



Audit and Risk Committee - 3 September 2024

NHS Orkney

Tuesday, 3 September 2024 at 09:30 BST to Tuesday, 3 September 2024 at 12:30 BST

Agenda

1. Apologies

Presenter: Chair

To note apologies

2. Declaration of Interest

Presenter: Chair

To record any declarations of interest regarding agenda items

3. Minute of meeting held on 27 June 2024

Presenter: Chair

To check for accuracy, approve and signature by Chair

3.1. Chairs Assurance Report from meeting on 27 June 2024

Presenter: Chair

To note the report sent to Board

4. Matters arising

Presenter: Chair

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

5. Action Log

Presenter: Chair

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

6. Senior Leadership Team - Chair's Assurance Report

Presenter: Chief Executive

To note and seek assurance.

7. PEOPLE

7.1. No items for this meeting

8. PATIENT SAFETY, QUALTY AND RISK

8.1. Corporate Risks aligned to the Committee

Presenter: Medical Director

To discuss and agree any corrective action

8.2. Chairs Assurance Report - Risk Management Group

Presenter: Head of Patient Safety, Quality and Risk

To discuss items escalated to the Committee

8.3. COVID enquiry Report

Presenter: Corporate Records Manager

To receive the update on submissions

8.4. *Counter Fraud Services Quarterly Report

To note the quarterly report

9. PERFORMANCE

9.1. Internal Audit Progress Report

Presenter: Internal Auditor

To receive assurance on progress against the plan

9.2. Internal Audit - Significant Adverse Events

Presenter: Internal Auditor

To discuss the audit recommendations and management response

9.3. Internal Audit - Recruitment and Staff Records

Presenter: Internal Auditor

To discuss the audit recommendations and management response

9.4. Internal Audit - Health and Safety Risk Assessments

Presenter: Internal Auditor

To discuss the audit recommendations and management response

9.5. Internal Audit Recommendations 2023-2024

Presenter: Director of Improvement

To receive an update on outstanding actions

[Internal Audit Recommendations 2023-24](#) - to view click on the link and "download" in excel

9.6. Internal and External Audit Recommendations 2024-2025

Presenter: Director of Improvement

To discuss progress against the recommendations from auditors

10. POTENTIAL

10.1. Litigation 6-monthly Report (2/2)

Presenter: Head of Patient Safety Quality and Risk

To update members on current litigation cases and financial information

10.2. Property Transaction Monitoring Annual Compliance Report

Presenter: Director of Improvement

To take assurance on compliance

10.3. Patient Exemption Checking – Annual Reporting Package 2023/24

Presenter: Recovery Director

To note the summary of case recoveries and write-offs made during 2023/24

10.4. PHS Waiting Times Review Improvement Plan Update

Presenter: Head of Improvement

To note the update

10.5. National Fraud Initiative

Presenter: Recovery Director

To note the report

11. Place

11.1. No items at this meeting

12. 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

13. Any Other Competent Business

Presenter: All

14. Items for Information and Noting Only

14.1. Audit Scotland Reports

14.2. Reporting Timetable for 2024/25

14.3. Record of Attendance