

Management Committee Annual Work Plan 2020/21 – Issued August 2020
(To be appended to Annual Meeting/ Training Schedule)

July	✓	August	✓
NO MEETINGS		<ul style="list-style-type: none"> • Policy Reviews • Meeting/Training Schedule issue • MC Training Evaluation (previous session) • MC Skills Matrix (moved to Sept) • H&S/Annual Declaration form completion • Sub-Committee membership/selection • EVH/SFHA/SHARE representatives (moved to Sept) • SHR Annual Financial Statements Return • Radnor Park (Dormant Accounts) Approval • OSCR Annual Return Approval • FCA Annual Return Approval • SHAPS Financial Assessment • Complaints and compliments to 30 June • Focus on Governance/Risk inc. Notifiable events • Health & Safety 	
September	✓	October	✓
<ul style="list-style-type: none"> • Policy Reviews • Annual Submission Timetable – Regulatory and Governance Compliance • Data Protection Checklist • Self-Assessment process – SHR Regulatory Standards/preparation of Assurance Statement • Focus on Governance/Risk inc. Notifiable events • 5-Year ARC statistics-comparison/trends • CEO Appraisal Report from Chairperson • Health & Safety 		<ul style="list-style-type: none"> • Policy Reviews • Business Plan Performance to 30 September • Asset Management Strategy-Action Plan Review • Value for Money Strategy Action Plan review • IT Strategy Action Plan review • Digital Inclusion Strategy Action Plan review • Review of Standing Orders & Delegated Authorities (Annual) • Complaints and compliments to 30 September • Finalise Assurance Statement to SHR • Focus on Governance/Risk inc. Notifiable events • Health & Safety 	
November	✓	December	✓
<ul style="list-style-type: none"> • Policy Reviews • Rent Policy Review – Tenant Consultation • Service Charge Review – Tenant Consultation • Focus of Governance/Risk inc. Notifiable events • Health & Safety 		<ul style="list-style-type: none"> • Policy Reviews • Equality Policy Reviews (Annual) • Focus on Governance/Risk inc. Notifiable events • Health & Safety 	

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January	✓	February	✓
<ul style="list-style-type: none"> • Policy Reviews • CHA Budget Approval • CHA Power Approval and price review • Rent Policy Approval • Service Charge Policy Approval • Factoring Management Charge approval • Internal Audit Reports • Complaints & compliments to 31 Dec. • Focus on Governance/Risk inc. Notifiable events • Health & Safety 		<ul style="list-style-type: none"> • Policy Reviews • Business Planning – Session (1)* • Management Committee Appraisal Process** • Staff Appraisals – Annual Summary Report • Bad Debt Write-Offs – Rents • Focus on Governance/Risk inc. Notifiable events • Health & Safety 	
March	✓	April	✓
<ul style="list-style-type: none"> • Policy Reviews • Business Planning – Session (2)* • Business Planning – Session (3)* • Management Committee Appraisal Process** • Equalities Information – MC (for ARC) • Internal Audit Reports • Bad Debt Write-Offs – Factoring & RRs • Focus on Governance/Risk inc. Notifiable events • Health & Safety 		<ul style="list-style-type: none"> • Policy Reviews • Business/Financial Plan/Investment Strategy (Final) for Approval* • Management Committee Appraisal Process** • Asset Management Strategy Action Plan review • Value for Money Strategy Action Plan review • IT Strategy Action Plan review • Digital Inclusion Strategy Action Plan review • Complaints to 31 March • Focus on Governance/Risk inc. Notifiable events • Health & Safety 	
May	✓	June	✓
<ul style="list-style-type: none"> • Policy Reviews • Annual Return on Charter (ARC) Approval • EESSH Return Approval • Business Plan Performance report to 31 March • AGM Report–Re-elections & Rule compliance • MC Annual Appraisal Report inc. 9-year Rule Assessment** • Internal Audit – Annual Report • Internal Audit Plan • Annual Contract Procurement Report • Focus on Governance/Risk inc. Notifiable events • Health & Safety 		<p><u>Meeting 1</u></p> <ul style="list-style-type: none"> • CHA Annual Accounts Approval • CHA Power Annual Accounts Approval • Approval of Audit Management Letters • Governing Body Annual Review <p><u>Meeting 2</u></p> <ul style="list-style-type: none"> • Policy Reviews • AGM • Dec. of Interest/EPB/Gifts annual report • SHR Loan Portfolio Annual Return • SHR 5-Year Projections Annual Return • SHR Assurance Statement (New) • Focus on Governance/Risk inc. Notifiable events • Health & Safety <p><u>Meeting 3</u> (Following AGM)</p> <ul style="list-style-type: none"> • Election of Office Bearers 	

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Notes:-

* Business Planning 2021/22

Session	Details	Dates
Business Planning (1)	Risk Training - SHARE	February 2021
Customer Participation	Mission Objectives Values Performance/Targets Priorities	TBC
Business Planning (2)	What's on the Horizon for Housing Associations - SHARE	March 2021
Business Planning (3)	Mission Objectives Values Priorities Risk – to completion Performance/Targets Equality & Disability	March 2021 Draft will be presented to MC to review
Staff & Committee Strategy Day		TBC
Final Business Plan submission to Management Committee		April 2021

** Management Committee Annual Appraisal Plan 2021 (Draft)

Details	Responsibility	Date for completion	Date Completed
Review Form	Chairperson/ Vice Chairperson/CEO	26 February 2021	
Circulate Forms	CEO	01 March 2021	
Return Date	Chairperson	22 March 2021	
Chairperson Review	Chairperson	29 March 2021	
Interviews	Chairperson/CEO	To be scheduled end April 2021 at latest	
Final Report	Chairperson/CEO	May 2021	