

**Section 1 – Action List Audit, Risk and Governance Committee**

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>	<b>Current Status/Action Taken</b>	<b>Date Completed</b>
09/09/2021	6	<b>Risk Management Quarterly Progress Report</b> – LB queried whether the risk templates used at IJB A&R could be used for other IJB Committees, KK highlighted this would be helpful and will look into this offline.	<b>Katy Kerr</b>	<b>TBC</b>	AW to discuss with LB options and also consider as part of the IJB governance review.  No further update due to absence of governance officer.	Ongoing
09/09/2021	7	<b>Internal Audit Update</b> – MC requested that JWa and KK meet to map through Audit Committee processes across the partnership.	<b>Katy Kerr / Julie Watters</b>	<b>TBC</b>	8/2/22 - KK and JW still to meet  Outstanding	Ongoing
09/09/2021	9	<b>IJB Corporate Risk Register</b> – Members agreed for an update paper on Risk Management to be presented to the IJB in November 2021. The report will also be shared to IJB A&R members virtually.	<b>Katy Kerr/Alison Warrick</b>	<b>31 March 2022</b>	Outstanding due to work pressures. Risk register needs further review and discussion at Health and Social Care Governance and Performance Group.  Need to confirm with Chair and Chief Officer around risk reporting and how this feeds into new governance arrangements.  Remains outstanding.	Ongoing
11/03/2021	10	<b>UPDATE TERMS OF REFERENCE – MEMBERSHIP</b> AW to share the Scheme of Delegation with Members for	<b>Alison Warrick</b>	<b>09/09/2021</b>	Ongoing - The Scheme of Delegation has been shared with all Members of the IJB, comments are due back by the	Propose to close 23/02/23

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		review. AW to amend the Frontis to show those Members whose attendance is required. AW to send LB links to documentation pertaining to this Committee			30 <sup>th</sup> June to allow for fuller review in line with other strategic documentation. An update to the Frontis has been undertaken following confirmation of membership at the IJB on the 27 <sup>th</sup> May 2021. LB is now in receipt of relevant documentation. Update 08/06/2021 this has been postponed to the September meeting to allow for appropriate scrutiny of Scheme of Delegation.  Draft Scheme of Delegation coming to 23 <sup>rd</sup> Feb 2023 meeting.	
<b>COMPLETED ACTIONS</b>						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed

## Section 2 - Agenda Matrix

Substantive Items	23 <sup>rd</sup> February 2023	8 <sup>th</sup> June 2023	7 <sup>th</sup> September 2023	30 <sup>th</sup> November 2023
	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Declarations of Interest</li> <li>• Minute of the Previous Meeting</li> <li>• Action List and Rolling Agenda Matrix</li> <li>• AOCB</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Declarations of Interest</li> <li>• Minute of the Previous Meeting</li> <li>• Action List and Rolling Agenda Matrix</li> <li>• AOCB</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Declarations of Interest</li> <li>• Minute of the Previous Meeting</li> <li>• Action List and Rolling Agenda Matrix</li> <li>• AOCB</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Declarations of Interest</li> <li>• Minute of the Previous Meeting</li> <li>• Action List and Rolling Agenda Matrix</li> <li>• AOCB</li> <li>• Date of Next Meeting</li> </ul>
Annual Accounts	<ul style="list-style-type: none"> <li>• Annual Accounts timetable and plan</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Annual Report and Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Report and Accounts</li> <li>• Final IJB Governance Statement</li> </ul>	
External Audit	<ul style="list-style-type: none"> <li>• Draft External Audit Plan</li> </ul>	<ul style="list-style-type: none"> <li>• External Audit Update</li> </ul>	<ul style="list-style-type: none"> <li>• Final Audit Plan</li> <li>• Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• External Audit Update</li> </ul>
Internal Audit	<ul style="list-style-type: none"> <li>• Internal Audit Quarterly Update</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Audit Quarterly Update</li> <li>• Internal Audit Plan 2023/24</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Audit Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Audit Quarterly Update</li> </ul>
Risk	<ul style="list-style-type: none"> <li>• IJB Corporate Risk Register Update</li> </ul>	<ul style="list-style-type: none"> <li>• IJB Corporate Risk Register Update</li> </ul>	<ul style="list-style-type: none"> <li>• IJB Corporate Risk Register Update</li> </ul>	<ul style="list-style-type: none"> <li>• IJB Corporate Risk Register Update</li> </ul>
Financial Reporting		<ul style="list-style-type: none"> <li>• Best Value Update</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Clinical and Care	<ul style="list-style-type: none"> <li>• Chief Social</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Governance</b>	<b>Work Officer Report</b>	<b>Governance Annual Report</b>		
<b>General Governance</b>	<ul style="list-style-type: none"> <li>• <b>Draft Scheme of Delegation</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Governance Update</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Governance Update</b></li> <li>• <b>Committee Annual Report for IJB</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Governance Update</b></li> </ul>