

NCH BOARD AND COMMITTEE WORKPLAN**A. BOARD**

**Lead EMT Member for Managing the Board Workplan: Chief Executive
(Company Secretary)**

Board Meeting Date	Item
26th July 2007	<ul style="list-style-type: none"> • Board and Committee position elections • Governance Review – Standing Orders, Financial Regulations, Board and Committee workplan • Board Training and Development Programme • Draft Strategic Plan • 2007/08 Delivery Plan
20th September 2007	<ul style="list-style-type: none"> • Strategic Plan Final • Review of Accommodation Strategy • Company response to District Auditors Report • 2007/08 Annual Staff Pay Award
15th November 2007	<ul style="list-style-type: none"> • Board Tenant and Independent Member Election/Selection Processes • Q1 Financial and Service Performance Results (from P&R Cttee)
10th January 2008	<ul style="list-style-type: none"> • 2008/09 Budget (from P&R Cttee) • 2008/09 Delivery Plan (from P&R Cttee) • Approval to Company's tender proposal for City Council Repairs Tender
13th March 2008	<ul style="list-style-type: none"> • Annual Review of Medium Term financial Plan • 2008/09 Key Performance Indicator Targets (from P&R Cttee) • Q2 Financial and Service Performance Results (from P&R Cttee) • 2008/09 Board and Committee Diary • Annual Review of Rates Relating to Board Members Expenses Policy

15 th May 2008	<ul style="list-style-type: none"> • Annual Review of Tenant and Leaseholder Involvement Policy (from P&R Cttee) • Annual Review of Health and Safety Policy • Q3 Financial and Service Performance Results (from P&R Cttee) • Chief Executive's PRP Award for 2007/08 (from HR Cttee)
31 st July 2008	<ul style="list-style-type: none"> • Board and Committee Position Elections • Approval of Statutory Accounts (from Audit Cttee) • Audit Management Letter (from Audit Cttee) • Annual Report of the Adequacy and Effectiveness of the Systems of Internal Control (from Audit Cttee) • 2008/09 Annual Staff Pay Award (from HR Cttee) • Q4/Full Year Financial and Service Performance Results (from P&R Cttee) • Annual Review of the Effectiveness and Membership of Committees (and receive annual reports from committees) • Board and Committee workplan for 2008/09

Items still to be scheduled:

- Annual review of Company Risk Register
- Annual review of Equality and Diversity Policy and Performance
- Establish Procurement Strategy
- Annual review of Efficiency and Value for Money Strategy
- Establish Environmental/Green Policy
- Establish Business Continuity Strategy
- Annual Review of Customer Focus Strategy
- Annual Review of ICT Strategy
- Approval to Company's input to City Council's Housing Strategy
- Review of compliance with and monitoring of the Management Agreement with the City
- Notification of Repairs Tender Award
- Annual Review of Effectiveness of the Board

B. AUDIT COMMITTEE

Lead EMT Member for Managing the Committee's Workplan: Director of Finance

Audit Committee Meeting Date	Item
3 rd September 2007	<ul style="list-style-type: none">• Appointment and Remuneration of External Auditors• Appointment and Remuneration of Internal Auditors• 2007/08 Internal Audit Annual Plan• Quarterly Review of Tenders and Contracts Registers
3 rd December 2007	<ul style="list-style-type: none">• Annual Review of Company Registers• Quarterly Review of Tenders and Contracts Registers• Quarterly Review of Internal Audit Plan
3 rd March 2008	<ul style="list-style-type: none">• Annual Review of Tenant and Leaseholder Involvement Policy• 2008/09 Internal Audit Annual Plan• Quarterly Review of Tenders and Contracts Registers• Quarterly Review of Internal Audit Plan
10 th June 2008	<ul style="list-style-type: none">• Annual Review of Committee Effectiveness and Membership• Annual Report to the Board• Committee workplan for 2008/09• Draft Statutory Accounts for 2007/08• Draft Audit Management Letter• Annual Report on the Effectiveness of the Systems of Internal Control• Annual Review of Performance of External Auditor• Annual Review of Performance of Internal Auditor• Quarterly Review of Tenders and Contracts Registers• Quarterly Review of Internal Audit Plan

