

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 5 December 2023** at 11:30 am

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: • 5 September 2023	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		<u>No actions</u> ongoing or outstanding
6	Risk			
6.1	Risk and Assurance Report	Planning, Performance and Risk Manager	ARC2323-47	To <u>note</u> the update provided and <u>seek assurance</u> on progress
6.2	Corporate Risk Review	Planning, Performance and Risk Manager	ARC2324-48	To <u>receive</u> an update regarding the Corporate Risk Review

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6.3	Risks escalated from other Governance Committees	Chair	-	<i>There were no risks escalated from other Governance Committees for this meeting</i>
7	Governance			
7.1	6 Monthly Litigation Report (2/2)	Patient Experience Officer	ARC2324-49	To <u>update</u> members on current litigation cases and financial information
8	External Audit			
	<i>No items for this meeting</i>			
9	Internal Audit			
9.1	Internal Audit Progress Report	Internal Auditor	ARC2324-50	To <u>receive</u> update regarding progress with the plan
9.2	Internal Audit Reports			
9.2.1	Financial Sustainability Office	Internal Auditor	ARC2324-51	To <u>review</u> the report and note the recommendations
	Waiting Times	Internal Auditor	ARC2324-52	To <u>review</u> the report and note the recommendations
10	Internal and External Audit recommendations			
10.1	Internal and External Audit recommendations	Director of Finance	ARC2324-53	To <u>note</u> the status and update of the actions and approve the amended timescale
11	Information Governance			
11.1	Information Governance	Director of Finance	ARC2324-54	To <u>note</u> the Chair's Assurance Report and

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	Committee Chair's Assurance Report and approved minutes 10 August 2023			approved minutes provided
12	Fraud			
12.1	Counter Fraud Services Quarterly Report	Director of Finance	ARC2324-55	To <u>note</u> the quarterly report
13	Governance			
13.1	Audit and Risk Committee core documents <ul style="list-style-type: none"> • Terms of Reference • Workplan 	Corporate Services Manager/Chair	ARC2324-56	To <u>approve</u> the amended documents for 2024/25
13.2	Royal College of Physicians Edinburgh – Project plan	Chair / Vice Chair	-	To <u>discuss</u> and <u>note</u> the progress of the project plan
13.3	Agree items to be included on the Chairs assurance report	Chair		To <u>agree</u> key messages to be included on the Chairs assurance report
14	Any Other Competent Business			
15	<u>*Items for Information and Noting Only</u>			
15.1	Audit Scotland Reports			
15.1.1	*Audit Scotland Technical Bulletin 2023/2 and 2023/3			
15.2	Counter Fraud Services (CFS) reports			
15.3	*Reporting Timetable for 2023/24			
15.4	*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
Rona Gold, Non-Executive Director
Ryan McLaughlin, Employee Director

In attendance:

Mark Doyle, Director of Finance (Lead)
David Eardley, Chief Internal Auditor, Azets
Rachel King, Manager, Azets
Rashpal Khangura, Director, KPMG
Matthew Moore, Senior Manager, KPMG
Laura Skaife-Knight, Chief Executive
Carrie Somerville, Planning Performance and Risk Manager
Keren Somerville, Head of Finance
Matthew Swann, Internal Auditor, Azets