

Section	BP Last Updated	Next Review Due	Review/Update Reason	BP Doc To be Updated By
Section 1: Introduction	Nov 2024	May/June annually	Revisit for the year ahead and ties in with committee appraisal outcome.	June
Section 2: Overview, Background and Future Opportunities	Nov 2024	May/June annually	Revisit for the year ahead and ties in with committee appraisal outcome.	June
Section 3: Mission, Values and Objectives	March 2024 Strategy Day	March/April annually - Strategy Day or April CoM	Review for year ahead.	May
Section 4: Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis	March 2024 Strategy Day	March/April annually - Strategy Day or April CoM	Review for year ahead.	May
Section 5: Business Planning Timeframe & Reporting Schedule	Nov 2024	Aug/Sept	Tie in with planning for year following AGM.	Sept
Section 6: Priorities – Strategic Delivery Plan 3 yearly plan.	June 2024	3 yearly plan - review annually in Feb/March. Year-end report May.	Review position for year ahead.	June
Section 7: Performance Indicators	Feb 2024	Feb annually	Set targets for year ahead	June
	June 2024	June annually	31/03 ARC outcomes from May reporting.	June
	June 2024	Jun/Sept annually	31/03 Financial indicators from AFS June reporting and Sept submission.	Oct
	Nov 2024	Oct/Nov annually	SHR ARC averages from Charter Report outcomes.	Nov
	Dec 2023	Dec Annually	SHR AFS averages from SHR AFS publication.	Dec/Jan
Section 8: Financial Information	June 2024	June/July annually	To include 31/03 outcomes and projections from May submitted FYFP.	July

Section 9: Risk Management	Aug 2024 CoM meeting	Review at CoM Feb, May, Aug, Nov	To ensure register kept live and updated.	Quarterly: Mar, June, Sept, Dec
Section 10: Internal Audit	Aug 2024	Jan/Feb Annually	To follow CoM decision re audit plan at January CoM meeting.	February
Section 11: Standards of Governance & Financial Management Compliance	Aug 2024	Sept/October Annually	Following self-assessment and annual assurance statement approval.	October

Document	When Committee Approve	
Annual budget	Jan CoM	Final budget and rent review decision
30 year long term projection	Jan CoM	Part of work for five year projections
Internal audit plan	Jan CoM	Part of auditors annual report to Committee
Annual data protection and FOI report	Feb CoM	Annual report from DPO
Committee Annual Review report	April CoM	Outcome report following collective assessment and individual reviews
Five Year Financial Projections	May CoM	Return to SHR due 31/05
Loan Portfolio	May CoM	Part of quarterly and annual treasury management report to SHR by 30/06
ARC Return	May CoM	Return to SHR due 31/05
Tenant satisfaction survey	May CoM	Part of ARC return – 3 yearly survey with interim reviews
ARC Benchmarking	Sept CoM	Forms part of Charter Report to tenants, publication due by 31/10
Annual Assurance Statement	Sept CoM	Return to SHR due 31/10