



Audit and Risk Committee - 28 May 2024

NHS Orkney

May 28, 2024 at 9:30 AM BST to May 28, 2024 at 12:00 PM BST

Agenda

1. Apologies

Presenter: Jason Taylor

To note apologies

2. Declaration of Interest

Presenter: Jason Taylor

To record any declarations of interest regarding agenda items

3. Minute of meeting held on 7 May 2024

Presenter: Jason Taylor

To check for accuracy, approve and signature by Chair

3.1. Chairs Assurance Report from meeting on 7 May 2024

Presenter: Jason Taylor

4. Matters arising

Presenter: Jason Taylor

To seek assurance that actions from the previous meeting have been progressed

5. Action Log

Presenter: Jason Taylor

To monitor progress against actions due before next meeting and to agree any corrective action required

6. Risk

6.1. Risk and Assurance Report

Presenter: Anna Lamont

To receive an update regarding the Corporate Risk Review

6.2. The Integrated Incident, Risk Management and Patient Safety system procurement paper

Presenter: Anna Lamont

For awareness

6.3. The Risk Jotter and Risk Register Process paper

Presenter: Anna Lamont

To discuss and review the Risk Jotter and Risk Register Process paper

6.4. Risks escalated from other Governance Committees

Presenter: Jason Taylor

There were no risks escalated from other Governance Committees for this meeting

7. Governance

7.1. Data Quality Review - Improvement Plan Progress Update

Presenter: Debs Crohn

To note the update

8. External Audit

8.1. No items

9. Internal Audit Reports

9.1. Infection, Prevention and Control

Presenter: Internal Auditor

To review the report and note the recommendations

10. Internal Audit

10.1. Internal Audit progress report

Presenter: Internal Auditor

To receive update regarding progress with the plan

10.2. Final Internal Audit Annual Report 2023-24

Presenter: Internal Auditor

To receive the internal annual report

11. Internal and External Audit Recommendations

11.1. Internal Audit Recommendations

Presenter: Phil Tydeman

To note the status and update of the actions and approve the amended timescales

11.2. External Audit Recommendations

Presenter: Paul Corlass

To note the status and update of the actions and approve the amended timescales

12. Annual Governance Statement

12.1. Draft Audit and Risk Committee Annual Assurance Statement 2023/24

Presenter: Jason Taylor

To review the statement on governance and seek assurance that adequate and effective internal control framework has been in place

12.2. Significant Issues that are Considered to be of wider interest - Draft letter to the Scottish Government - Health Finance Division

Presenter: Jason Taylor

To review the draft letter

12.3. Orkney Health Board Endowment Fund Governance Statement

Presenters: Suzanne Gray , Jason Taylor

To [note](#) the Orkney Health Board Endowment Fund Governance Statement

12.4. Final Directors' Subsidiary Statement on Governance

Presenter: Paul Corlass

To [review](#) the final statement on governance and [seek assurance](#) that adequate and effective internal control framework has been in place

13. Annual Accounts

13.1. Draft NHS Orkney Annual Accounts documentation 2023/24

Presenter: Paul Corlass

To [review](#) the Draft Annual Accounts

13.2. Orkney Health Board Endowment Fund Annual Accounts 2023/24

Presenter: Suzanne Gray

To [review](#) the final audited annual accounts prior to approval by the Trustees

14. Fraud

14.1. Counter Fraud Standard – Fraud Standard Statement

Presenter: Paul Corlass

To [note](#) the report

14.2. National Fraud Initiative

Presenter: Paul Corlass

To [note](#) the report

15. Items to be included on the Chairs Assurance Report

Presenter: All

To [agree](#) items to be included in Chairs Assurance Report / or referred to another Governance Committee for scrutiny

16. Any Other Competent Business

Presenter: All

17. Items for Information and Noting Only

17.1. Audit Scotland Reports

17.2. Counter Fraud Services Reports

17.3. Reporting Timetable for 2024/25

17.4. Record of Attendance