

Orkney NHS Board

Minute of meeting of the hybrid **Audit and Risk Committee** of **Orkney NHS Board** held on **Thursday 05 September 2023** at **11:30**

Present: Jason Taylor, Chair
Issy Grieve, Vice Chair
Rona Gold, Non-Executive Board Member
Ryan McLaughlin, Non-Executive Board Member

In Attendance Mark Doyle, Director of Finance
Rashpal Khangura, Director, KPMG
Rachel King, Azets
Rachel Ratter, Senior Corporate Services Officer (Committee Support)
Carrie Somerville, Planning, Performance and Risk Manager
Keren Somerville, Head of Finance

A82 Apologies

Apologies were noted from L Skaife-Knight.

A83 Declaration of Interests

No declarations of interests were raised.

A84 Minutes of previous meeting held on 24 August 2023

The minute of the Audit and Risk Committee meeting held on 24 August 2023 were accepted as an accurate record of the meeting.

A85 Matters Arising

There were no matters arising.

A86 Action Log

The action log was reviewed, and corrective action agreed on outstanding issues (see action log for details).

Risk

A87 Risk and Assurance Report – ARC2324-38

The Planning, Performance and Risk Manager presented the report which provided an overview and update on risk management across NHS Orkney. Members were advised that the report was also viewed by the Executive Management Team and Risk Management Forum to ensure managers were aware and reviews and updates had taken place.

During the last reporting period there were two new risks added to the corporate risk register in relation to Data Quality, and the Board's preparation for a patient presenting with a High Consequence Infectious Disease. One risk was closed in relation to Covid-19 as the World Health Organisation (WHO) stated Covid-19 no longer constituted a public health emergency and NHS Orkney had systems in place to manage Covid-19 and a high vaccination uptake rate.

It was noted that benefits were visible from sharing the reports with governance committees. The Staff Governance Committee provided feedback relating to three risks which were returned to the risk owners and Risk Management Forum for further discussion.

It was agreed that further narrative would be provided in relation to the current medical workforce model.

Decision / Conclusion

The Audit and Risk Committee thanked the Planning, Performance and Risk Manager for the well-written report and noted the information provided.

A88 Risk Management Forum Chair's and Assurance report and minutes, 3 May and 7 June 2023 - ARC2324-39

The Planning, Performance and Risk Manager presented the Chair's report from the recent meetings of the Risk Management Forum, advising members around risk that had been added, deescalated, changed or made inactive during the reporting period.

Members thanked the Planning, Performance and Risk Manager for the report and welcomed the format used throughout.

Decision / Conclusion

The Audit and Risk Committee noted the report and took assurance from this and the approved minutes.

Carrie Somerville left the meeting

A89 Risks escalated from other Governance Committees

No risks had been escalated.

External Audit

A90 External Audit Update

R Khangura informed members that KPMG had signed off the audit opinion following the approval of the Annual Accounts by the NHS Orkney Board on 24 August 2023.

KPMG and NHS Orkney were to engage in an externally facilitated debriefing process, the outcomes of which would be shared with the Audit and Risk Committee and Board.

Internal Audit

A91 Internal Audit Plan for 2023/24 – ARC2324-40

R King presented the report advising that the version presented was final following virtual circulation and approval from the Audit and Risk Committee.

The changes to the version previously provided to the committee were as follows:

- The Board Administered Practices review was moved to 2025/26 in order to move forward and prioritise the Workforce Planning and Strategy review
- The review of Consultant Job Planning was moved to 2025/26 to allow Business Continuity to be brought forward as a key priority
- A review on IT Systems for IJB Partners was added
- Further information had been provided with regards to rationales

The Chair thanked all involved in the process for their contributions.

Decision / Conclusion

The Audit and Risk Committee received the Internal Audit Annual Report for 2022/23 and ratified this as a final document.

A92 Internal Audit Progress Report – ARC2324-41

R King presented the report which provided a summary of internal audit activity since the last meeting, confirming the reviews planned for the next quarter and identifying changes to the annual plan.

Members discussed the potential timing realignment of the Service Redesign review due to the recent Medical Director vacant post. It was agreed that this would be monitored closely and the need for the organisation and Azets to remain flexible.

Decision / Conclusion

The Audit and Risk Committee received the progress report and noted the information provided.

