

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
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

Committee Date	Agenda Item	Purpose of Report	Prior Consultation	Author
11 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
10 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

Committee Date	Agenda Item	Purpose of Report	Prior Consultation	Author
12 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
	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
29 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
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

Committee Date	Agenda Item	Purpose of Report	Prior Consultation	Author
09 Mar 09 cont	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
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
23 & 24 Oct 08				

BOARD/TENANT & LEASEHOLDER CONGRESS

Date	Agenda Item	Purpose of Report	Prior Consultation	Author
15 Jan 09				

TENANTS & LEASEHOLDERS CONGRESS

Date	Agenda Item	Purpose of Report	Prior Consultation	Author
24 Sept 08				
26 Nov 08				
28 Jan 09	Annual General Meeting			