

<p><i>Date of Issue:</i> 03 December 2021</p>	<p>Chief Executive's Office Assynt House Beechwood Park Inverness, IV2 3BW Telephone: 01463 717123 Fax: 01463 235189 www.nhshighland.scot.nhs.uk</p>	
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MEETING OF NHS BOARD AUDIT COMMITTEE

7 December 2021 9:00AM

Microsoft Teams

AGENDA

[Page numbers refer to the collated papers]

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 2021 [pp.1-6]

The Committee is asked to:

- **APPROVE** the Minutes
- **NOTE** the rolling Action Plan.

3. MATTERS ARISING

4. INTERNAL AUDIT [pp.8-24]

Reports by Azets, Internal Auditors.

4.1 Progress Report [pp.25-32]

4.2 Significant Adverse Events [pp.33-53]

4.3 Whistleblowing Arrangements [pp.54-74]

The Committee is asked to

- **NOTE** the reports which provide overall assurance from the Internal Audit Service of NHS Highland.

5. CORPORATE GOVERNANCE

5.1 Annual Review of Code of Corporate Governance

[pp.75-77]

The Committee is asked to:

- (a) **approve** the revisions to the Code of Corporate Governance for recommendation to the 25 January 2022 Board meeting on the following areas:
 - proposed changes to Committee Terms of Reference as set out in the appendices to the report
 - revision to Section 9.11 of Standing Financial Instructions
- (b) **note** that a review of the Code of Corporate Governance will be undertaken following any national changes to the Blueprint for Good Governance; and
- (c) **note** that the updated Code will be published on the Board's website after the Board meeting.

5.1.1 Audit Committee

[pp.78-81]

5.1.2 Clinical Governance Committee

[pp.82-86]

5.1.3 Finance, Resources and Performance Committee

[pp.87-91]

5.1.4 Highland Health and Social Care Committee

[pp.92-95]

5.1.5 Pharmacy Practices Committee

[pp.96-98]

5.1.6 Remuneration Committee

[pp.99-101]

5.1.7 Staff Governance Committee

[pp.102-105]

6. COUNTER FRAUD

Report to follow by Iain Addison, Head of Area Accounting on behalf of David Garden, Director of Finance.

The Committee is asked to:

- **NOTE** the current position.

7. AUDIT SCOTLAND

The full suite of Audit Scotland reports can be accessed through the following link –

<https://www.audit-scotland.gov.uk/report/search>

8. MANAGEMENT FOLLOW UP REPORT ON OUTSTANDING AUDIT ACTIONS

[pp.106-109]

Report by Iain Addison, Head of Area Accounting on behalf of David Garden, Director of Finance.

8.1 Community Planning Issues – Sponsor: Dr Tim Allison

8.2 Maternity Service Redesign – Sponsor: Heidi May (Mary Burnside)

8.3 Business Continuity Planning – Head of Resilience

8.4 Counter-fraud – Fraud Liaison Officer and Deputy Head of HR

8.5 Payroll and Expenses - Payroll Manager (April 2022 completion)

8.6 Staff Redeployment - Dep.HR Director and Partnership Forum

8.7 Financial Ledger – Income & Receivables

8.8 PMO Financial Savings

8.9 Performance Data

8.10 GDPR & Information Management

9. DATES OF MEETINGS FOR 2022 OF THE AUDIT COMMITTEE

8 March

3 May

28 June (Annual Accounts)

6 September

6 December

Meetings to take place on Tuesdays at 2.00 pm

10. ANY OTHER COMPETENT BUSINESS

11. DATE OF NEXT MEETING OF THE AUDIT COMMITTEE

The next meeting will be held on **Tuesday 8 March 2021 at 2pm**, via Teams.