

HMCS Board - Forward Agenda Plan

Purpose of Agenda Plan - To capture items for inclusion in the agenda for the next and future meetings.

Meeting duration: up to 2.5 hours (10:30-1:00)

Frequency of Meetings: quarterly

REPORTING CYCLE

each meeting	Audit Cttee report Finance/progress against budget; performance; risk log agenda plan	
quarterly	annual reports from committees (one per quarter): - Change Governance - September; - Operations - December; - Corporate Services - March; - Executive - June	
annual	budget outturn annual report on HR/workforce matters business plan; customer survey results	June June March September

Date of meeting	Item	Author/Presenter	Likely Duration	Further Information
21 Sept 2007 (open meeting)	Minutes: 1. Board 2. Audit Committee			
	Finance	Philip Lloyd		Regular item - each meeting
	Performance	Neil Ward		Regular item - each meeting
	Risk log	Philip Lloyd		Regular item - each meeting
	Risk appetite	Philip Lloyd		contact- Kirk Siderman-Wolter
	Change Governance Cttee - annual report	Ron De Witt (KW)		contact: Graham Powell
	Customer satisfaction	Mark Ormerod		contact - Peter Bolton
	HR - annual report	Dorothy Brown		
	Justices' Clerks - final national model	Alan Eccles		contact: Simon Sharpe
	Programme of meetings, 2008-09	David Willis		
Agenda plan	David Willis		Regular item - each meeting	
14-Dec-07	Minutes: 1. Board 2. Audit Committee			
	Finance	Philip Lloyd		Regular item - each meeting
	Performance	Clare Sumner		Regular item - each meeting
	Risk log	Philip Lloyd		Regular item - each meeting
	Operational Cttee - annual report	Neil Ward		
	Agenda plan	David Willis		Regular item - each meeting
28-Mar-08	Minutes: 1. Board 2. Audit Committee			
	Finance	Philip Lloyd		Regular item - each meeting
	Performance	Clare Sumner		Regular item - each meeting
	Risk log	Philip Lloyd		Regular item - each meeting
	Corporate Services Cttee - annual report	Philip Lloyd		
	Agenda plan	David Willis		Regular item - each meeting