

# Governing body annual agenda – Example

A **governing body annual agenda** can be used to plan the contents of each governing body meeting for the year. This will ensure adequate oversight is given to internal operations and projects, and appropriate timing of other governing body activities (such as strategic planning, and annual self-evaluation). **Note:** items included in annual agenda are **examples only**. It is the responsibility of each provider to develop and maintain governance tools that are appropriate for their own unique circumstances.

## Governing body annual agenda (July year-end)

The annual agenda should be formally reviewed each year and reviewed informally by the chair in the lead up to each meeting to ensure it remains appropriate.

Certain governing body activities featured in the annual agenda (i.e. election and appointment of office holders) will align with other provider-wide activities (i.e. the annual general meeting).

External reporting activities will vary depending on regulatory requirements and obligations. Some requirements and obligations may require discussion, and decision, between meetings (i.e. monthly sign off on incident management reporting).

Activity	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
<b>Governance framework &amp; strategic planning</b>												
Review code of conduct and annual agenda												
Review delegations register and policy framework												
Election and appointment of office holders												
Annual self-evaluation and skills matrix review												
Half year strategic review												
Review Strategic Plan (inc. risk appetite)												
<b>Oversight</b>												
Review risk management policy and risk register												
Corporate planning and budgeting												
Develop and approve internal audit plan												
CEO appraisal												
Review consumer engagement strategy												
<b>Reporting</b>												
<b>External</b>												
Sign off annual report												
Incident Management Report												
Consumer Satisfaction Monitor Report												
<b>Internal</b>												
CEO/CFO report												
Committee reports												
Internal stakeholder feedback (i.e. pulse survey)												
Internal performance dashboard reporting												

This example assumes that the provider is operating on a July year-end, and that the governing body (and committees) meet monthly. The Annual Agenda will need to be tailored to the cadence of each provider to ensure coordination of various roles and responsibilities.

Operations requiring oversight will be different for each provider and may change over the course of the year.

**Note:** contents of an Annual Agenda are not intended to be an exhaustive list of all items considered by the governing body in each meeting – only a set of minimum expectations.