

NHS 24 BOARD		16 DECEMBER 2021 XXXX FOR ASSURANCE
KEY POINTS OF THE AUDIT & RISK COMMITTEE HELD ON 1 NOVEMBER 2021		
Executive Sponsor	Ms Carol Gillie, Committee Chair	
Lead Officer/Author	Ms Kerr, Executive Assistant	
Action Required	The Board is asked to note the key points for assurance from the Audit and Risk Committee meeting held on 1 November 2021.	

1. Purpose of the report

This report provides the NHS 24 Board with an update on key issues arising from the Audit and Risk Committee meeting held on 1 November 2021.

2. Recommendation

The NHS 24 Board is asked to **receive** and **note** the key points outlined.

2.1 Internal Audit

The Committee noted the change to the audit plan as agreed at the June Committee. Contingency days in the plan will be utilised to perform a review of Service Performance/Delivery and this will be presented at the February 2022 Committee meeting.

Since the August Audit and Risk Committee, two audits have been completed Staff Wellbeing and Recruitment and were discussed at the meeting. Staff Governance Committee will have sight of these for noting. Scoping is currently underway for IT Contract Management, Urgent Care and Service Performance/Delivery which should be available for the next meeting in February.

The Committee expressed concern that there were outstanding internal audit actions from 2019/20 and that some of the actions are significant areas for NHS 24. It was agreed if an action is over 12 months it will be reviewed by Executive Directors. It was noted if the action is partially complete the risk rating may amended by Internal Audit and this will considered for the next meeting.

2.2 Corporate Risk Register

The Committee noted the significant work carried out since the last meeting of the Committee (5 August 2021). All directorates have undertaken an in-depth review of risks within their remit to ensure current risks reflected the embedding of the response to COVID-19 into ongoing business processes and the ongoing challenges to NHS 24's delivery of its Remobilisation Plan. The response framework for COP 26 was noted and the Committee are assured there are processes in place in the event of any impact to the service.

2.3 Financial Assurance Summary

The Committee noted the update and are assured that our planning assumptions are in line with Scottish Government colleagues and the risk of allocations not being received is negligible. This was confirmed at a recent meeting with our Sponsor Team.

2.4 Corporate Governance Framework

The Committee noted the update and were advised the Governance Framework Once for Scotland has not yet been issued. The decision was taken to undertake the update NHS 24 Framework, in line with requirements to review on a regular basis until the Once for Scotland approach is Issued. Key changes to the framework include the addition of the current version of the Staff Code of Conduct and also to note, Standing Financial Instructions have been reviewed. The updated Framework reflecting comments from the Committee will be brought back to Audit and Risk Committee and the Board

2.5 Annual Committee Effectiveness Review

A revised self-evaluation questionnaire was developed and responses noted. An action plan will be developed and considered at the next meeting in February 2022.