

CILEx Regulation Board Proposed Annual Cycle of Business

Below is a proposed forward plan for annual recurring items for Board. The purpose is to ensure all key annual recurring items go to Board at the optimal time for strategic planning. Board are asked to consider if anything should be added or removed or the timing should change, for example due to inter-operabilities. Please note this presents the recurring annual cycle of business. It does not include agenda items that do not recur annually, however important, like IGR

	Lead	20-Feb	02-May	17&18-July	18-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			✓		
AML Annual Report	VP	✓				
Education and Standards						
Education Standards review	VP	✓	✓	✓	✓	✓
CILEx Education Directorate Annual Report	VP		✓			
Product development/marketing	VP		✓		✓	
Compensation Fund Report	VP					✓