

CILEx Regulation Board Proposed Annual Cycle of Business

Lead		20-Feb	02-May	17-Jul	25-Sep	19-Nov
Standing Business						
Apologies	SY	✓	✓	✓	✓	✓
Declaration of Interests	BS	✓	✓	✓	✓	✓
Approval of Minutes	BS	✓	✓	✓	✓	✓
Action Log	BS	✓	✓	✓	✓	✓
Chair's Update	SY	✓	✓	✓	✓	✓
CEO Report	HW	✓	✓	✓	✓	✓
Operational Performance	SD/VP	✓	✓	✓	✓	✓
Quarterly Risk Review	SD/VP	✓	✓	✓	✓	✓
Board Forward Plan	BS	✓	✓	✓	✓	✓
AOB	SY	✓	✓	✓	✓	✓
Strategy (2019 - 2021)						
Consumer theme strategic objective (incl CMA)	HW				✓	
Accessibility/diversity theme strategic objective (incl E&D action plan)	SD			✓		
Standards theme strategic objective (incl LSB performance)	VP/SD					✓
2020 Business Plan and Strategic Objectives review	HW/SD/VP			✓		
Comms and Engagement Strategy	HW/Head of SE			✓		
People Strategy (to incl Staff Survey and OD Pla	HW		✓			
Education Roundtable	VP				✓	
Finance						
Management Accounts	KC/MD	✓	✓	✓	✓	✓
Annual Accounts sign off	KC/MD/HW		✓			
Draft regulatory costs transparency statement	KC/MD/HW		✓			
Working budget	KC/MD			✓		
Final budget	KC/MD				✓	
PCF and other fees and charges review	KC/MD/VP		✓	✓		✓
Group Quarterly outturn	KC		✓	✓		✓
Governance						
Board Self-evaluation methodology	SD					✓
Board Self-evaluation outcomes	SD	✓				
Annual complaints and compliments report	SD/BS	✓				
Annual review of governance framework (Standing Orders; Scheme of Delegation; policies; Transparency Policy etc)	SD		✓			
Annual Board/committee/panel reports (Enforcement, SRC, ALC, AML)	SD/VP			✓		
Risk Strategy	SD					✓
Business Continuity	SD		✓			
Information Governance annual review	SD				✓	
Commissioned support services review	HW			✓		
Education and Standards						
Education Standards review	VP	✓	✓	✓	✓	✓
CILEx Education Directorate Annual Report	VP		✓			
Product development/marketing	VP		✓		✓	
Compensation Fund Report	VP					✓