

**MANAGING RISK AND INTERNAL CONTROLS SUB-COMMITTEE**  
12 June 2019 12:00 - 13:30 TP, Lingfield Point (Patons)

	Item	Lead	Paper details	nbr	Guide Time
1	Welcome and Apologies	JG	Apologies		12:00
	Minutes of the previous sub-committee meeting	JG	To be agreed	2	
2	Actions from previous meeting (by exception)	AA		3	
3	<b>June</b> – Update on upcoming Summer NAO report and mid-year review of internal audit.	RL	Final audit update Accounts next steps Timeline	v	12:10
4	Review Dashboard and supporting papers	JG AA	- Dashboard - Dashboard overview - Quarterly sub-committee report - Issues log	4 5 6 7	12:20
5	Review of Operational and Strategic Risk Registers  Emerging Risks and Issues Log	AA  AA	Update on MR4/130319 : OP009 risk to be amended, as 'Independent' had been applied as a generic term for 'non-compelled' employers.	8	12:40
6	Forward Work Plan	AA NC	Monthly Contribution Reconciliation (MR6/130319)	v	12:50
6a	Agree next topic			9	
7	Agree key issues from the meeting / report to highlight at next TPSPB meeting	JG			13:20
8	AOB		s/c vice chair		13:25
Date / location of next meeting		Wednesday 25 September 2019, TP, Lingfield Point			

Board members:

JG = Jerry Glazier (chair)  
DB = David Butcher  
CJ = Chris Jones  
LP = Lee Probert  
DW = Dave Wilkinson  
IP = Ian Payne (guest)  
SL = Simon Lowe (guest)

AA = Anna Alderson (DfE, Contract & Risk Manager)  
RL = Richard Lees (DfE, Contract & Finance Manager)  
NC = Neil Crombie (TP, Deputy Client Director)  
KS = Kathryn Symms (DfE, Secretariat)  
HD = Helen Dady (DfE, Secretariat)