

6 June 2012	14 Sept 2012	8 Nov 2012	Xx Jan 2013	Xx Mar 2013	Xx May 2013	Xx June 2013
SPECIAL MEETING	INTERNAL ASSURANCE					SPECIAL MEETING
<ul style="list-style-type: none"> Private Meeting with IA and EA 	<ul style="list-style-type: none"> IRaGC Feedback including CQuAC items for AC attention 	<ul style="list-style-type: none"> IRaGC Feedback including CQuAC items for AC attention 	<ul style="list-style-type: none"> IRaGC Feedback including CQuAC items for AC attention 	<ul style="list-style-type: none"> IRaGC Feedback including CQuAC items for AC attention 	<ul style="list-style-type: none"> IRaGC Feedback including CQuAC items for AC attention 	<ul style="list-style-type: none"> Private Meeting with IA and EA
	<ul style="list-style-type: none"> CQC Registration update 	<ul style="list-style-type: none"> CQC Registration update 	<ul style="list-style-type: none"> CQC Registration update 	<ul style="list-style-type: none"> CQC Registration update 	<ul style="list-style-type: none"> CQC Registration update 	
	<ul style="list-style-type: none"> Clinical Audit Results of Concern 	<ul style="list-style-type: none"> Clinical Audit Results of Concern 	<ul style="list-style-type: none"> Clinical Audit Results of Concern 	<ul style="list-style-type: none"> Clinical Audit Results of Concern 	<ul style="list-style-type: none"> Clinical Audit Results of Concern 	
		<ul style="list-style-type: none"> In-year Review Clinical Audit Plan 		<ul style="list-style-type: none"> Clinical Audit Plan 2113/14 	<ul style="list-style-type: none"> Clinical Audit Annual Report 	
	<ul style="list-style-type: none"> Review SO, SFI & Scheme of Delegation 				<ul style="list-style-type: none"> Review Register of Interests 	
	ASSURANCE ON FINANCIAL MANAGEMENT					
<ul style="list-style-type: none"> External Audit ISA 260 Report 	<ul style="list-style-type: none"> Finance Report update 	<ul style="list-style-type: none"> Finance Report update 	<ul style="list-style-type: none"> Finance Report update 	<ul style="list-style-type: none"> Finance Report update 	<ul style="list-style-type: none"> Finance Report update 	<ul style="list-style-type: none"> External Audit ISA 260 Report
	<ul style="list-style-type: none"> Review Losses and Compensation Register 	<ul style="list-style-type: none"> Review Losses and Compensation Register 	<ul style="list-style-type: none"> Review Losses and Compensation Register 	<ul style="list-style-type: none"> Review Losses and Compensation Register 	<ul style="list-style-type: none"> Review Losses and Compensation Register 	
	<ul style="list-style-type: none"> Review Waiver Register 	<ul style="list-style-type: none"> Review Waiver Register 	<ul style="list-style-type: none"> Review Waiver Register 	<ul style="list-style-type: none"> Review Waiver Register 	<ul style="list-style-type: none"> Review Waiver Register 	
	<ul style="list-style-type: none"> Review Gifts & Hospitality Register 	<ul style="list-style-type: none"> Review Gifts & Hospitality Register 	<ul style="list-style-type: none"> Review Gifts & Hospitality Register 	<ul style="list-style-type: none"> Review Gifts & Hospitality Register 	<ul style="list-style-type: none"> Review Gifts & Hospitality Register 	
	AUDIT ASSURANCE					
<ul style="list-style-type: none"> Review of Financial Resilience 	<ul style="list-style-type: none"> EA Progress Report 	<ul style="list-style-type: none"> EA Progress Report 	<ul style="list-style-type: none"> EA Progress Report 	<ul style="list-style-type: none"> EA Progress Report 	<ul style="list-style-type: none"> EA Progress Report 	
	<ul style="list-style-type: none"> Review EA Performance 		<ul style="list-style-type: none"> Approve EA Plan and Fees 	<ul style="list-style-type: none"> Review IA strategy, work plan and fees 	<ul style="list-style-type: none"> Review IA ToR and effectiveness 	
