

**REPORT TO:** CILEx REGULATION BOARD  
**FOR:** DISCUSSION  
**DATE:** 19<sup>th</sup> November 2019  
**REPORT TITLE:** ITEM 11 - Annual Cycle of Business for 2020  
**SUBMITTED BY:** Stuart Dalton, Director of Policy and Enforcement

**PURPOSE OF REPORT:**

1. To agree the Annual Cycle of Business for the Board for 2020.

**BACKGROUND:**

2. The Annual Cycle of Business was introduced for the first time this year. It is a good governance mechanism to help Boards to be as effective as possible.
3. Its purpose is to:
  - help ensure all key Board activities are covered over the course of the year at the optimal timing and frequency for the Board;
  - to ensure Board time is focused on the Board's priorities and getting the most from Board meetings;
  - for good governance and transparent accountability of the executive;
  - to aid planning where activities need to take place by a certain date (statutory deadlines or inter-dependencies with other activities); and
  - ensuring items do not get lost/overlooked.

**RECOMMENDATIONS:**

- The Board is asked to review the Annual Cycle of Business and identify any improvements to it and **APPROVE** the Annual Cycle of Business.