

SHAREHOLDER EXECUTIVE COMMITTEE - WORK PROGRAMME

Executive Summary

The annual work of the Shareholder Executive Committee (SEC) is set out in the reporting framework contained within the Corporate Governance Framework (CGF), which was approved by the Executive on 16 November 2023. The Work Programme, together with the CGF reporting requirements, are set out below.

Work Programme

SEC meeting date	Monthly items (see framework below)	Quarterly items (see framework below)	6 monthly items (see framework below)	Annual items (see framework below)
27-Jun-24	April and May			Business Plan (Victoria Square)
23-Jul-24	June	April - June		Business Plan (Thameswey)
24-Sep-24	July and August			
31-Oct-24	September	July - September	April - September	Business Plan (Brookwood Cemetery Companies)
28-Nov-24	October			
30-Jan-25	November and December	October – December		
27-Mar-25	January and February			
17-Apr-25	March	January - March	October - March	Assessment, Improvement Plans

CGF Reporting Framework

Council owned entities will be required to provide regular reports to the Shareholder. The Shareholder Liaison Service will determine the minimum reporting requirements for each entity, based on the schedules below.

Monthly:

- Performance against business plan/ budget
- Financial reporting current view of outturn turnover, profit before tax, expected year end cash balance
- Risk management update
- Cash flow forecast for companies with high liquidity risk
- Any shareholder consent matters

Shareholder Executive Committee – Work Programme

Quarterly

As monthly plus

- Conflicts of interest register
- Progress against internal audit and assurance work plans
- Latest cash-flow forecast

Every six months

As quarterly plus

- Revised and updated risk register

Annually

As six-monthly plus

- Results of the board self-assessment / third party assessment
- Associated improvement plans
- Business plan

Recommendations

The Committee is requested to:

RESOLVE That the Work Programme be received.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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