	<ul style="list-style-type: none"> IA Progress Report 	<ul style="list-style-type: none"> IA Progress Report 	<ul style="list-style-type: none"> IA Progress Report 	<ul style="list-style-type: none"> IA Progress Report 	<ul style="list-style-type: none"> IA Progress Report 	<ul style="list-style-type: none"> Review of Financial Resilience
	<ul style="list-style-type: none"> Overdue Audit Recommendations 	<ul style="list-style-type: none"> Overdue Audit Recommendations 	<ul style="list-style-type: none"> Overdue Audit Recommendations 	<ul style="list-style-type: none"> Overdue Audit Recommendations 	<ul style="list-style-type: none"> Overdue Audit Recommendations 	

	<ul style="list-style-type: none"> Review of any limited assurance reports - Exec Lead to attend 	<ul style="list-style-type: none"> Review of any limited assurance reports - Exec Lead to attend 	<ul style="list-style-type: none"> Review of any limited assurance reports - Exec Lead to attend 	<ul style="list-style-type: none"> Review of any limited assurance reports - Exec Lead to attend 	<ul style="list-style-type: none"> Review of any limited assurance reports - Exec Lead to attend 	
		<ul style="list-style-type: none"> LCFS Progress Report 		<ul style="list-style-type: none"> Review LCFS ToR, Policy, Plan, Fees 	<ul style="list-style-type: none"> Review LCFS ToR, Policy, Plan, Fees 	
	ANNUAL REPORT PROGRESS					
<ul style="list-style-type: none"> Review and agree audited accounts & financial statements 				<ul style="list-style-type: none"> Review process and progress of draft annual accounts 	<ul style="list-style-type: none"> Review process and progress of draft annual accounts 	<ul style="list-style-type: none"> Review and agree audited accounts & financial statements
<ul style="list-style-type: none"> Review Letter of Representation 						<ul style="list-style-type: none"> Review Letter of Representation
<ul style="list-style-type: none"> Recommend Accounts to Board for adoption 						<ul style="list-style-type: none"> Recommend Accounts to Board for adoption
<ul style="list-style-type: none"> Review Annual Report 				<ul style="list-style-type: none"> Review process and progress draft Annual Report 	<ul style="list-style-type: none"> Review process and progress draft Annual Report 	<ul style="list-style-type: none"> Review Annual Report
<ul style="list-style-type: none"> Review Annual Governance Statement 			<ul style="list-style-type: none"> Review process and progress of Annual Governance Statement 	<ul style="list-style-type: none"> Review process and progress of Annual Governance Statement 	<ul style="list-style-type: none"> Review process and progress of Annual Governance Statement 	<ul style="list-style-type: none"> Review Annual Governance Statement
<ul style="list-style-type: none"> Review Annual Quality Account 				<ul style="list-style-type: none"> Review process and progress on draft Quality Account 	<ul style="list-style-type: none"> Review process and progress on draft Quality Account 	<ul style="list-style-type: none"> Review Annual Quality Account
	ANNUAL ASSURANCE REPORTS					
	<ul style="list-style-type: none"> Receive EA Annual Audit Letter 			<ul style="list-style-type: none"> Annual Assurance Report on Risk Management 	<ul style="list-style-type: none"> Consider IA Annual Report 	
	EFFECTIVENESS REVIEWS					
				<ul style="list-style-type: none"> AC Self-Assessment on Effectiveness 	<ul style="list-style-type: none"> AC Self-Assessment on Effectiveness 	
				<ul style="list-style-type: none"> Review AC work schedule 	<ul style="list-style-type: none"> Approve AC Annual Report 	
	<ul style="list-style-type: none"> Review SO, SFI & scheme of delegation 		<ul style="list-style-type: none"> Review AC Terms of Reference (if necessary) 		<ul style="list-style-type: none"> Review Members contact with Org / Execs and training needs 	