

STRATA BOARD ANNUAL WORK PLAN - MAY 2016 – Approved by Board 15 APRIL 2016

22 JAN	22 FEB	22 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		Sharing minutes with JSC	Proposed Customer Standards –annual inc PID and Standby	Approval of company accounts		Approval Business Plan inc Convergence / Service plans	Analysis of complaints & customer satisfaction		
Future working arrangements	Results -staff engagement survey	Review Financial Rules - annual	Communications Audit Annual item Deferred	Procurement strategy & procedure (fm March)	Records policy - annual	Service Plans – Approval of - to inform BP			Review market supplements		
	Pensions guarantee - auditors	Procurement strategy & procedures	Process to develop BP and agree format	Pensions Update/te		H&S Audit – annual (fm April)					
	Convergence Plan to JEC			Convergence Plan update		Update on Contract Novation (fm April)					
	Draft Budget		Mobile Working plan/povreview	Access to Board minutes							
	Approve internal audit plan			What matters Survey (fm April)							
Quarterly risk review (2017)	Rep March OS/JEC	Register of Directors & Senior Officers	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	Standby arrangements	Project plans iTrent and iDox							
	Contract novation	ATR Office Administrator		Process to develop BP and agree format							

APPENDIX 4

