

Item	Recurrence	Production Owner	Strategic Planning Group Dates to be confirmed	IJB Audit Committee 10.02.26	IJB 19.02.26	IJB Audit Committee 04.03.26	IJB 19.03.26	IJB Audit Committee 03.06.25	IJB 23.06.26	IJB Audit Committee 02.09.26	IJB 17.09.26	IJB Audit Committee 04.11.26	IJB 19.11.26	IJB February 2026
Chair's report / update	Standing item - each meeting													
Minutes of previous Board / Committee Meeting	Standing item - each meeting	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 - each meeting													
Action Points from previous Board / Committee Meetings	Standing item - each meeting	Corporate Business Manager		Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve
IJB Audit & Risk Committee Minutes (present to IJB once approved)	Standing item - each meeting	Corporate Business Manager		Approve	Note	Approve	Note	Approve	Note	Approve	Note	Approve	Note	
Strategic Planning Group Minutes - (present to IJB once approved)	Standing item - each meeting	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	Approve			
Code of Corporate Governance - establish including Standing Orders	Every 3 years	Corporate Business Manager							Initial presentation for approval			Approval	Approval	
Review of Terms of Reference - Board / A&RC / SPG	Every 3 years	Corporate Business Manager / Internal Auditors						Approval						
Scheme of Integration	Every 3 years	Chief Officer			Note revisions				Note update					
Strategic Commissioning Plan	Every 3 years	Chief Officer												
Risk Management Strategy	Every 3 years	Chief Officer												
Review of IJB Terms of Reference	Annually	Corporate Business Manager												
FINANCIAL GOVERNANCE														
Financial outlook - initial review of budgets	Annually	Chief Financial Officer			Discussion									
2026/27 IJB Financial Plan	Annually - late feb	Chief Financial Officer			Draft Budget		Final Budget		Approve Budget					Draft Budget 2025/26
IJB Recovery Plan	Annually - late feb	Chief Financial Officer												
Monitoring of the Health & Social Care Partnership Budget	Each Meeting	Chief Financial Officer		Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note
IJB Annual Accounts	Annually	Chief Financial Officer							Unaudited - Note			Audited	Approve	
IJB Annual Governance Statement	Annually	Chief Financial Officer												
Audit Scotland - Audit Reports	Annually	External Auditors												
Internal Audit Reports	Annually	Internal Auditors												
Directions - Recommended annual presentation	Annually	Chief Officer							Approve Directions					
Issueing of Directions & updates	3 times annually	Chief Offier			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
?? NHS WI CGC Annual Report														
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								

Internal Audit Reports														
IJB Audit & Risk Committee Annual Report	Annually	Chief Officer												
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	standing item for IJB Annual Audit Committee	Chief Officer		Approval	Approval	Approval	Approval	Approval	Approval	Approval	Approval	Approval	Note	
Risk Management Policy & Strategy - reviewed in 2024 - next review 2027	3 yr review	Chief Officer											Approve	
National Care Reform	as & when	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				Note		Note		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
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