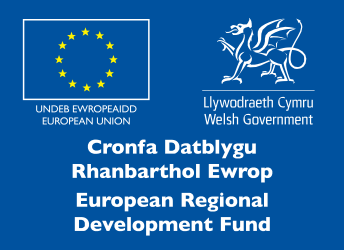
Organisational management and compliance diary for Board

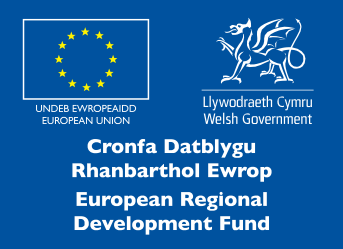
Note: dates to be adapted to meet specific needs of individual organisation

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|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **1. Meeting Schedule** | | | | | | | | | | | | |
| **General board meeting** |  |  | **x** |  |  | **x** |  |  | **x** |  |  | **x** |
| **Annual General Meeting (annual)** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| **Standing Committee meeting (as appropriate)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. Strategy & Business Planning Formulation** | | | | | | | | | | | | |
| **Planning workshop (annual)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Approve/Review strategic and operational plans** |  |  |  |  |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Approve budgets for following year** |  |  |  |  |  | **x** |  |  |  |  |  |  |
| **3. Senior officer management & supervision** | | | | | | | | | | | | |
| **Approve performance KPIs** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Assess performance** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Review remuneration** |  |  |  |  |  |  |  |  |  |  |  |  |



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|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **4. Reporting** | | | | | | | | | | | | |
| **Financial Year end** |  |  |  |  |  |  |  | **31st August** |  |  |  |  |
| **Quarterly management accounts / financial report** |  |  | **x** |  |  | **x** |  |  | **x** |  |  | **x** |
| **Quarterly operating report** |  |  | **x** |  |  | **x** |  |  | **x** |  |  | **x** |
| **New project / activity reports for approval** |  |  | **As required** |  |  | **As required** |  |  | **As required** |  |  | **As required** |
| **Formally approve statutory accounts and annual report** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| **Reports and/or accounts deadlines to:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Charity Commission** |  |  |  |  | **x** |  |  |  |  |  |  |  |
| **Companies House** |  |  |  | **x** |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **5. Risk** | | | | | | | | | | | | |
| **Review of risk register** |  |  | **x** |  |  | **x** |  |  | **x** |  |  | **x** |
| **Insurances renewals (where required):** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Employers’ liability** |  |  |  |  |  |  |  |  |  |  |  |  |
| **public liability** |  |  |  |  |  |  |  |  |  |  |  |  |
| **motor vehicle insurance** |  |  |  |  |  |  |  |  |  |  |  |  |
| **building and contents** |  |  |  |  |  |  |  |  |  |  |  |  |
| **trustees’ indemnity** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Annual Health and Safety checks:** |  |  |  |  |  |  |  |  |  |  |  |  |
| **PAT testing** |  |  |  |  |  |  |  |  |  |  |  |  |
| **premises check** |  |  |  |  |  |  |  |  |  |  |  |  |
| **fire equipment checks** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6. Policy Making and Review** | | | | | | | | | | | | |
| **Review risk management policy** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Review delegations (including financial delegations)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Data Protection review of policy** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other policy and procedure review dates (to be listed)** |  |  |  |  |  |  |  |  |  |  |  |  |



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|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **7. Specific Governance actions** | | | | | | | | | | | | |
| **General Compliance Review (annual)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Review terms of reference and composition of Board** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Appointment of independent examiner / auditor** |  |  | **x** |  |  |  |  |  |  |  |  |  |
| **Declaration of interest forms issued and completed** |  |  |  |  |  |  |  |  |  |  |  |  |
| **8. Management activities** | | | | | | | | | | | | |
| **Staff appraisals & Training needs assessment** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Volunteer appraisals & Training needs assessment** |  |  |  |  |  |  |  |  |  |  |  |  |