

## MEETING OF NHS BOARD AUDIT COMMITTEE

Tuesday 05 December 2023, 9.00am

**Virtual Meeting Format (Microsoft Teams)**

- All cameras should be turned on
- Use raise hand facility to discuss items – please do not use MS Teams chat

Distribution: 29 November 2023

### AGENDA

Time		Standing Items	Paper
09.00-09.05	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> Members are asked to consider whether they have a conflict of interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of a conflict of interest should indicate whether it is a financial or non-financial conflict and include some information on the nature of the conflict. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	1.3	<b>Minute of Previous meeting</b> Tuesday, 05 September 2023 The Board is asked to <b>approve</b> the minutes of meeting of 05 September 2023 and <b>note</b> the committee workplan.	pp.1-10
	1.4	<b>Matters Arising</b>	
	<b>2.</b>	<b>Internal Audit Progress Report &amp; Individual Reports</b>	
09.05-09.30		Report by Azets, Internal Auditors	
	2.1	<b>Internal Audit Progress Report</b>	pp.11-34
	2.2	<b>Strategic &amp; Financial Planning Integration</b> The Committee is asked to <b>note</b> and <b>comment</b> on the reports.	pp.35-52
	<b>3.</b>	<b>Management Follow-up Report on Outstanding Audit Actions</b>	
09.30-09.35		Update by Director of Finance	pp.53-56
		The Committee is asked to <b>note</b> and <b>comment</b> on the reports.	
	<b>4.</b>	<b>Resilience Group Update</b>	
09.35-09.45		Update by Head of Resilience	
		The Committee is asked to <b>note</b> the update and receive <b>moderate</b> assurance from the report.	pp.57-64
	<b>5.</b>	<b>Argyll and Bute IJB Audit Committee Update</b>	
09.45-09.55		Update by Business Improvement Manager, Argyll & Bute HSCP	pp.65-67
		The Committee is asked to <b>note</b> the report.	
	<b>6.</b>	<b>External Audit Plan Update</b>	
09.55-10.05		Update by Audit Scotland	
		The Committee is asked to <b>note</b> the update regarding the External Audit Plan.	Verbal update
	<b>7.</b>	<b>Category 3 – Overseas Patient Loss</b>	
10.05-10.15		Update by Assistant Director, Financial Services	pp.68-71
		The Committee is asked to <b>note</b> the update.	
	<b>8.</b>	<b>Counter Fraud</b>	
10.15-10.25		Update by Assistant Director, Financial Services	pp.72-101
		The Committee is asked to <b>note</b> the update.	
	<b>9.</b>	<b>Risk Management</b>	
10.25-10.35		Update by Medical Director	
		The Committee is asked to <b>note</b> the presentation of the Corporate Risk Register and assurance on the Risk Register process.	Verbal update

	<b>10.</b>	<b>Summary of Payment Verification Programme</b>	
10.35-10.45		Update by Assistant Director, Financial Services	pp.102-62
		The Committee is asked to <ul style="list-style-type: none"> <li>• <b>note</b> the update and accept <b>substantial</b> assurance from the report.</li> </ul>	
	<b>11.</b>	<b>Audit Scotland Reports</b>	
10.45-10.50		Update by the Chair	
		The Committee is asked to note the reports at the link: <a href="https://www.audit-scotland.gov.uk/report/search">https://www.audit-scotland.gov.uk/report/search</a>	
		The following reports are of particular significance to this committee: <ul style="list-style-type: none"> <li>• The Scottish Government's workforce challenges <a href="https://www.audit-scotland.gov.uk/publications/the-scottish-governments-workforce-challenges">https://www.audit-scotland.gov.uk/publications/the-scottish-governments-workforce-challenges</a></li> <li>• Approaches to achieving net zero across the UK <a href="https://www.audit-scotland.gov.uk/publications/approaches-to-achieving-net-zero-across-the-uk">https://www.audit-scotland.gov.uk/publications/approaches-to-achieving-net-zero-across-the-uk</a></li> <li>• Adult mental health <a href="https://www.audit-scotland.gov.uk/publications/adult-mental-health">https://www.audit-scotland.gov.uk/publications/adult-mental-health</a></li> <li>• Fraud and irregularity Annual report 2022/23 <a href="https://www.audit-scotland.gov.uk/publications/fraud-and-irregularity-annual-report-202223">https://www.audit-scotland.gov.uk/publications/fraud-and-irregularity-annual-report-202223</a></li> </ul>	
	<b>12.</b>	<b>Code of Corporate Governance</b>	
10.50-10.55	<b>12.1</b>	<b>Annual Review of Code of Corporate Governance</b>	pp.163-79
		Update by the Board Secretary	
		The Committee is asked to <ul style="list-style-type: none"> <li>• <b>note</b> the report, and</li> <li>• accept <b>substantial</b> assurance,</li> <li>• <b>agree</b> any proposed amendments to the Audit Committee Terms of Reference for 2023-24 and add the agreed Terms of Reference to those recommended to the Board.</li> </ul>	
	<b>13.</b>	<b>Governance Blueprint Improvement Update</b>	
10.55-11.00		<b>Implementing the Blueprint for Good Governance Self-Assessment Findings</b>	pp.180-83
		Update by the Board Secretary	
		The Committee is asked to <ul style="list-style-type: none"> <li>• <b>note</b> the Governance Blueprint Improvement Update and</li> <li>• accept <b>moderate</b> assurance.</li> <li>• The Committee will be asked to undertake the Board's self-assessment for Governance Committees in the next few weeks. The outcome will be discussed at a development session on 6 February (see below).</li> </ul>	
	<b>14.</b>	<b>Any Other Competent Business</b>	
11.00		Committee dates for 2024, for noting: <p><b>12 March 2024</b></p> <p><b>21 May 2024</b></p> <p><b>25 June 2024 (Annual Accounts)</b></p> <p><b>10 September 2024</b></p> <p><b>10 December 2024</b></p> <p>Committee Development session: <b>6 February 2024</b> – (Counter Fraud, Committee Self-evaluation, and Internal Audit)</p> <p>All meetings <b>Tuesdays</b> from <b>9am</b> via Microsoft Teams unless otherwise notified.</p>	
	<b>15.</b>	<b>Date &amp; Time of Next Meeting</b>	
		<b>Tuesday 12 March 2024, at 9 am, via Teams</b>	
11.00		<b>Close of meeting</b>	

## Members and Attendees of the Audit Committee

### **Members**

Gaener Rodger (Chair)  
Susan Ringwood (Vice Chair)  
Alexander Anderson (Non-Exec)  
Alasdair Christie (Non-Exec)  
Garret Corner (Non-Exec)  
Stuart Sands (Independent Lay Representative)

### **Attendees**

Heledd Cooper (Director of Finance)  
Liz Porter (Assistant Director Financial Services)  
David Eardley (Internal Audit)  
Stephanie Hume (Internal Audit)  
Claire Gardiner (External Audit)  
Stephen Chase (Committee Administrator)