

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, 3 May 2021** at **11:30**

Jason Taylor
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: <ul style="list-style-type: none"> 1 March 2022 	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	Progress report	Internal Auditor	ARC2223-01	To <u>receive</u> update regarding progress with the plan

Item	Topic	Lead Person	Paper Number	Purpose
7.2	Draft Internal Audit Annual Report 2021/22	Internal Auditor	ARC2223-02	To <u>receive</u> draft annual report, <u>discuss</u> , and <u>provide comment</u>
7.3	Draft Internal Audit Plan for 2022/23	Internal Auditor	ARC2223-03	To <u>approve</u> the plan for 2022/23
7.4	Internal Audit Reports			
7.4.1	Waiting Times	Internal Auditor	Verbal	To <u>note</u> the verbal update on progress
8	Internal and External Audit recommendations			
8.1	Internal and External Audit recommendations follow-up report	Director of Finance	ARC2223-04	To <u>note</u> the status and update of the actions and approve the amended timescale
9	Annual Governance Statement			
9.1	Draft Directors' Subsidiary Statement on Governance	Director of Finance	ARC2223-05	To <u>review</u> the statement on governance and <u>seek assurance</u> that adequate and effective internal control framework has been in place
10	Information Governance			
10.1	Information Governance Group Chair's Report and approved minutes	Director of Finance	ARC2223-06	To <u>note</u> the Chair's Report and approved minutes provided
10.2	Information Governance Committee Annual Report 2021/22	Director of Finance	ARC2223-07	To <u>note</u> the Annual Report and take assurance
11	Annual Accounts			
11.1	Annual Accounts Update	Director of Finance	Verbal	To <u>receive assurance</u> on the progress with the annual accounts for 2021/22

12 Fraud

No agenda items this meeting

13 Risks

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| 13.1 | Risk and Assurance Report | Head of Assurance and Improvement | ARC2223-08 | To <u>note</u> the update provided and <u>seek assurance</u> on progress |
| 13.2 | Risks escalated from other Governance Committees | Chair | - | No risks had been raised |

14 Governance

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| 14.1 | 6 Monthly Litigation Report | Patient Experience Officer | ARC2223-09 | To <u>update</u> members on current litigation cases and financial information |
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14.2 Governance Committee Annual Reports 2021/22

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| 14.2.1 | Audit and Risk Committee Annual Report 2021/22 | Chair | ARC2223-10 | To <u>review</u> and <u>approve</u> the Audit and Risk Committee Annual Report for year 2020/21 |
| 14.2.2 | Joint Clinical and Care Governance Committee Annual Report 2021/22 | Chair | ARC2223-11 | To <u>receive</u> the Annual Report for the Governance Committee |
| 14.2.3 | Finance and Performance Committee Annual Report 2021/22 | Chair | ARC2223-12 | To <u>receive</u> the Annual Report for the Governance Committee |
| 14.2.4 | Remuneration Committee Annual Report 2021/22 | Chair | ARC2223-13 | To <u>receive</u> the Annual Report for the Governance Committee |
| 14.2.5 | Staff Governance Committee Annual Report 2021/22 | Chair | ARC2223-14 | To <u>receive</u> the Annual Report for the Governance Committee |

14.3 Governance Committee Terms of Reference and Workplans 2022/23

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| <ul style="list-style-type: none"> • Joint Clinical and Care Governance Committee • Finance and Performance Committee • Remuneration Committee • Staff Governance Committee | ARC2223
-15 | To <u>receive</u> the approved documentation from the Governance Committees for review and assurance |
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| 14.4 | 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 |
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15 **Any Other Competent Business**

16 ***Items for Information and Noting Only**

16.1 Audit Scotland Reports

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| 16.1.1 | *Audit Scotland Technical Bulletin 2022/01 | To <u>note</u> the bulletin |
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16.2 Counter Fraud Services

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| 16.2.1 | *Rolling COVID-19 Intelligence Alert number 67 | To <u>note</u> the updates since the last meeting |
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| 16.2.2 | *DL(2022)06 – Partnership agreement between NHSScotland Counter Fraud Services and NHS Boards | To <u>note</u> the circular and that appropriate action has been taken |
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| 16.3 | *Corporate Impersonation Fraud Update | To <u>note</u> the report |
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| 16.4 | *Reporting Timetable for 2022/23 | To <u>note</u> the timetable |
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| 16.5 | *Record of Attendance | To <u>note</u> the record of attendance |
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*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:**

Jason Taylor, Chair
Issy Grieve, Vice-Chair
Ceri Dare, Non-Executive Director
Martha Gill, Employee Director

In attendance:

Christina Bichan, Head of Assurance and Improvement
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