

BOARD FORWARD PLAN: 2008-09

Standing Items: Chief Executive's Report
 Company Secretary's Report
 Delivery Plan and SIP progress report
 Diversity Update Report
 Board/TLC Update Report

| Board Date | Agenda Item | Purpose of Report | Prior Consultation | Author |
|-------------------|---|---|---|---|
| 15 May 08 | <i>Company Secretary's Report - to include Corporate Manslaughter</i> | <i>Inform Board members of their responsibilities under new legislation</i> | | Company Secretary |
| | Marketing and Communications Strategy | To approve the Strategy | Board away day in April EMT | Director of Strategy and Partnerships |
| | Risk Management Strategy | To approve the Strategy | EMT | Director of Finance (SE) |
| | Medium Term Financial Plan | To approve the plan | EMT | Director of Finance, ICT & Governance |
| | 5 year Decent Homes plan – May 08 | To approve the plan | EMT/Stakeholder Consultation | Assistant Director of Property Services |
| | Review of the Company's Standing Orders & Financial Regulations | To approve and adopt the Standing Orders | EMT | Director of Finance, ICT & Governance |
| | Office Accommodation Strategy | To sign off strategy | Board away session March March Board City Council TLC | Director of Housing Operations |
| | IS and ICT Strategies | To sign off strategies | Staff consultation EMT | Director of Finance, ICT & Governance |

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| w/c 21 July 08 | 2007/08 Accounts | To approve the 2007/08 accounts | EMT | Director of Finance, ICT & Governance |
| 31 July 08 | Asset Management Update – July 08 Procurement Strategy Update – July 08 | Updating previously approved strategies | EMT | Assistant Director of Property Services |
| | Ten year strategy and Business plan | To approve the strategy | Board Away Day City Council | Director of Strategy and Partnerships |
| | Value for Money Strategy | To approve the strategy | EMT | Director of Finance (SE) |
| | Tenant Compact | Annual review | | Director of Housing Operations |
| | Equality and Diversity Strategy review and update | | | Director of Strategy and Partnerships |
| | Health & Safety Strategy with Annual Plan | To approve the strategy and agree plan | EMT | Director of Organisational Development |
| 18 Sept 08 | Self Assessment and Inspection progress | To sign off the Self Assessment | Full consultation with local tenants groups, and staff between June – September. | Director of Strategy and Partnerships |
| | Status survey results | To note the results. | EMT | Director of Strategy and Partnerships |
| | Delivery Plan 09/10 – key priorities | To provide strategic direction | Full consultation with local tenants groups and staff between June - September | Director of Strategy and Partnerships |
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|------------------------|---------------------------------------|--|--|---|
| 18 Sept 08 cont | Budget 09/10 | To provide strategic direction | EMT | Director of Finance, ICT & Governance |
| | Equality Scheme | To approve scheme and sign off | Board Away Day Full consultation with tenants, staff, Board | Director of Strategy and Partnerships |
| 20 Nov 08 | Draft 09/10 Delivery Plan | To comment and input into the Plan | September Board | Director of Strategy and Partnerships |
| | Windows Tender Report – Likely Nov 08 | Note appointment of contractors | NCC Exec | Assistant Director of Property Services |
| | Efficiency Statement – Interim Report | To monitor delivery | EMT | Assistant Director of Property Services |
| 22 Jan 09 | 2009/10 Budget | To approve the 2009/10 Budget | | Director of Finance, ICT & Governance |
| | Heating Tender Report – Likely Jan 09 | Note appointment of contractors | NCC Exec | Assistant Director of Property Services |
| 19 Mar 09 | Final Delivery Plan | | | Director of Strategy and Partnerships |
| | Annual Risk Management Report | To approve the Risk Management Framework | Audit Committee | Director of Finance, ICT & Governance |

PERFORMANCE & REGULATORY COMMITTEE FORWARD PLAN

In addition to quarterly monitoring it is proposed to schedule 3 meeting to scrutinise in detail specific areas:

- Allocations
- Repairs tender progress
- Estate Management – including Caretaking

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|-----------------------|---|---|---------------------------|--|
| 6 May 08 | O7-08 Annual Performance Report | To scrutinise performance | EMT | Head of Business Improvement and Development |
| | Provisional Financial Outturn 2007/08 | To review financial performance for the year | EMT | Director of Finance, ICT & Governance |
| | Register of Dispensations | As per Standing Orders | | Company Secretary |
| | SLA Update | To review progress with SLA negotiations and approve agreements if applicable | EMT | Director of Finance, ICT & Governance |
| | Compliments, comments and complaints progress | To monitor progress | | Director of Strategy and Partnerships |
| 5 Aug 08 | 1 ^s Quarter performance | | | Head of Business Improvement and Development |
| | 1 st Quarter Financial Report | To review financial performance for the quarter | EMT | Director of Finance, ICT & Governance |
| | SLA Update | To review progress with SLA negotiations and approve agreements if applicable | EMT | Director of Finance, ICT & Governance |
| | Register of Dispensations | As per Standing Orders | | Company Secretary |

