

NOTE: the list is not exhaustive and will be updated throughout the year

**WORKING DRAFT**

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	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