

CILEx Regulation Board Proposed Annual Cycle of Business 2020

| | Lead | 26-Feb | 06-May | 15-Jul | 30-Sep | 17-Nov |
|--|-------|--------|--------|--------|--------|--------|
| Standing Business | | | | | | |
| Apologies | SY | ✓ | ✓ | ✓ | ✓ | ✓ |
| Declaration of Interests | VR | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approval of Minutes | VR | ✓ | ✓ | ✓ | ✓ | ✓ |
| Action Log | VR | ✓ | ✓ | ✓ | ✓ | ✓ |
| Chair's Update | SY | ✓ | ✓ | ✓ | ✓ | ✓ |
| CEO Report | CB | ✓ | ✓ | ✓ | ✓ | ✓ |
| Performance & Risk | SD/VP | ✓ | ✓ | ✓ | ✓ | ✓ |
| Board Forward Plan | VR | ✓ | ✓ | ✓ | ✓ | ✓ |
| AOB | SY | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategy (2019 - 2021) | | | | | | |
| Consumer theme strategic objective (incl CMA) | CB | | | | ✓ | |
| Accessibility/diversity theme strategic objective (incl E&D action plan) | SD | | | ✓ | | |
| Standards theme strategic objective (incl LSB performance) | VP | ✓ | | | | |
| 2021 Business Plan and Strategic Objectives review | SD/VP | | | | | ✓ |
| Comms and Engagement Strategic review | CB | | | ✓ | | |
| People Strategy review (to incl Staff Survey and OD Plan) | CB | | ✓ | | | |
| 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/VR | ✓ | | | | |
| 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 | ✓ | | | | |
| Health & Safety annual report | CB/TB | | ✓ | | | |
| Education and Standards | | | | | | |
| Standards review (including Education) | VP | ✓ | ✓ | ✓ | ✓ | ✓ |
| CILEx Education Directorate Annual Report | VP | | ✓ | | | |
| Product development/marketing | VP | | ✓ | | ✓ | |
| Compensation Fund Report | VP | | | | | ✓ |
| Legal Technology | VP | ✓ | ✓ | ✓ | ✓ | ✓ |
| Miscellaneous - non-recurring | | | | | | |
| Membership fee / PCF modelling | VP | | ✓ | | | |
| IGR compliance sign off | SD | | | ✓ | | |