**Active Together - Internal Control System 2024**

| **Date** | **Agenda Items** | **Schedule of Policy/Governance Areas to be reviewed/tracked** | **Lead Officer** | **Comments** |
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| **24.01.24** | **Business, Oversight & Audit Committee** |  |  |  |
|  | * Finance, Risk & Governance - Finance Period 9 | * D&I Policy Statement * Staff Survey * Safeguarding Policies | Noel Haines |  |
| **16.02.24** | **Board Meeting** |  |  |  |
|  | * Business, Oversight & Audit Committee report re: Finance, Risk & Governance * Finance Period 10 * 2024-26 Business Plan * Climate Action | * Revised UK Code of Governance amendments * DIAP * Safeguarding Policies | Noel Haines |  |
| **1.05.24** | **Business, Oversight & Audit Committee** |  |  |  |
|  | * Finance, Risk & Governance Finance Period 12 – year end   Draft 24/25 budget   * Annual Performance Report | * People Plan progress report * Reserves Policy | Noel Haines |  |
| **17.05.24** | **Board Meeting** |  |  |  |
|  | * Business, Oversight & Audit Committee report re: Finance, Risk & Governance * Annual Performance Report * People Plan | * 24/25 annual budget approval * 2024-26 Business Plan * Annual Governance Statement | Noel Haines  John Byrne |  |
| **17.09.24** | **Board Meeting** |  |  |  |
|  | * Strategic Framework Progress * Annual Report |  | John Byrne |  |
| **9.10.24** | **Business, Oversight & Audit Committee** |  |  |  |
|  | * Finance, Risk & Governance - Finance Period 5 * 6 monthly Board Performance Report | * Member Declaration / Equality Monitoring completed * Board/Team Equality Action progress statement to be uploaded to website * Partner survey | Noel Haines |  |
| **1.11.23** | **Board Meeting** |  |  |  |
|  | * Business, Oversight & Audit Committee report re: Finance, Risk, Governance, Performance | * Board Skills Audit | Noel Haines |  |

**Policy Review / Governance Cycle**

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| **Policy/Governance area** | **Cycle** | **Next Review** |
| Annual Report | Annual | July 2024 |
| Board Effectiveness Review | Every 4 years | April 2025 |
| Business Continuity Plan | Annual | May 2025 |
| Diversity & Inclusion Plan – DIAP / Progress Statement | Annual | May 2025 |
| Financial Reserves Policy | Annual | May 2024 |
| Governance Statement | Annual | May 2024 |
| Member Declaration of Interest | Annual | October 2024 |
| Member Equality Monitoring Form | Annual | October 2024 |
| Partner Survey | Annual | November 2024 |
| People Development Plan | Annual | May 2024 |
| Risk Register | 3 times per annum | January, April and October |
| Safeguarding Policies | Every 3 years | January 2024 |
| Skills Analysis | Every 2 years | October 2024 |
| Sponsorship Policy | Every 3 years | October 2025 |
| Staff Survey | Annual | January 2024 |
| Succession Plan | Every 2 years | May 2025 |
| Terms of Reference (Board) | Every 4 years (Deep Dive) | January 2025 |

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| Logo, company name  Description automatically generated | Document History & Version Control Principles | |
| Version 6: Last Amendment: 01/24 | Approved By: John Byrne  Date: January 2024 |
| Contact Officer: Noel Haines | Next Review: January 2025 |