

Topic	Lead	May (15th)	May (27th)	July	September	November
Preliminary Matters						
Minutes of previous meeting	Director of Corporate Governance					
Action log	Director of Corporate Governance					
Annual Reporting						
Annual accounts (including remuneration report)	Director of Finance					
Annual governance statement	Director of Corporate Governance					
Organisational annual report and accountability statements	Director of Corporate Governance					
Internal Audit						
Head of internal audit opinion and annual audit report	Head of Internal Audit					
Status of annual audit plan 2019-20	Head of Internal Audit					
Revised internal audit plan 2020-21	Head of Internal Audit					
Arrangements for tracking internal audit actions	Director of Corporate Governance					
Internal audit reviews of new ways of working	Director of Corporate Governance					
External Audit						
Progress reports						
Risk Management and Assurance						
Risk appetite and framework	Director of Corporate Governance					
Risk register	Director of Corporate Governance					
Decision Making and Delegation of Powers						
Changes or variation to standing orders	Director of Corporate Governance					
Arrangements for recording decisions	Director of Corporate Governance					
Financial Control and Management						
Changes to and recoding of control procedures and delegations	Director of Finance					
Losses and special payments	Director of Finance					
Legal advice assurance prior to agreements	Director of Finance					
Counter Fraud						
Progress reports	Head of Counter Fraud					