

HIGHLAND NHS BOARD	Assynt House Beechwood Park Inverness IV2 3BW Tel: 01463 717123 Fax: 01463 235189 www.nhshighland.scot.nhs.uk 
DRAFT MINUTE of MEETING of the NHS Board Audit Committee Microsoft Teams	20 June 2023 9.00 am

Present:

- Gaener Rodger, NHSH Board Non-Executive (Chair)
- Susan Ringwood, NHSH Board Non-Executive (Vice Chair)
- Alexander Anderson, NHSH Board Non-Executive
- Alasdair Christie, NHSH Board Non-Executive
- Garret Corner, NHSH Board Non-Executive
- Stuart Sands, Independent Lay Member

Other Non-Executive Directors Present:

Ann Clark, NHSH Board Vice Chair & Non-Executive (until 10.50am)

In Attendance:

- Tim Allison, Director of Public Health
- Gaye Boyd, Deputy Director
- Louise Bussell, Director of Nursing
- Kate Cochrane, Head of Resilience (item 8 only)
- Heledd Cooper, Director of Finance
- Pam Cremin, Chief Officer
- Ruth Daly, Board Secretary
- Pam Dudek, Chief Executive
- David Eardley, Azets, Internal Auditors
- Patricia Fraser, Audit Scotland, External Auditors
- Claire Gardiner, Audit Scotland, External Auditors
- Stephanie Hume, Azets, Internal Auditors
- Kay Jenks, Audit Scotland, External Auditors
- Sophie Kiff, Head of Financial Services
- Arlene Johnstone, Head of Service
- David Park, Deputy Chief Executive
- Boyd Peters, Medical Director
- Donald Peterkin, Data Protection Officer (item 9 only)
- Liz Porter, Assistant Director Financial Services
- Iain Ross, Head of eHealth (item 9 only)
- Katherine Sutton, Chief Officer, Acute
- Alan Wilson, Director of Estates
- Stephen Chase, Committee Administrator

1.1 WELCOME, APOLOGIES AND DECLARATION OF INTERESTS

1.2 DECLARATION OF INTERESTS

1.3 MINUTE AND ACTION PLAN OF MEETING HELD ON 2 MAY 2023

The Committee

- **APPROVED** the amended minute of the meeting held on 2 May 2023.
- **NOTED** The Workplan, and that the Rolling Actions would be updated for the June meeting.

1.4. MATTERS ARISING

There were no matters arising.

INDIVIDUAL INTERNAL AUDIT REPORTS

2.1 Community Planning Partnership

The Committee **noted** the report.

2.2 Governance and Accountability of Finance and Performance

The Committee **noted** the report.

2.3 Consultants Contracts Job Planning

The Committee **noted** the report.

2.4 Protection Payments

The Committee **noted** the report.

2.5 2023/24 Internal Audit Plan Timetable

The Committee **noted** the report.

3. Management Follow-Up Report on Outstanding Audit Actions

The Committee Chair explained that there would be no update provided for the Management Follow-up Report on Outstanding Audit Actions due to an extensive update being provided at the May 2023 Audit Committee.

4. Summary/Schedule of Losses and Special Payments

The Director of Finance spoke to the circulated spreadsheet that summarised the losses and special payments for both financial years ending in March 2022 and March 2023. It was noted that a change had been made to the spreadsheet to provide values with the pound sign to improve visualisation. Cash loss had been recorded at a lower value and had been assessed through the Datix process. The Claims abandoned value included estates, oversea patients, road traffic accidents and adult social care write offs. Larger Clinical Compensation payments go through Clinical Negligence and Other Risks Indemnity Scheme (CNORIS). The Ex Gratia Payments on the spreadsheet are payments made to staff who go through the healing process. The other losses listed at five thousand pounds include some dental and ophthalmic write offs.

The Committee noted the report.
--

5. NHS in Scotland 2022 Report

P Fraser (Audit Scotland) asked to defer the item to 27 June Audit Committee meeting as a presentation had not been prepared. It was noted that the extra time would allow for members of Performance, Audit and Best Value could be available to give a presentation.

Action: S Chase to ensure P Fraser has the relevant information to pass on to performance audit and best value members ahead of the 27 June meeting.

The Committee agreed to defer the item.
--

6. Framework for Review of Policies

The Board Medical Director spoke to the presentation 'Controlled Documents Update' explaining that a review of how control documents are held by the organisation had begun. The Policies and Procedures Oversight Group (PPOG) has been split into key deliverables of accessibility, simplicity, consistency and good governance. Phase one included a system wide assessment of controlled document "clean up"; review amendment and ratification of simplified NHS Highland Policy for Controlled documentation; and an Intranet Library Clean up. Cultural improvement was noted as an outcome to ensure controlled documents are the responsibility of everybody involved with NHS Highland. Phase two launched 19 June to inform staff about the new policy and policy library through communications. Non-executive Directors who Chair Governance Committees to be aware of new policies and correct paperwork being used. The Strategy & Transformation Business Informatics manager developing SharePoint site to house controlled documents, all staff to have access and will have features such as audit tools and functionality such as automation.

7. Draft Audit Committee Annual Report

The Chair advised that internal audit have provided information to complete the highlighted section in item 5 of the report 5 Key Performance Indicators.

The Committee **noted** the report.

8. Counter Fraud

The Committee Chair explained that there would be no update provided for the Counter Fraud due to a detailed report being provided at the May 2023 Audit Committee.

The Committee **agreed** to defer the report.

9. Risk Management

The Board Medical Director spoke to the presentation 'Risk Update' explaining that risk documents had been developed and would be taken to the next Executive Director Group Development Session. The Highland Risk Appetite statement developed after the 'Risk appetite' discussion at a previous Board Development session that would be presented to the Executive Directors Group with a paper being prepared for Board meeting. It was noted that the 12 outcomes from the audit on risk, 11 had been completed with one remaining open due to training options.

10. Audit Scotland Reports

The Chair recommended the deferral of this agenda item to the August 2023 meeting.

Action: P Fraser to check availability of those required to speak to the item if it was deferred to August 2023.

The Committee **agreed** to the item deferral.

11. Any Other Competent Business

The Director of Finance explained there had been delays with the external audit process. The next Audit Committee would enable the draft accounts and reports to be submitted to Scottish Government within the required timeframe and for any changes to be identified. The July Audit Committee would provide detail of audit opinion from wider testing and formally submit accounts to Scottish Government.

12. DATE OF NEXT MEETING

The next meeting will be on **Tuesday 27 June 2023** at **9.00 am** on a virtual basis to have a detailed review of the annual accounts.

There will be an additional audit meeting held on **Monday 24 July 2023** at **9:00 am** on a virtual basis to get our external audit opinion.

The meeting closed at **11.04 am**.

DRAFT