

**ITEM 12 - CILEx Regulation Board Proposed Annual Cycle of Business 2020**

Lead		26-Feb	12-May	15-Jul	29-Sep	17-Nov
<b>Standing Business</b>						
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	✓	✓	✓	✓	✓
<b>Strategy (2019 - 2021)</b>						
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		✓			
<b>Finance</b>						
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	✓	✓		✓	✓
<b>Governance</b>						
Board Self-evaluation methodology	SD					✓
Board Self-evaluation outcomes	SD	✓				
Annual complaints and compliments report	SD	✓				
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		✓			
<b>Education and Standards</b>						
Standards review (including Education)	VP	✓	✓	✓	✓	✓
CILEx Education Directorate Annual Report	VP		✓			
Product development/marketing	VP		✓		✓	
Compensation Fund Report	VP					✓
Legal Technology	VP	✓	✓	✓	✓	✓
<b>Miscellaneous - non-recurring</b>						
Membership fee / PCF modelling	VP		✓			
IGR compliance sign off	SD			✓		