Audit and Risk Committee Meeting
5.45pm, Tuesday 27 February 2024
AGENDA

5.15pm	**Pre-Meeting for Members and Auditors**

Item	Time	DESCRIPTION	Report
1	5.45	Welcome, Introductions and Apologies	Chair
2	5.45	Confirmation of Quorum	Chair
3	5.45	Declarations of Interest / Confidential Matters	Chair
4	5.45	Minutes of Previous Meetings (17 October) and Matters Arising	Chair
5	5.50	Matters referred from other parts of the governance structure: i) Parent Board (5 December 2023) ii) People & Places Committee (6 February 2024)	Head of Corporate Services
		ITEMS FOR DISCUSSION, DECISION AND APPROVAL	
6	6.00	Significant Risk Report	Chief Executive
7	6.20	Assessment of Risks in the Business Plan	Chief Financial Officer
8	6.50	Internal Audit Plan 2024/25	TIAA
9	7.00	Internal Audit Report i) Progress Update ii) Staff Mental Health and Wellbeing iii) Service Charges – Verbal Update iv) Complaints Follow Up	TIAA/ Head of Corporate Services

Item	Time	DESCRIPTION	Report
10	7.15	Progress Report on Audit Recommendations	Head of Corporate Services
11	7.20	Property Compliance Report	Strategic Director of Property and Development
12	7.25	Annual Data Protection Update - Data Protection Policy - Records Management and Quality Policy	Head of Corporate Services
ITEMS FOR INFORMATION AND ASSURANCE			
13	7.35	Insurance Update	Chief Financial Officer
14	7.40	Procurement Update and Exceptions	Head of Corporate Services
15	7.45	Corporate Compliance Report	Head of Corporate Services
OTHER MATTERS			
16	7.50	Matters to be referred to other parts of the governance structure	Head of Corporate Services
17	7.55	Any Other Business	Chair
18	8.00	Feedback on Meeting	Chair
19	8.05	Meeting Close	Chair
20		Date of Next Meeting: 23 April 2024	Chair

Audit and Risk Committee Member Attendance		
Updated February 2024		
	Attendance prev 12 months	
	Percentage	Number
Claire Brown	100%	4/4
Mark Arrandale	100%	2/2
Gavin White	80%	4/5
Derek Humphreys	100%	1/1
Faisal Butt	100%	1/1
Total (Target: 90%)	**96%**	