

**STRATA BOARD ANNUAL WORK PLAN - March 2016 – Approved by Board 22 Feb 2016**

22 JAN	22 FEB	18 MAR	15 APRIL	20 MAY	17 JUNE	15 JULY	19 AUG	16 SEPT	21 OCT	18 NOV	16 DEC
Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring	Financial Monitoring
COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report	COO's progress report
HR work stream	HR work stream	HR work stream report	HR work stream	HR work stream	HR work stream	HR work stream	HR work stream	HR work stream	HR work stream	HR work stream	HR work stream
Additional shareholders	Home Call telephone line incidents - lessons learnt	Risk Management Policy inc current assessment	H&S Audit - annual		Customer Standards - annual	Approval of company accounts		Approval Business Plan inc Convergence / Service plans	Analysis of complaints & customer satisfaction		
Future working arrangements	Results -staff engagement survey	<b>Review Financial Rules</b> - annual	Communications Audit Annual item		Records policy - annual	<b>Service Plans – Approval of - to inform BP</b>					
	Pensions guarantee - auditors		Process to develop BP and agree format								
	Convergence Plan to JEC	Convergence Plan update									
	Draft Budget										
	Approve <b>internal audit plan</b>										
	Procurement strategy & procedures	Procurement strategy & procedures									
Quarterly risk review (2017)	Rep March OS/JEC		Quarterly risk review	Rep June OS/JEC		Quarterly risk review	Rep Sept OS/JEC		Quarterly risk review	Rep Dec OS/JEC	
	Revise telephone recharge	Revise telephone recharge									
	Contract novation										
	Remote decisions										

**APPENDIX 1**