Items still to be scheduled:

- Annual Review of Risk Management Framework/ Strategy
- Draft Business Continuity Strategy
- Approve the Annual Insurance Renewal and Adequacy of the Company's Insurance Arrangements

C. HUMAN RESOURCES COMMITTEE

Lead EMT Member for Managing the Committee's Workplan: Director of Organisational Development

Human Resources Committee Meeting Date	Item
17 th October 2007	<ul style="list-style-type: none">• Workforce Restructuring Plans – Update• Planned Review Programme of HR Strategies and Policies• Framework Agreement for Staff and Union Consultation Arrangements• Chief Executive's Annual Appraisal Arrangements• Q1 HR Performance Results
16 th January 2008	<ul style="list-style-type: none">• 2008/09 Annual Staff Pay Award• Q2 HR Performance Results
16 th April 2008	<ul style="list-style-type: none">• 2008/09 Targets for the Chief Executive• Assessment of Chief Executive's PRP for 2007/08• Q3 HR Performance Results• Annual Review of Committee Effectiveness and Membership• Annual Report to the Board• Committee workplan for 2008/09
16 th July 2008	<ul style="list-style-type: none">• Q4 HR Performance Results

Items still to be scheduled:

D. PERFORMANCE AND REGULATORY COMMITTEE

Lead EMT Member for Managing the Workplan of the Committee: Housing Operations Director

Performance and Regulatory Committee Meeting Date	Item
30 th October 2007	<ul style="list-style-type: none">• 2008/09 Review Programme for Customer Service Policies and Service Standards/Charters (GM)• 2008/09 Review Programme of Best Value Reviews (NB)• Q1 Financial and Service Performance Results (SE)• STATUS Survey Results (NB)• Quarterly Monitoring of Tenant and Leaseholder action Plan (GM)• Quarterly Monitoring of Performance of Council Retained Services and SLA's (SE/NB)• Quarterly Monitoring of City Council's Capital Budget and DH Programme (SE/MJ)• Quarterly Monitoring of Performance of Company Services Provided to Other Organisations (SE/NB)• Quarterly Delivery Plan Monitoring (AS)• Budget 08/09 & Medium Term Financial Plan (SE)
29 th January 2008	<ul style="list-style-type: none">• Q2 Financial and Service Performance Results• Quarterly Monitoring of Tenant and Leaseholder Action Plan• Quarterly Monitoring of Performance of Council Retained Services and SLA's• Quarterly Monitoring of City Council's Capital Budget and DH Programme• Quarterly Monitoring of Performance of Company Services Provided to Other Organisations• Quarterly Delivery Plan Monitoring
29 th April 2008	<ul style="list-style-type: none">• Q3 Financial and Service Performance Results• Quarterly Monitoring of Tenant and Leaseholder Action Plan• Quarterly Delivery Plan Monitoring

	<ul style="list-style-type: none"> • Quarterly Monitoring of Performance of Council Retained Services and SLA's • Quarterly Monitoring of City Council's Capital Budget and DH Programme • Annual Review of Committee Effectiveness and Membership • Annual Report to the Board • Committee workplan for 2008/09 • Quarterly Monitoring of Performance of Company Services Provided to Other Organisations
29 th July 2008	<ul style="list-style-type: none"> • Q4/Full Year Financial and Service Performance Results • Quarterly Monitoring of Tenant and Leaseholder Action Plan • Quarterly Monitoring of Performance of Council Retained Services and SLA's • Quarterly Monitoring of City Council's Capital Budget and DH Programme • Quarterly Monitoring of Performance of Company Services Provided to Other Organisations • Quarterly Delivery Plan Monitoring

Items still to be scheduled:

- Mock Inspection Results (Oct)
- Preparation for Audit Commission Inspection (29 Apr)
- Input to City Council's Annual Capital Investment Plan
- Approval of new SLA's
- Approval to Best Value Review Reports