

Audit and Risk Committee

There will be a **hybrid** meeting of the **Audit and Risk Committee** of **Orkney NHS Board** virtually via **Microsoft Teams** on **Tuesday 7 May 2024** at 09:30 am

Jason Taylor
Chair

B U S I N E S S

Item	Topic	Lead Person	Paper Number	Purpose
1	Apologies	Chair	Verbal	To <u>note</u> apologies
2	Declaration of interest – agenda items	Chair	Verbal	To <u>record</u> any declarations of interest regarding agenda items
3	Minute of previous meetings held on: • 5 March 2024 Chairs Assurance Report 5 March 2024	Chair	Verbal	To check for accuracy, <u>approve</u> and <u>signature</u> by Chair
4	Matters arising	Chair	Verbal	To <u>seek assurance</u> that actions from the previous meeting have been progressed
5	Action Log	Chair	Verbal	<u>No actions</u> ongoing or outstanding
6	Risk			
6.1	Risk and Assurance Report	Medical Director	ARC2425-01	To <u>receive</u> an update regarding the Corporate Risk Review
6.2	Proposed New Risk Management Framework	Medical Director	ARC2425-02	To <u>agree</u> the proposed new risk management framework

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6.3	Risk Management Chairs Assurance Report and minutes	Medical Director	ARC2425-03	To <u>note</u> the Chair's Report and approved minutes provided
6.4	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 (1/2)	Patient Experience Officer	ARC2425-04	To <u>update</u> members on current litigation cases and financial information
7.2	<u>Governance Committee Annual Reports 2023/24</u>			
7.2.1	Joint Clinical and Care Governance Committee Annual Report 2023/24	Chair	ARC2425-05	To <u>receive</u> the Annual Report for the Governance Committee
7.2.2	Finance and Performance Committee Annual Report 2023/24	Chair	ARC2425-06	To <u>receive</u> the Annual Report for the Governance Committee
7.2.3	Remuneration Committee Annual Report 2023/24	Chair	ARC2425-07	To <u>receive</u> the Annual Report for the Governance Committee
7.2.4	Staff Governance Committee Annual Report 2023/24	Chair	ARC2425-08	To <u>receive</u> the Annual Report for the Governance Committee
7.2.5	Audit and Risk Committee Annual Report 2023/24	Chair	ARC2425-09	To <u>receive</u> the Annual Report for the Governance Committee
7.2.6	Senior Leadership Team Annual Report 2023/24	Chair	ARC2425-10	To <u>receive</u> the Annual Report for the Governance Committee
7.2.7	Area Clinical Forum Annual Report 2023/24	Chair	ARC2425-11	To <u>receive</u> the Annual Report for the Governance Committee

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7.3	<u>Governance Committee Workplans 2023/24</u>			
7.3.1	<ul style="list-style-type: none"> • Joint Clinical and Care Governance Committee • Finance and Performance Committee • Remuneration Committee • Staff Governance Committee • Audit and Risk Committee 	Corporate Services Manager	ARC2425 -12	To <u>receive</u> the approved documentation from the Governance Committees for review and assurance
8	External Audit			
8.1	Draft Annual Audit Plan 2023/24	External Auditors	ARC2425 - 13	To <u>note</u> the workplan for the 2023/24 external audit of NHS Orkney
9	Internal Audit			
9.1	Internal Audit progress report	Internal Auditor	ARC2425 -14	To <u>receive</u> update regarding progress with the plan
9.2	Draft Internal Audit Annual Report 2023/24	Internal Auditor	ARC2425 -15	To <u>receive</u> draft annual report, <u>discuss</u> , and <u>provide comment</u>
9.3	Final Strategic Internal Audit Plan	Head of Improvement	ARC2425 -16	To <u>ratify</u> the plan
9.4	NIS Improvement Plan	Head of Improvement	ARC2425 -17	To <u>note</u> the improvement plan
10	Internal Audit Reports			
10.1	Clinical Governance – Complaints	Internal Auditor	ARC2425 -18	To <u>review</u> the report and note the recommendations

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11	Internal and External Audit recommendations			
11.1	Internal and External Audit Recommendations	Director of Finance	ARC2425-19	To <u>note</u> the status and update of the actions and approve the amended timescales
12	Annual Accounts			
12.1	Draft Directors' Subsidiary Statement on Governance	Director of Finance	ARC2425-20	To <u>review</u> the statement on governance and <u>seek assurance</u> that adequate and effective internal control framework has been in place
12.2	Annual Accounts progress assurance report	Director of Finance / External Audit	ARC2425-21	To <u>receive assurance</u> on the progress with the annual accounts for 2024/25
12.3	Key judgements and estimates update	Director of Finance	ARC2425-22	To <u>note</u> the update
13	Fraud			
13.1	Counter Fraud Services Quarterly Report	Director of Finance	ARC2425-23	To <u>note</u> the quarterly report
13.2	Counter Fraud Standard – Fraud Standard Statement	Director of Finance	ARC2425-24	To <u>note</u> the report
13.3	National Fraud Initiative	Director of Finance	ARC2425-25	To <u>note</u> the update
14	Data Quality Review – Improvement Plan Progress Update	Chief Executive	ARC2425-26	To <u>note</u> the update
15	Items to be included on	All		To <u>agree</u> items to be

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	the Chairs Assurance Report			included in Chairs Assurance Report / or referred to another Governance Committee for scrutiny
16	Any Other Competent Business	All	Verbal	
17	<u>*Items for Information and Noting Only</u>			
17.1	Audit Scotland Reports			
17.1.1	*Audit Scotland Technical Bulletin 2024/1			
17.2	Counter Fraud Services (CFS) reports			
17.3	*Reporting Timetable for 2024/25			To <u>note</u> the timetables
17.4	*Record of Attendance			To <u>note</u> the attendance record

*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 Director

In attendance:

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