

Section 1 – Action List Audit and Risk Committee

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
24/06/19	6	INTERNAL AUDIT UPDATE <ul style="list-style-type: none"> Meeting to be organised to discuss further scope of internal audit work. Julie and Katy to be included in this. 	Hannah Green	09/09/19	KL updated JW on this action at her 1:1 on the 11/11/19	
24/06/19	7	RISK MANAGEMENT QUARTERLY REPORT <ul style="list-style-type: none"> It was agreed that this Committee needs to scope out what is required in terms of corporate risk support. Once completed Julie White will discuss this with the Health and Social Care Leadership Group 	Katy Lewis/Alison Warrick	16/12/19	09/09/19 – KL assured the Committee that AW will now be working on the corporate risks and provide a more detailed report at the December meeting.	
COMPLETED ACTIONS						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
09/09/19	4	Action List and Rolling Agenda Matrix HG to share the final signed committee assurance statement to Members	Hannah Green	16/12/19	22/10/19 Alison Warrick emailed Hannah Green to ensure this has been completed	26/09/19
09/09/19	7	Information Sharing	KL	16/12/19	21/11/19 On Agenda for the first	21/11/19

		KL asked for the full council report on Information Sharing to be presented to the December Committee			meeting in 2020. Sheila Mohan to forward this report through in the new year. IC confirmed that this should be reported to Full Council in December 2019.	
24/06/19	8	IJB DRAFT GOVERNANCE STATEMENT AND ASSURANCE PROCESSES <ul style="list-style-type: none"> • KL to provide an update on this to the September Committee • KL will provide information on the Delegated Authorities Audit to the September Committee 	Katy Lewis		Both on the Agenda Matrix for the September Committee	09/09/2019
11/03/19	11	AOB It was noted that there is a vacancy on the IJB Audit and Risk Committee, the Standing Orders state that there should be 4 Voting Members sitting on the Committee, currently there are 3. The Committee agreed that this would be raised at the next IJB to seek nominations for a 4 th Voting Member.	Alison Warrick	24/09/19	NHS Business Manager advised that Membership of IJB will be discussed at NHS Board on the 7 th October. A Membership update will be presented to the IJB in December Paper on the Agenda for the IJB on the 6/12/19	28/11/19

Section 2 - Audit and Risk Committee Agenda Matrix

Agenda Matrix – IJB Audit and Risk Committee

	09/03/20	08/06/20	07/09/20	07/12/20
Substantive Items	Apologies Declarations of Interest Minute of the Previous Meeting Matters Arising/Action List/Rolling Agenda Matrix AOCB Date of Next Meeting	Apologies Declarations of Interest Minute of the Previous Meeting Matters Arising/Action List/Rolling Agenda Matrix AOCB Date of Next Meeting	Apologies Declarations of Interest Minute of the Previous Meeting Matters Arising/Action List/Rolling Agenda Matrix AOCB Date of Next Meeting	Apologies Declarations of Interest Minute of the Previous Meeting Matters Arising/Action List/Rolling Agenda Matrix AOCB Date of Next Meeting
Annual Accounts Assurance				
External Audit	Progress Update Report	Progress Update Report	Audit Plan Annual Report	Progress Update Report
Internal Audit	Audit Activity Report Limited Assurance Audit Update	Audit Plan Internal Audit Annual Report	Audit Activity Report Limited Assurance Audit Update	Audit Activity Report Limited Assurance Audit Update
Risk	Risk Management Quarterly Progress Report	Risk Management Quarterly Progress Report	Risk Management Quarterly Progress Report	Risk Management Quarterly Progress Report

Information Assurance/Information Sharing	Update required following this being taken to Full Council in December 2019 – Sheila Mohan			
Financial Reporting	Quarterly Update from Chief Finance Officer	Quarterly Update from Chief Finance Officer	Quarterly Update from Chief Finance Officer	Quarterly Update from Chief Finance Officer
Other				