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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) |  |  |
| **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 |
|  |  | **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 |
| **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) |  |  |
|  |  | **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 |
| **18 September 2019**  (London HRA Centre)   * Board seminar – topic TBC * Review Research Ethics Committee Annual Report Summary Review Strategic Risk Register * Quarterly items (Q1 Performance Report, Q1 Corporate Risk Register) * Standing items (Transformation Programme update, Finance Report |  |  |
| **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 |