterly report
11	Risks			
11.1	Risk and Assurance Report	Head of Assurance and Improvement	ARC2122-51	To <u>note</u> the update provided and <u>seek assurance</u> on progress
11.2	Risks escalated from other Governance Committees	Chair	-	<i>There were no risks escalated from other Governance Committees for this meeting</i>

Item	Topic	Lead Person	Paper Number	Purpose
12	Governance			
12.1	Code of Corporate Governance	Corporate Services Manager	ARC2122-52	To <u>approve</u> the updated Code of Corporate Governance and to <u>recommend</u> for Board approval
12.2	6-month Litigation Report	Patient Experience Officer	ARC2122-53	To <u>update</u> members on current litigation cases and financial information
12.3	Review of Compliance with Property Transaction Monitoring	Director of Finance	ARC2122-54	
12.4	Agree items to be brought to attention of Board or other Governance Committees	All		To <u>agree</u> key messages to escalate to Board or Governance Committees
13	Any Other Competent Business			
14	<u>*Items for Information and Noting Only</u>			
14.1	*Audit Scotland Reports			
14.1.1	*Technical Bulletin 2021-02			
14.2	*Counter Fraud Services – Rolling Alert			
14.3	*Reporting Timetable for 2021/22			
14.4	*Record of Attendance			
15	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 Committee Support, Committee Chair or Lead Director.*

Distribution:

Audit Committee Members:

David Drever, Chair
Jason Taylor, Vice-Chair
Issy Grieve, Non-Executive Director
Fiona MacKellar, Employee Director

In attendance:

Christina Bichan, Chief Quality Officer
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 Auditor, Azets
Gillian Woolman, Audit Director, Audit Scotland

Committee Support:

Gemma Pendlebury, Senior Corporate Services Officer