

Section 5: Business Planning Timeframe & Reporting Schedule (Oct 2023)

Our Business Plan is seen as a “live” document and is reviewed and updated throughout the year. There is reporting against the plan throughout the year. The plan is used as a tool to establish staff work plans and to monitor performance against targets. These will also be utilised within the appraisal system for staff.

The main business planning timetable is as given below, although matters may be brought forward or delayed as agreed with Committee depending on other priorities and/or considerations. Other reports are presented in addition, as required. Pre meeting for policy discussion 5pm – at individuals choice.

Meeting Details:

Second last Wednesday - April, May, June, Aug, September, November, January, February.
May, Aug, November, February – Golden Jubilee Hotel in person meetings.
April, June, September, January – Office or MS Team hybrid.

6.15pm start for 2 hours.

March – second last Friday – Full day - Committee and staff review day.

Date	Event	Purpose	
April			
April	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business General Report (M)	To time of writing
		Staffing and Health & Safety Report (Q) – 6 month detailed report	To 31/03 and time of writing
		HSCM Updates (A)	As per EVH updates
		Gifts, Hospitality and Donations Report (Q)	To 31/03
		Complaints and Compliments (Q)	To 31/03
		Committee Appraisal Outcome Report (A)	For previous year
		Annual Insurance Report (A)	Claims for Previous Year and Renewal Terms for Year Ahead
		Policy Reviews	As per review schedule
May			
May	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business General Report (M)	To time of writing
		KPI Performance Monitoring (Q)	To 31/03
		Priorities Outcomes (Q) and Strategic Delivery Plan Outcomes (Q)	To 31/03
		Transfer Promises Outcomes (Q)	To 31/03
		Management Accounts (Q)	To 31/03
		Treasury Management (Q)	To 31/03 and annual review
		Risk Register Review(Q)	Quarterly review
		ARC & EESSH (A)	Required submission 31/05
		Five Year Financial Projections (SHR)	Required submission 31/05
		Equalities Action Plan Update	To 30/04
		Policy Reviews	As per review schedule

Date	Event	Purpose	
June			
June	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business Plan General Report (M)	To time of writing
		Annual Financial Statements, Auditors Report, Management Letter, Letter of Representation etc.	For approval, Auditor presenting audit report
		Loan Portfolio Return (SHR) - confirmation	Required submission 30/06
		Secretary's Statement	Pre AGM-Requirement
		Post AGM Planning	CoM Structure and timetable Office bearers intentions
		Policy Reviews	As per review schedule
July			
TBC July	AGM	Quorate Members Meeting	
	Post AGM	Signing Requirements	Code of Conduct Declarations
August			
Aug	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business General Report (M)	To time of writing
		KPI Performance Monitoring (Q)	To 30/06
		Priorities Outcomes (Q) and Strategic Delivery Plan Outcomes (Q)	To 30/06
		Transfer Promises Outcomes (Q)	To 30/06
		Management Accounts (Q)	To 30/06
		Treasury Management (Q)	To 30/06
		Risk Register Review(Q)	Quarterly review
		Staffing and Health & Safety Report (Q)	To 30/06 and time of writing
		Gifts, Hospitality and Donations Report (Q)	To 30/06
		Complaints and Compliments (Q)	To 30/06
		SHAPS Financial Assessment – Confirmation (A)	Required submission 31/08
		Regulatory Compliance and Draft Assurance Statement (SHR)	Required submission 31/10
		Equalities Action Plan Update	To 31/07
		Directors Appraisal Report	On June SDPR
Policy Reviews	As per timetable		
September			
Sept	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business Plan General Report (M)	To time of writing
		Charter ARC/ESSH benchmarking	To 31/03
		Confirm AFS related submissions: SHR / FCA / OSCR	For 31/03 year end
		Final Assurance Statement (SHR) – if required	Required submission 31/10
		Equalities Data Collected Analysis Report	Annual reporting
		Committee annual appraisal update	6 month review of actions
		Annual planning day update	6 month review of actions
		Policy Reviews	As per timetable
October – no Committee of Management Meeting			

