

	Lead	20-Feb	02-May	17-Jul	25-Sep	19-Nov	Feb
Standing Business							
Apologies	SY	✓	✓	✓	✓	✓	✓
Declaration of Interests	BS	✓	✓	✓	✓	✓	✓
Approval of Minutes	BS	✓	✓	✓	✓	✓	✓
Action Log	BS	✓	✓	✓	✓	✓	✓
Chair's Update	SY	✓	✓	✓	✓	✓	✓
CEO Report	CEO	✓	✓	✓	✓	✓	✓
Operational Performance	SD/VP	✓	✓	✓	✓	✓	✓
Quarterly Risk Review	SD/VP	✓	✓	✓	✓	✓	✓
Board Forward Plan	BS	✓	✓	✓	✓	✓	✓
AOB	SY	✓	✓	✓	✓	✓	✓
Strategy (2019 - 2021)							
Consumer theme strategic objective (incl CMA)	VP/SD				✓		
Accessibility/diversity theme strategic objective (incl E&D action plan)	SD			✓			
Standards theme strategic objective (incl LSB performance)	VP						✓
2020 Business Plan and Strategic Objectives review	VP/SD				✓		
Comms and Engagement Strategy	HW/Head of SE			✓			
People Strategy (to incl Staff Survey and OD Pla	HW		✓				
Education Roundtable	VP				✓		
Finance							
Management Accounts	KD/MD	✓	✓	✓	✓	✓	✓
Annual Accounts sign off	KD/MD		✓				
Draft regulatory costs transparency statement	KD/MD		✓				
Working budget	KD/MD			✓			
Final budget	KD/MD				✓		
PCF and other fees and charges review	MD/VP		✓	✓		✓	
Group Quarterly outturn	KD		✓	✓		✓	
Unit Costs	MD	✓	✓		✓	✓	
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					✓	
Education and Standards							
Education Standards review	VP	✓	✓	✓	✓	✓	
CILEx Education Directorate Annual Report	VP		✓				
Product development/marketing	VP		✓		✓		
Compensation Fund Report	VP					✓	
Miscellaneous - non-recurring							
Enforcement risk-based approach	SD					✓	