**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 & GovernanceFinance 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 HainesJohn 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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| Contact Officer: Noel Haines | Next Review: January 2025 |