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| **Agenda item:** | **14** |
| **Attachment:** | **G** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 23 January 2018 |

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| **Title of Paper:** | HRA Corporate Calendar – Board and Audit & Risk Committee cycle |
| **Purpose of Paper:** | To provide the Board with details of the upcoming Board and Audit & Risk Committee meeting cycle |
| **Reason for Submission:** | For information |
| **Details:** | See paper |
| **Time required for item:** | **0-5 minutes** |

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| **Recommendation / Proposed Actions:** | **To Approve** |  |
| **To Note** | **x** |
| **For Discussion** |  |
| **Comments** |  |

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| **Name:** | Steve Tebbutt |
| **Job Title:** | Head of Corporate Governance & Risk |
| **Date:** | 16 January 2019 |

**Corporate Calendar**

**HRA Board & Audit & Risk Committee Draft Schedule 2019**

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| **HRA BOARD** |  | **HRA AUDIT & RISK COMMITTEE** |
| **23 January 2019**(London HRA Centre)* Update on Business Plan 2019/20 development
* Update on Research Transparency Strategy development
* Approve Strategic Risk Register
* Standing items (Transformation Programme update, Finance Report)
 |  | **05 February 2019**(London HRA Centre)* Review draft HRA Health Group Internal Audit Service (HGIAS) Audit Plan 2019-20
* Review draft HRA Annual Assurance Plan 2019-20
* Risk Deep dive (topic TBC)
* Review Q3 Corporate Risk Register
* Review scheme of delegation
* Review Standing items (Assurance Mapping Framework, HGIAS Assurance reports, Audit recommendations tracker, Single Tender Actions / losses & special payments, Gift register)
 |
| **20 March 2019** (Nottingham HRA Centre)* Board seminar – Cyber Security
* Approval of HRA Business Plan 2019/20
* Approval of scheme of delegation
* Review stakeholder engagement proposals
* Consider Gender Pay Gap report
* Quarterly items (Q3 Performance Report, Q3 Corporate Risk Register)
* Standing items (Transformation Programme update, Finance Report)
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| **15 May 2019** (London HRA Centre)* Board seminar – Staff survey results (TBC)
* Standing items (Transformation Programme update, Finance Report)
 |  | **07 May 2019**(London HRA Centre)* Approve HGIAS Audit Plan for 2019/20
* Verbal Head of Internal Audit End of Year Audit Opinion
* Review draft Governance Statement / Annual Accounts
* Risk deep dive discussion (topic TBC)
* Review Quarter 4 Corporate Risk Register
* Review Standing items
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|  |  | **04 June 2019**(London HRA Centre)* Approve Annual Report and Accounts 2018/19
* Review External Auditors ISA 260 report (management letter)
* Risk deep dive discussion – topic TBC
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| **24 July 2019** (Bristol HRA Centre)* Board seminar – topic TBC
* Review Complaints, Freedom of Information, Raising concerns, declaration of interest registers
* Quarterly items (Q4 Performance Report, Q4 Corporate Risk Register)
* Standing items (Transformation Programme update, Finance Report)
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|  |  | **06 August 2019**(London HRA Centre)* Review Audit and Risk Committee Manual
* Review risk policy and procedure and strategic risk register
* Review Quarter 1 Corporate Risk Register
* Agree Audit and Risk Committee effectiveness review
* Approve Audit Committee Annual Report 2018/19
* Review Information Governance Steering Group Annual Report 2018/19
* Review Declaration of Interest Register 2018/19
* Risk deep dive discussion – topic TBC
* Review Standing items
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| **18 September 2019** (London HRA Centre)* Board seminar – topic TBC
* Review Research Ethics Committee Annual Report SummaryReview Strategic Risk Register
* Quarterly items (Q1 Performance Report, Q1 Corporate Risk Register)
* Standing items (Transformation Programme update, Finance Report
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| **20 November 2019** (Nottingham HRA Centre)* Board seminar – topic TBC
* Consider Board effectiveness
* Quarterly items (Q2 Performance Report, Q2 Corporate Risk Register)
* Standing items (Transformation Programme update, Finance Report
 |  | **05 November 2019**(London HRA Centre)* Approve external audit planning report
* Review fraud position
* Review Q2 Corporate Risk Register
* Consider findings from Audit Committee effectiveness survey
* Review Standing items
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