



Audit and Risk Committee - 6 May 2025

NHS Orkney

Tuesday, May 6, 2025 at 9:30 AM BST to Tuesday, May 6, 2025 at 12:30 PM BST

Agenda

1. Cover page

2. Apologies

Presenter: Chair

To note apologies

3. Declaration of Interest

Presenter: Chair

To record any declarations of interest regarding agenda items

4. Minute of meeting held on 4 March 2025

Presenter: Chair

To check for accuracy, approve and signature by Chair

5. Chairs Assurance Report Audit and Risk Committee 4 March 2025

Presenter: Chair

To note the report and discuss items escalated to the committee

6. Action Log

Presenter: Chair

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

7. CHAIRS ASSURANCE REPORTS

8. Corporate Risk Register ARC2526-01

Presenter: Medical Director

To seek assurance, progress and mitigation's on the latest Corporate Risk Register on risks relating to Audit and Risk Committee

9. Risk Management Group Chairs Assurance Report and minutes ARC2526-02

Presenter: Head of Patient Safety, Quality and Risk

To note the report,

To discuss items escalated to the committee and seek assurance from the minutes of the Risk Management Group provided

9.1 - Chairs Assurance Report 12 February 2025

9.2 - Chairs Assurance Report 16 April 2025

10.

11. SLT Chair's Assurance Report ARC2526-03

Presenter: Chief Executive

To note the report and discuss items escalated to the committee

12. Governance Committee Annual Reports 2024/25

12.1. Audit and Risk Committee Annual Report 2024/25 ARC2526-04

Presenter: Chair

To review and approve the Audit and Risk Committee Annual Report

12.2. Committee Annual Reports 2024/25 - ARC2526-05

Presenter: Chair

To receive the Annual Reports for the Governance Committees listed below for review and to provide assurance on performance as part of the Annual Report 2024/25

- 11.2.1- Joint Clinical and Care Governance Committee – Annual Report 2024/25
- 11.2.2 - Finance and Performance Committee Annual Report 2024/25
- 11.2.3 - Remuneration Committee Annual Report 2024/25
- 11.2.4 - Staff Governance Committee Annual Report 2024/25
- 11.2.5 a - Senior Leadership Team (SLT) Annual Report 2024/25
- 11.2.5 b - Appendix 1 – SLT Terms of Reference July 2023
- 11.2.5 c – Appendix 2 – SLT Terms of Reference revised February 2024
- 11.2.5 d – Appendix 3 – SLT Terms of Reference revised November 2024
- 11.2.5 e – Record of Attendance SLT 2024/25
- 11.2.6 - Area Clinical Forum (ACF) Annual Report 2024/25

13. PLACE - No items at this meeting

14. PEOPLE

14.1. Statutory and Mandatory Training Requirements for Non-Executives ARC2526-06

Presenter: Board Chair

To approve the reduced training requirements for non-executives.

15. PERFORMANCE

15.1. Board Assurance Framework Quarter 4 2024/25 update and Board Assurance Framework Performance Scorecard 2025/26 ARC2526-07

Presenter: Chief Executive

Guest: Head of Improvement

- To receive and seek assurance on the Board Assurance Framework 2024/25
- To receive and approve the Board Assurance Framework 2024/25

16. POTENTIAL - No items at this meeting

16.1. Internal Audit

16.1.1. Internal Audit progress report - ARC2526 -08

Presenter: Internal Auditor

To receive an update regarding progress with the plan

16.1.2. Internal Audit Reports

Presenter: Internal Audit

There are no reports due.

16.1.3. Internal Audit Recommendations ARC2526-09

Guest: Iain Gray - Data Protection Officer

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

16.1.4. Draft Internal Audit Annual Report 2024/25 ARC2526-10

Presenter: Internal Audit

To receive draft annual report, discuss, and provide comment

16.2. External Audit

16.3. External Audit Recommendations ARC2526-12

Presenter: Interim Director of Finance

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

17. ANNUAL ACCOUNTS

17.1. Annual Accounts progress assurance report (Verbal Update)

Presenter: Interim Director of Finance

To receive assurance on the progress with the annual accounts

18. Finance and Performance Committee Chair's Assurance Report ARC2526-13

Presenter: Davie Campbell - Chair of Finance and Performance Committee

To note the report and discuss items escalated to the committee

19. Fraud Services Quarterly Report ARC2526-14

Presenter: Head of Finance

To note the quarterly report

20. ITEMS TO BE INCLUDED IN THE CHAIRS ASSURANCE REPORT

Presenter: Chair

To agree items to be included in Chairs Assurance Report / or referred to another Governance Committee for scrutiny

21. ANY OTHER COMPETENT BUSINESS

Presenter: Chair

22. ITEMS FOR INFORMATION AND NOTING ONLY

22.1. Reporting Timetable 2025/26

22.2. Risk Management Group Action Notes

- 21.2.1 - Risk Management Group Action Note 18 December 2025 approved
- 1.2.2 - Risk Management Group Action Note 15 January 2025