

Board Cycles of Business

This is a template that you can use to help you plan your Board's cycle of business for the year – this template assumes no sub committees; most small and specialist SU's will not have sub committees. If your Board does have these sub committees, you will need to add their cycle of business to this template.

Top Tip: When completing this, you may want to differentiate between those things that are administrative and those things that happen in meetings. You may also want to consider whether you add in topics of current strategic importance or relevance.

How to Use:

Steps to putting a cycle of business together:

1. Agree how often your Board meets and when these meetings should take place (dates)
2. Plot in items which are required by regulation and which have deadlines set by regulation or other stakeholder requirements (such as the University)- Items marked essential in the table example below.
3. Agree where other items fit best in terms of the cycle of activity in your organisation. Items marked discretionary in the table example below.
4. Make sure you include items that are administrative (i.e. don't require a meeting to deliver). Note that these have happened in your next available meeting.
5. You may have some policies that are reviewed less frequently than annually – things like your Risk Management Policy, Conflict of Interest Policy, Members Code of Conduct, Trustees Code of Conduct for example, that may be looked at every 3 years. It is good practice to keep a rolling record of when these will next need review and then add these to your calendar of business in the appropriate year.

Standing items for each meeting will include (see Meetings- Board Agenda template):

- Approving previous minutes
- Matters arising
- Action Log
- Declaration of interests

This template should be modified in accordance with the timing and numbers of your own Board meetings.

It's a good idea to set up a calendar of meetings in order to support your board planning; when agendas will be set, when papers will be out as well as the meetings themselves.

Meeting	Date	Business
Administrative	Aug	<p>Ensure new trustees/ directors are registered with regulators (as soon as possible and ideally within 15 working days of appointment)</p> <p>Annual report to regulator (within 10 months of your financial year end)</p>
Strategy/ Away Day	Sept	<p>Discuss key strategic issues</p> <p>Conduct skills audit</p> <p>Conduct diversity audit</p> <p>Complete annual register of interests</p>
Board of Trustees	Oct	<p>Review risk register</p> <p>Approve annual Operating Plan (based on Strategic Plan)</p> <p>Receive previous year's final KPI's</p> <p>Receive update on previous year's Strategic plan progress</p> <p>Latest management accounts</p> <p>Health and Safety Annual Report</p> <p>Elect Vice Chair if relevant</p> <p>Agree Annual Trustees Development Plan</p> <p>Appoint Returning Officer and Deputy Returning Officer for Elections</p> <p>Pay awards</p> <p>Reserves Policy review (in time for Audited Accounts)</p>
Board of Trustees	Dec	<p>Sign off Audited Accounts and Trustees Annual Report</p> <p>Sign Audit letter of representation</p> <p>Receive Audit Report</p> <p>Latest management accounts</p> <p>Workforce composition report – diversity data and action plan</p>

Board of Trustees	Feb	<p>Review current KPI's performance</p> <p>Review progress against current Strategic Plan</p> <p>Review Risk Register</p> <p>Latest management accounts</p> <p>Approve Chief Executive's objectives and receive update on previous year performance (performance review)</p> <p>Consider any Trustee Vacancies/Plan for appointment processes</p>
Administrative	Mar	Annual accounts lodged with regulators
Board of Trustees	May	<p>Approve Budget</p> <p>Receive year end forecast</p> <p>Annual Elections Report</p> <p>Annual Data Protection report</p> <p>Approve the Audit Plan</p> <p>Insurance Update</p>
Board of Trustees	Jun	<p>Annual Staff Survey report and action plan</p> <p>Annual Complaints report</p> <p>Latest management accounts</p> <p>Mid-year performance review of CE's objectives</p> <p>Annual Safeguarding report</p> <p>Summary of Trustees Exit Interviews</p> <p>Annual Board KPI's report (attendance, etc)</p> <p>Approve next year's calendar of business, calendar of meetings</p>
Administrative	Jul	<p>Induction for new Trustees – sign code of conduct, trustees register of interest and declaration of eligibility.</p> <p>Check regulator for trustees eligibility</p> <p>ICO registration (if relevant – check when your registration is due, its different for each organisation)</p> <p>Update website with new trustees</p>