

WORKING DRAFT May 2024

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Item	Recurrence	Owner	IJB Audit Committee 11.02.25	IJB 20.02.25	IJB Audit Committee 05.03.25	IJB 20.03.25	IJB Audit Committee 04.06.25	IJB 26.06.25	IJB Audit Committee 03.08.25	IJB 18.08.25	IJB Audit Committee 05.11.25	IJB 20.11.25	IJB Development Session ??	IJB February 2026
Chair's introductory remarks	Standing item													
Apologies for absence	Standing item													
Chair's report	Standing item													
Minutes of previous Board Meeting	Standing item	Corporate Business Manager	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve		Approve
Matters arising from the minutes and notification of any other business	Standing item													
Action Points from previous Board Meetings	Standing item	Corporate Business Manager	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve		Approve
IJB Audit & Risk Committee Minutes (IJB once approved)	Standing item	Corporate Business Manager	Approve	Note	Approve	Note	Approve	Note	Approve	Note	Approve	Note		
Strategic Planning Group Minutes - Approved	Standing item	Chief Officer		Note		Note		Note		Note		Note		Note
CORORATE GOVERNANCE														
Register of Interests	Annually	Corporate Business Manager						Note						
Board Committee Memberships	Annually	Corporate Business Manager		Approve				Approve				Approve		
Board Meeting Business Cycle & Workplans	Annually	Corporate Business Manager										Approve		
Code of Corporate Governance - establish including Standing Orders	Every 3 years	Corporate Business Manager						Initial presentation for approval			Approval	Approval		
Scheme of Integration	Every 3 years	Chief Officer		Note revisions				Note update						

FINANCIAL GOVERNANCE														
2024/25 IJB Joint Financial Plan	Annually - late feb	Chief Financial Officer		Draft Budget		Final Budget		Approve Budget						Draft Budget 2025/26
Monitoring of the Health & Social Care Partnership Budget	Each Meeting	Chief Financial Officer	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note		Note
Issue Directions	Annually - March on	Chief Officer						Approve Directions						
IJB Annual Accounts	Annually	Chief Financial Officer						Unaudited - Note			Audited	Approve		
Directions - annual presentation	Annually	Chief Officer												
Directions - performance and implementation progress	3 times annually	Chief Officer		Note				Note				Note		

SERVICE AREAS														
H&SC IJB Annual Performance Report	Annually	Chief Officer						Review Draft		Approve				
Community Justice Annual Report	Annually	Michael Stewart						Note 23/24						Note 23/24
Chief Social Work Officer Annual Report	Annually	Chief Social Work Officer						Note 23/24						Note 23/24
Discharge Programme Update	Annually	Chief Officer												Note
Strategic Commissioning & Implementation Plan Review	Every 3 years	Chief Officer		Note any update										
External Audit Annual Plan	Annually	External Auditor			Approve									
IJB Audit & Risk Committee Annual Report	Annually													
IJB Audit & Risk Committee Self Assessment	Annually	Corporate Business Manager / in conjunction with the IJB A&RC Members			Undertake self assessment at session after the meeting				included in Annual Report item	Report from self assessment and action plan for approval				
IJB Self Assessment	Annually	Corporate Business Manager / in conjunction with the IJB Members				Undertake self assessment at session after the meeting								
External Audit Annual Audit Report (Annual Accounts process)	Annually	External Auditor										Approve		
Strategic Risk Register Update	Bi-Annual IJB Annual Audit Committee	Chief Officer	Approval		Approval	Note	Approval		Approval		Approval	Note	Approval	
Risk Management Policy & Strategy - reviewed in 2024 - next review 2027	3 yr review	Chief Officer										Approve		

Review of IJB Terms of Reference	Annually	Corporate Business Manager						Approval						
Shifting the Balance of Care	Annually	Chief Officer												
Public Sector Equality Duty	Full report every 2 years													
Social Care Charging Policy	Annually	Head of Partnership Services										Approval		
Locality Planning Groups / Community Engagement Annual Report	Annually	Chief Officer						Note						
Public Protection Service - annual report	Annually	Chief Social Work Officer												
PCIP - Primary Care Improvement Plan	Annually	Chief Officer / Family Service Manager				Note								
External Auditor General Work Programme 25/26	Annually	External Auditor	Note		Approve									
Winter Plan	Annually	Chief Officer / NHS Director of Nursing		Note								Note		
Internal Audit Update Report	Each Meeting	Chief Internal Auditor			Annual Plan				Annual Assurance Rpt		Note			
Performance Report	Quarterly		Quarterly - Note	Quarterly - Note	Quarterly - Note	Quarterly - Note	Quarterly - Note	Quarterly - Note						
Inspections Update	As and when													

To be confirmed - IJB policy review and update - myriad of documents
Detail will be specified and acknowledged in early 2025