

Section 1 – Action List Audit and Risk Committee

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
11/03/2021	6	CHIEF INTERNAL AUDITOR QUARTERLY UPDATE - JWa is looking at the combined assurances that are required from Health and Council and to assist with clarity around how these can be coordinated is creating a Memorandum of Understanding (MoU) between the respective audit functions and will bring this back to the June meeting	Julie Watters	10/06/2021	Joint assurance remains a focus moving forward, and the process is being further enhanced with the creation of a Joint Working protocol to cover all aspects of internal audit work within the IJB and the H&SC Partnership. This is being taken to the IJB Audit and Risk Committee meeting in June 2021	
	8	RISK MANAGEMENT QUARTERLY PROGRESS REPORT - Share a draft of the Risk Register prior to the next meeting and aim to bring a draft of the Risk Strategy including a Risk Appetite statement to the June meeting	Katy Kerr/Alison Warrick	10/06/2021	The Risk Register is on the Agenda, however the Risk Strategy including the Risk Appetite statement will be presented to the September meeting	
	9	INFORMATION SHARING UPDATE - Information Sharing Group to report in to this Committee. Escalate this to the IJB and the Chief Executives via the Chief Officers Group. GG/GM attend COG and update the presentation prior to this. Update at the next meeting	Katy Kerr/Graham Gault	10/06/2021	<p>1. Following escalation of the issue to the Chief Officers Group as per the IJB Audit and Risk Committee, the following actions were agreed (specific minutes not available yet):</p> <ul style="list-style-type: none"> An independent party will be appointed to provide an assessment of the current position regarding the 	

					<p>existing aims of the Data Sharing work programme.</p> <ul style="list-style-type: none"> • A report will be compiled to rescope and provide an action plan for the delivery of this work. Recognition of how the new emerging requirements of Home Teams should be included in this new work programme. • Level 4 data sharing should be aimed for and a plan to achieve it should be developed. • Operational staff from both the NHS and the Social Care organisations will be invited to join the Data Sharing Board. • A new Chair will be appointed to the Data Sharing Board to ensure the revised programme is progressed at pace. • Existing work planned should continue while the new arrangements/work programme is detailed. 	
	10	<p>UPDATE TERMS OF REFERENCE – MEMBERSHIP AW to share the Scheme of Delegation with Members for review. AW to amend the Frontis to show those Members whose attendance is required.</p>	Alison Warrick	10/06/2021	<p>Ongoing - The Scheme of Delegation has been shared with all Members of the IJB, comments are due back by the 30th June to allow for fuller review in line with other strategic documentation.</p>	

		AW to send LB links to documentation pertaining to this Committee			An update to the Frontis has been undertaken following confirmation of membership at the IJB on the 27 th May 2021. LB is now in receipt of relevant documentation.	
COMPLETED ACTIONS						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
11/03/2021	5	EXTERNAL AUDIT PLAN 2020/21 UPDATE - JW, KK and JB to discuss a key piece of work around Best Value prior to the next A&R Committee, Best Value to be added to the Agenda of the next meeting.	JW/KK/JB	10/06/2021	Meeting took place on 14 th April with KK agreeing to bring an update back to Committee. On agenda for 10 th June 2021 meeting.	10 June 2021
24/06/19	7	RISK MANAGEMENT QUARTERLY PROGRESS REPORT 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	09/03/2020	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. Deferred to the March meeting. 09/01/2020 KL/AW met to discuss and will have further discussion on 27/01/2020 11/03/2021 – KL to provide a further draft ahead of the next meeting. 01/06/2021 – First draft of risk register has been taken to Health and Social Care Exec Group and is on the Agenda for the June meeting.	01/06/2021

Section 2 - Agenda Matrix

Substantive Items	09/09/2021	09/12/2021	March 2022	June 2022
	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting
Annual Accounts	<ul style="list-style-type: none"> • Final Draft Annual Accounts 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Draft Annual Report and Accounts
External Audit	<ul style="list-style-type: none"> • Audit Plan • Annual Report 	<ul style="list-style-type: none"> • Progress Update Report • 	<ul style="list-style-type: none"> • Progress Update Report 	<ul style="list-style-type: none"> • External Audit Plan
Internal Audit	<ul style="list-style-type: none"> • Audit Activity Report • Limited Assurance Audit Update • Internal Audit Annual Report 	<ul style="list-style-type: none"> • Audit Plan • Draft Internal Audit Annual Report 	<ul style="list-style-type: none"> • Audit Activity Report • 	<ul style="list-style-type: none"> • Audit Activity Report •
Risk	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report
Information Assurance/Information Sharing	<ul style="list-style-type: none"> • Information Sharing Progress Report 	<ul style="list-style-type: none"> • Information Sharing Progress Report 	<ul style="list-style-type: none"> • Information Sharing Progress Report 	<ul style="list-style-type: none"> • Information Sharing Progress Report
Financial Reporting	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Quarterly Update

	from Chief Finance Officer	from Chief Finance Officer	from Chief Finance Officer	from Chief Finance Officer
Other	•	•	•	•