

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 March 2024** at 09.30am

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 December 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	Head of Planning, Performance and Information	ARC2323-60	To <u>receive</u> an update regarding the Corporate Risk Review
6.2	Risk Management Chairs Assurance Report and minutes	Head of Planning, Performance and Information	ARC2323-61	To <u>note</u> the Chair's Report and approved minutes provided

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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	External Audit			
7.1	Annual Audit Plan 2023/24	External Auditor	ARC2324-62	To <u>note</u> the workplan for the 2023/24 external audit of NHS Orkney
8	Internal Audit			
8.1	Internal Audit Progress Report	Internal Auditor	ARC2324-63	To <u>receive</u> update regarding progress with the plan
8.2	Draft Internal Audit Plan 2024/25	Internal Auditor	ARC2324-64	To <u>ratify</u> the plan following approval at SLT
8.3	NIS Audit	Head of Improvement	ARC2324-65	To <u>note</u>
9	Internal Audit Reports			
9.1	Cyber Security	Internal Auditor	ARC2324-66	To <u>review</u> the report and note the recommendations
9.2	Clinical Governance – Complaints	Internal Auditor	Not Received	To <u>review</u> the report and note the recommendations
9.3	Business Continuity Planning	Internal Auditor	ARC2324-67	To <u>review</u> the report and note the recommendations
10	Internal and External Audit recommendations			

Item	Topic	Lead Person	Paper Number	Purpose
10.1	Internal and External Audit recommendations	Director of Finance	ARC2324-68	To <u>note</u> the status and update of the actions and approve the amended timescale
11	Information Governance			
11.1	Information Governance Committee Chairs Assurance Report and approved minutes	Chief Executive	ARC2324-69	To <u>note</u> the Chairs Assurance Report and approved minutes provided
11.2	Information Governance 6-monthly Assurance Report (2/2)	Chief Executive	ARC2324-70	
12	Fraud			
12.1	Counter Fraud Services Quarterly Report	Director of Finance	ARC2324-71	To <u>note</u> the quarterly report
13	Governance			
13.1	Code of Corporate Governance	Corporate Services Manager	ARC2324-72	To <u>approve</u> the updated Code of Corporate Governance and to <u>recommend</u> for Board approval
13.2	Royal College of Physicians Edinburgh – Project update	Chair	ARC2324-73	To <u>discuss</u> and <u>note</u> the progress of the project
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
13.4	Annual Report Discussion	Chair	Verbal	To <u>discuss</u>
14	Annual Accounts			

Item	Topic	Lead Person	Paper Number	Purpose
14.1	Annual Accounts Timetable	Director of Finance	ARC2324-74	To <u>note</u> the timetable
15	Any Other Competent Business			
16	<u>*Items for Information and Noting Only</u>			
16.1	Audit Scotland Reports			
16.1.1	*Audit Scotland Technical Bulletin 2023/4			
16.2	Counter Fraud Services (CFS) reports			
16.2.2	CFS Intelligence alert – Spearphishing			
16.3	*Reporting Timetable for 2024/25			
16.4	*Record of Attendance			

*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
Des Creasey, Vice-Chair
Ryan McLaughlin, Employee Director
Jean Stevenson, Non-Executive Member

In attendance:

Mark Doyle, Director of Finance (Lead)
Taimoor Alam, Manager, KPMG
David Eardley, Chief Internal Auditor, Azets
Kat Jenkin, Head of Patient Safety, Quality and Risk
Rachel King, Manager, Azets
Rashpal Khangura, Director, KPMG
Anna Lamont, Medical Director
Laura Skaife-Knight, Chief Executive
Carrie Somerville, Head of Planning, Performance and Information
Keren Somerville, Head of Finance
Matthew Swann, Internal Auditor, Azets