

<i>Date of Issue:</i> 28 November 2022	Chief Executive's Office Assynt House Beechwood Park Inverness, IV2 3BW Telephone: 01463 717123 Fax: 01463 235189 <a href="http://www.nhshighland.scot.nhs.uk">www.nhshighland.scot.nhs.uk</a>	
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**MEETING OF NHS BOARD AUDIT COMMITTEE**

6 December 2022

Microsoft Teams

**A G E N D A**

**1. APOLOGIES**

**1.1 Declaration of Interests**

Members are asked to consider whether they have an interest to declare in relation to any Item on the agenda for this meeting. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.

**2. MINUTE AND ACTION PLAN OF MEETING HELD ON 6 September 2022** (pp.1-7)

The Committee is asked to: <ul style="list-style-type: none"><li>• <b>Approve</b> the Minutes</li><li>• <b>Note</b> the rolling Action Plan.</li></ul>
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**3. MATTERS ARISING**

**3.1 RISK MANAGEMENT AUDIT RECOMMENDATIONS** (pp.8-15)

Report by Lorraine Cowie on behalf of Boyd Peters

**3.2 Unfilled Shifts Report**

Verbal Update from Boyd Peters

**3.3 Update on Internal Audit Procurement**

Verbal Update from Heledd Cooper

**4. INDIVIDUAL AUDIT REPORTS**

Report by Azets, Internal Auditors

**4.1 Progress Report** (pp.16-23)

**4.2 2023/24 Draft Internal Audit Plan** (pp.24-42)

**4.3 Recruitment Report** (pp.43-61)

The Committee is asked to:

- **Note** and comment on the reports.

**6. MANAGEMENT FOLLOW UP REPORT ON OUTSTANDING AUDIT ACTIONS**

**6.1 Internal Audit Recommendations Update** (pp.62-65)

Paper by Heledd Cooper, Director of Finance

**7 CORPORATE GOVERNANCE**

**7.1 Annual Review of Committee Terms of Reference** (pp.66-107)

The Committee is asked to:

- **Consider** any amendments and **Agree** the Terms of Reference for the Audit Committee.

**8. INFORMATION ASSURANCE GROUP UPDATE** (pp.108-114)

Paper by Iain Ross, Head of eHealth on behalf of David Park, Deputy Chief Executive & Senior Information Risk Owner.

**9. COUNTER FRAUD**

Update

**10. SIGNIFICANT ADVERSE EVENTS**

Update from Medical Director

**11. RISK MANAGEMENT PROCESS**

(See 3.1 above.)

**12. AUDIT SCOTLAND**

Details are available at the link for information <https://www.audit-scotland.gov.uk/report/search>

**13. ANY OTHER COMPETENT BUSINESS**

**14. DATE OF NEXT MEETING OF THE AUDIT COMMITTEE**

The next meeting will be held on **Tuesday 8 March 2023 at 9am**, via Teams.

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