

	AGENDA ITEM / ISSUE	ToR	INDICATIVE DATES 2021/2022				
			Sep-22	Dec-22	Mar-23	Jun-23	Annual Review
	QUARTERLY ITEMS						
1	Internal Audit Reports and Plan Progress Update	Internal Audit	*	*	*	*	
31	Sector Update	Internal / External Audit	*	*	*	*	
2	External Audit Update	External Audit	*	*	*	*	
3	Audit Recommendations Tracker	Internal Control Framework	*	*	*	*	
4	In Year Financial Monitoring and MTFP	Financial Reporting	*	*	*	*	
5	HMICFRS Reports	Inspection & Review	*	*	*	*	
6	HMICFRS Recommendations Tracker	Internal Control Framework	*	*	*	*	
7	Risk Register and Business Continuity Overview	Corporate Risk Management	*	*	*	*	
14	Civil Claims Overview	Civil Claims	*	*	*	*	
15	Information Assurance Report	Information Governance	*	*	*	*	
	ANNUAL ITEMS						
8	Approval of Internal Audit Programme	Internal Audit			*		
9	Agreement of External Audit Plan and fees	External Audit			*		
10	Annual Internal Audit Report(s) and Opinion(s)	Internal Audit				*	
11	Previous Annual Governance Statement Area for Development Update	Internal Control Framework			*		
12	Draft Accounts and Annual Governance Statement	Financial Reporting / Internal Control Environment				*	
13	Final Accounts and Annual Governance Statement	Financial Reporting / Internal Control Environment	*		*		
16	JIAC Annual Report	Internal Control Framework	*		*		
18	Review of Accounting Policies	Financial Reporting			*		
20	Civil Claims Detailed Analysis (comparison with MSF if possible)	Civil Claims				*	
33	JIAC Terms of Reference	Best Practice: Annual Review				*	