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| 4 Nov 08 | 2 nd Quarter performance | | | Head of Business Improvement and Development |
| | 2 nd Quarter Financial Report | To review financial performance for the quarter | EMT | Director of Finance, ICT & Governance |
| | SLA Update | To review progress with SLA negotiations and approve agreements if applicable | EMT | Director of Finance, ICT & Governance |
| | Register of Dispensations | As per Standing Orders | | Company Secretary |
| | Budget 09/10 | | EMT | Director of Finance, ICT & Governance |
| 3 Feb 09 | 3 rd Quarter performance | | | Head of Business Improvement and Development |
| | 3 rd Quarter Financial Report | To review financial performance for the quarter | EMT | Director of Finance, ICT & Governance |
| | SLA Update | To review progress with SLA negotiations and approve agreements if applicable | EMT | Director of Finance, ICT & Governance |
| | Register of Dispensations | As per Standing Orders | | Company Secretary |
| 5 May 09 | 08-09 Annual Performance Report | | | Head of Business Improvement and Development |
| | 4 th Quarter Financial Report | To review financial performance for the quarter | EMT | Director of Finance, ICT & Governance |

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|-----------------------|---------------------------|---|---------------------------|---------------------------------------|
| | SLA Update | To review progress with SLA negotiations and approve agreements if applicable | EMT | Director of Finance, ICT & Governance |
| | Register of Dispensations | As per Standing Orders | | Company Secretary |

AUDIT FORWARD PLAN

| Committee Date | Agenda Item | Purpose of Report | Prior Consultation | Author |
|-------------------------|--|---|---------------------------|---------------------|
| 10 June 08 | Internal Control Issues – Audit Register | Review progress of implementing recommendations from audit reports | EMT | Director of Finance |
| | Internal Audit Plan | Review progress with internal audits planned for the current financial year and approve revisions | EMT | Director of Finance |
| | Final Audit Reports | Agree recommendations of internal audit reports completed since last Committee | EMT | Director of Finance |
| | External Audit Strategy | Presentation from Grant Thornton | | |
| | Corporate Risk Register | Quarterly Review | EMT | Director of Finance |
| 14 July 08 (tbc) | 2007/08 Accounts and Audit Report | Consider Grant Thornton Audit Report y/e 31 March 2008 | EMT | Director of Finance |
| 15 Sept 08 | Internal Control Issues – Audit Register | Review progress of implementing recommendations from audit reports | EMT | Director of Finance |
| | Internal Audit Plan | Review progress with internal audits planned for the current financial year and approve revisions | EMT | Director of Finance |
| | Final Audit Reports | Agree recommendations of internal audit reports completed since last Committee | EMT | Director of Finance |
| | Corporate and Service Risk Registers | Quarterly/half yearly review | EMT | Director of Finance |

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| 8 Dec 08 | Internal Control Issues – Audit Register | Review progress of implementing recommendations from audit reports | EMT | Director of Finance |
| | Internal Audit Plan | Review progress with internal audits planned for the current financial year and approve revisions | EMT | Director of Finance |
| | Final Audit Reports | Agree recommendations of internal audit reports completed since last Committee | EMT | Director of Finance |
| | Corporate Risk Register | Quarterly Review | EMT | Director of Finance |
| 9 Mar 09 | Internal Control Issues – Audit Register | Review progress of implementing recommendations from audit reports | EMT | Director of Finance |
| | Internal Audit Plan | Review progress with internal audits planned for the current financial year and approve revisions. Approve plan for the forthcoming financial year. | EMT | Director of Finance |
| | Final Audit Reports | Agree recommendations of internal audit reports completed since last Committee | EMT | Director of Finance |
| | Corporate and Service Risk Registers | Quarterly/half yearly review | EMT | Director of Finance |
| | Annual Risk Management Review | To review the Risk Management Framework | EMT | Director of Finance |

HR Forward Plan

| Committee Date | Agenda Item | Purpose of Report | Prior Consultation | Author |
|-----------------------|-------------------------|--|---------------------------|----------------|
| 15 April 08 | HR performance report | Monitor staffing profiles, sickness, grievance and disciplinary, | EMT | Director of OD |
| | Chief Executive's Bonus | To agree bonus | Chair of Board | |
| | Staff Survey | | | Director of OD |
| 15 July 08 | HR performance report | Monitor staffing profiles, sickness, grievance and disciplinary, | EMT | Director of OD |
| | Outcome of staff survey | To note findings and recommend key response. | | |
| 14 Oct 08 | HR performance report | Monitor staffing profiles, sickness, grievance and disciplinary, | EMT | Director of OD |
| 13 Jan 09 | HR performance report | Monitor staffing profiles, sickness, grievance and disciplinary, | EMT | Director of OD |
| 14 April 09 | HR performance report | Monitor staffing profiles, sickness, grievance and disciplinary, | EMT | Director of OD |

BOARD AWAY DAYS

| Date | Agenda Item | Purpose | Prior Consultation | Author |
|-------------------|--|----------------|---------------------------|---------------|
| 24 & 25 Apr 08 | Corporate Manslaughter Anne Bennett Vice Chair of Solihull | | | |
| 24 & 25 Jul 08 | Planning Cycle | Strategic view | | |
| 23 & 24 Oct 08 | | | | |

BOARD/TENANT & LEASEHOLDER CONGRESS

| Date | Agenda Item | Purpose of Report | Prior Consultation | Author |
|-------------|--------------------|--------------------------|---------------------------|---------------|
| 25 Jun 08 | | | | |
| 22 Oct 08 | | | | |
| Jan 09 | | | | |

TENANTS & LEASEHOLDERS CONGRESS

| Date | Agenda Item | Purpose of Report | Prior Consultation | Author |
|-------------|--------------------|--------------------------|---------------------------|---------------|
| 19 Mar 08 | | | | |
| 28 May 08 | | | | |
| 30 July 08 | | | | |
| 24 Sept 08 | | | | |
| 26 Nov 08 | | | | |