Internal Audit Reports

No internal audits for scheduled for completion

Internal and External Audit recommendations

A93 Internal Audit recommendations – ARC2324 – 42

The Head of Finance presented the report advising that there were seven internal audit recommendations brought forward following the previous report and two new recommendations had been added since the last report.

In relation to risk 239, Safeguarding Adult Support and Protection 2022/23, The Chair highlighted that whilst recognising the long-term sickness of the Public Protection Lead, there was still no defined training strategy and strategic plan in place, which posed significant risk to the organisation. Members were reassured that work was underway with NHS Shetland to support and share SOP's and framework, and that the Chair would be

informed if a further extension was required, to enable escalation of the issue, if considered appropriate.

Decision / Conclusion

The Audit and Risk Committee noted the update and approved the extension to the timelines as detailed.

Information Governance

A94 Information Governance Committee Annual Report – ARC2324 - 43

The Director of Finance presented the Information Governance Committee Chair's Report and approved minutes, providing an overview of the business and assurance received at the recent Information Governance Committee meeting. The following points were highlighted:

- The Committee received a positive assurance rating from the Information Commissioner's Office (ICO) audit with no further compliance in terms of data protection
- The Committee had adhered to their business cycle and work plan throughout the year

Members thanked the Director of Finance for the comprehensive, clear and accountable report and the significant level of work and effort from committee members.

Decision / Conclusion

The Audit and Risk Committee took assurance from the report.

A95 Information Governance Committee Chair's Report and approved minutes - 25 April and 15 June 2023 - ARC2324 - 44

The Director of Finance presented the Chair's report from the recent meetings of the Information Governance Committee, highlighting the below:

- The Information Governance Committee Annual Report 2022/23 was approved, subject to minor amendments to job titles
- The Committee received the Caldicott Guardian Annual Report for 2022/23 which included information on activity and key issues. The report proposed that going forward the Medical Director permanently assumed the role of Caldicott guardian. This was supported by the committee and approved by the Board on the 22 June 2023

The Audit and Risk Committee were assured that the Interim Medical Director would cover the Caldicott guardian role in the absence of a substantive Medical Director post holder.

Members discussed the high levels of Freedom of Information requests and the fluctuating attendance of the committee.

Decision / Conclusion

The Audit and Risk Committee noted the update provided and took assurance from this and the approved minutes.

Fraud

A96 Patient Exemption Checking – Annual Reporting Package 2022/23 – ARC2324 - 45

Members had received the reports which detailed the outcomes of the Patient Exemption Checking Programme undertaken by the NHS Scotland Counter Fraud Services Patient Claims Teams during 2022/23.

NHS Orkney had a total of 49 cases across Dental and Ophthalmic services, amounting to a value of £3,154.74, six cases with a value of £362.96 had been written off via exemptions.

Members discussed the possibility of trends caused by Covid – 19 and the Cost of Living Crisis and the mitigation factors put in place to support families.

Decision / Conclusion

The Audit and Risk noted the summary of case recoveries and write-offs made in 2022/23.

Governance

A97 Property Transaction Monitoring Annual Compliance Report – ARC2324 - 46

The Director of Finance presented the report advising that NHS bodies were required to conduct property transactions in accordance with guidance in the NHS Scotland Property Transactions Handbook. The manual stated that an annual internal audit was to take place and assurance was provided that this review has been carried out and the Scottish Government notified in terms of the requirement.

Decision / Conclusion

The Audit and Risk noted the information provided.

A98 Agree items to be brought to the attention of the Board or other Governance Committees

- Approval of the Internal Audit Plan 2023/24
- Information Governance Annual Report
- Information Governance attendance record

A99 Any Other Competent Business

I Grieve informed members that the Board was undertaking a whole system assurance framework with the Royal College of Physicians (RCPE) and the Chair and herself were working on a collaborative project based on internal audit providing wider critical assurance and asked members if they would like to monitor their action plan.

On seeking member reflections of the meeting, the Chair was reassured that the committee was satisfied with its ability to provide an appropriate level of scrutiny and challenge to the business papers provided, and appreciated the quality of information provided to the committee.

Items for Information and Noting only

A100 Reporting Timetable for 2023/24

Members noted the schedule of meetings for 2023/24

A101 Record of Attendance

The Committee noted the record of attendance.