



Audit and Risk Committee - 10 December 2024

NHS Orkney

Tuesday, 10 December 2024 at 09:30 GMT to Tuesday, 10 December 2024 at 12:30 GMT

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 3 September 2024

Presenter: Chair

To check for accuracy, approve and signature by Chair

3.1. Chairs Assurance Report from meeting on 3 September 2024

Presenter: Chair

To note and seek assurance

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. Audit and Risk Committee Annual Review and core documents

Presenter: Chair

To approve the amended documents for 2025/26

7. People

7.1. End to End HR Review Update

Presenter: Director of People and Culture

For discussion and assurance.

7.2. Employee Director Proposal

Presenter: Board Chair

To discuss and agree the proposal

8. Patient

8.1. Data Quality Review Update

Presenter: Chief Executive

To receive an update

9. Performance

9.1. Public Health Scotland Waiting Times Improvement Plan Update

Presenter: Head of Improvement

To receive and note progress on the Public Health Scotland Waiting Times Improvement Plan

10. Potential

10.1. Corporate Risk Register

Presenter: Medical Director

To receive an update regarding the Corporate Risk Review

10.2. Risk Management Group Chairs Assurance Report and minutes

Presenter: Head of Patient Safety, Quality and Risk

To note the Chair's Report and approved minutes provided

10.3. Risk Management Group Terms of Reference

Presenter: Head of Patient Safety, Quality and Risk

To approve the Terms of Reference as recommended by the Risk Management Group.

10.4. Operational Risk Register

Presenter: Medical Director

To discuss and approve the update of the review and revision of the risk register processes.

10.5. Internal Audit

10.5.1. Internal Audit progress report

Presenter: Internal Auditor

To receive update regarding progress with the plan

10.5.2. Internal Audit Reports

10.5.3. Job Evaluation Process Report

Presenter: Internal Audit

To discuss the audit recommendations and management response

10.6. Property Transaction Monitoring Annual Compliance Report

Presenter: Director of Improvement

To take assurance on compliance

10.7. External Audit

10.7.1. Draft External Audit Plan 2024/25

Presenter: External Audit

10.8. Internal and External Audit Recommendations

10.8.1. Internal Audit Recommendations

Presenter: Director of Improvement

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

10.8.2. External Audit Recommendations

Presenter: Interim Director of Finance

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

10.8.3. Board Governance committee feedback for internal audit planning

Presenter: Chair

To note and discuss.

10.8.4. Standing Financial Instruction Annual Waiver Report

Presenter: Interim Director of Finance

To note the report.

10.8.5. Counter Fraud Services Quarterly Report

Presenter: Interim Director of Finance

To note the quarterly report

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

Presenters: Interim Director of Finance , (Senior Financial Accountant)

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

10.10. National Fraud Initiative

Presenters: Interim Director of Finance , (Senior Financial Accountant)

To note the report

11. Senior Leadership Team - Chair's Assurance Report

Presenter: Chief Executive

To note and seek assurance around risk.

12. Place

12.1. No items at this meeting

13. 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

14. Any Other Competent Business

Presenter: All

15. Items for Information and Noting Only

15.1. Audit Scotland Reports

15.2. Reporting Timetable for 2024/25

15.3. Record of Attendance