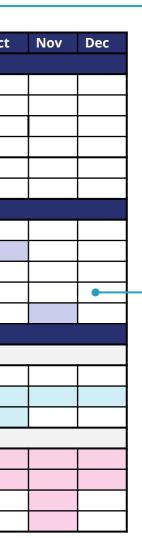
## **Governing Body Annual Agenda – Example**

A **Governing Body Annual Agenda** can be used to forward plan the contents of each governing body meeting throughout the year. This will ensure adequate oversight is given to internal operations and projects, and appropriate timing of other governing body activities (such as strategic planning, and annual self-evaluation).

	Activity	Jan	Feb	Mar	April	Мау	Jun	Jul	Aug	Sep	Oct
The Annual Agenda itself should be formally reviewed each year, but also reviewed informally by the chair in the lead up to each meeting to ensure it remains appropriate.	Governance Framework & Strategic Planning										
	Review Code of Conduct and Annual Agenda										
	Review delegations register and policy framework										
	Election and appointment of office holders										
	Annual self-evaluation and skills matrix review										
Certain governing body activities featured within the Annual Agenda (i.e. election and appointment of office holders) will align with other provider-wide activities (i.e. the Annual General Meeting).	Half year strategic review										
	Review Strategic Plan (inc risk appetite)										
	Oversight										
	Review risk management policy and risk register										
	Corporate planning and budgeting										
	Develop and approve internal audit plan										
	CEO appraisal										
	Review consumer engagement strategy										
	Reporting										
	External						_				
	Sign off annual report										
External reporting activities will	Incident Management Report										
vary depending on particular	Consumer Satisfaction Monitor Report										
regulatory requirements. Some requirements may require	Internal										
discussion, and decision, between meetings (i.e. monthly sign off on incident management reporting).	CEO/CFO report										
	Committee reports										
	Internal stakeholder feedback (i.e. pulse survey)										
	Internal performance dashboard reporting										

## Governing Body Annual Agenda (June Year-End) •



This example assumes that the provider is operating on a July year-end, and that the governing body (and committees) meet monthly. The Annual Agenda with of course need to be tailored to the cadence of each particular provider to ensure coordination of various roles and responsibilities.

Operations requiring oversight will be different for each provider, and may change over the course of the year.

Note: The contents of an Annual Agenda is not intended to be an exhaustive list of all items considered by the governing body in each meeting – only a set of minimum expectations.

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