Date	Event	Purpose	
November			
Nov	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business Plan General Report (M)	To time of writing
		KPI Performance Monitoring (Q)	To 30/09
		Priorities Outcomes (Q) and Strategic Delivery Plan Outcomes (Q)	To 30/09
		Transfer Promises Outcomes (Q)	To 30/09
		Management Accounts (Q)	To 30/09
		Treasury Management (Q)	To 30/09
		Risk Register Review(Q)	Quarterly review
		Staffing and Health & Safety Report (Q) – 6 month detailed report	To 30/09 and time of writing
		Gifts, Hospitality and Donations Report (Q)	To 30/09
		Complaints and Compliments (Q)	To 30/09
		Draft Budget & rent review	For next financial year
		Consider budget proposals impact on LTPs	For next 30 years
		Equalities Action Plan update	To 31/10
		Policy Reviews	As per timetable
December – no Committee of Management Meeting			
January			
Jan	CoM	Final Budget & rent review	For next financial year
		Finalise LTPs annual review	For next 30 years
		Internal Auditor Independent Report	Past year, plan for coming year
		Committee Collective Assessment	
February			
TBC - Feb		Committee Review – 1 to 1 review meetings	External specialist
Feb	CoM	Membership & Committee Report (M)	To time of writing
		Housing Services Report (M)	To time of writing
		Business Plan General Report (M)	To time of writing
		KPI Performance Monitoring (Q)	To 31/12 and Targets for Year Ahead
		Priorities Outcomes (Q) and Strategic Delivery Plan Outcomes (Q)	To 31/12 and Targets for Year Ahead
		Transfer Promises Outcomes (Q)	To 31/12
		Management Accounts (Q)	To 31/12
		Treasury Management (Q)	To 31/12
		Risk Register Review(Q)	Quarterly review
		Staffing and Health & Safety Report (Q)	To 31/12 and time of writing
		Gifts, Hospitality and Donations Report (Q)	To 31/12
		Complaints and Compliments (Q)	To 31/12
		DPO Report	Annual report
		Equalities Action Plan update	To 31/01
		Directors Appraisal Report	On Dec SDPR
		Policy Reviews	As per timetable
March			
Mar	Planning day	Committee and staff review/planning day	Staff and Committee

Statutory/Regulatory/Covenant Returns Due

The Association is required to complete and submit several statutory and regulatory returns throughout the year. Loan covenants also require returns to our lenders by set dates throughout the year. The details of returns due as given below:

To Whom:	What:	Due By:	By CoM Meeting:
Banks - CB	Covenant - Insurances	30/04	N/A
Banks - NW	Covenant - Insurances	30/04	N/A
Bank – CB	Covenant - Rental Schedule	30/04	N/A
Banks	Covenant – Budget	01/05	Feb (Jan Budget approval)
SIC	Statistical Return	@ 01/05	April/May - confirmation
SHR	ARC & EESSH Return	31/05	May – approval
Banks - CB	Covenant – Management Accounts	30/05 29/08 29/11 01/03	May Aug Nov Feb
Banks	Any changes to Governing Body or executive management	30/05 29/08 29/11 01/03	N/A
SHR	Five Year Financial Projections	31/05	May – approval
SHR	Loan Portfolio Return	30/06	June - confirmation
Scottish Government	Property Factors Annual Update	30/06	June - confirmation
SIC	Statistical Return	@ 01/08	Aug - confirmation
SHAPS (Pension Trust)	SHAPS Annual Financial Assessment	30/08	Aug – confirmation
Banks	Covenant – Audited Annual Financial Statements	27/09	June (Financial statements approval)
Bank – CB	Covenant – Compliance certificate	27/09	N/A
Bank – CB	Covenant – Copy SHR FYFP	30/09	May (FYFP approval)
SHR	Annual Financial Statements Return	30/09	Sept – confirmation
ICO	Annual Registration (Data Protection)	29/10	Sept – confirmation - DD set up for 29/10
SHR	Annual Assurance Statement	31/10	Aug – Draft and/or approval Sept – Approval if required
Tenants	Annual ARC Report	31/10	Nov - confirmation

To Whom:	What:	Due By:	By CoM Meeting:
FCA	Annual Return	31/10	Sept - confirmation
SIC	Statistical Return	@ 01/11	Oct/Nov - confirmation
OSCR	Annual Return	31/12	Sept - confirmation
SIC	Statistical Return	@ 01/02	Jan/Feb - confirmation
GCC	HMO Licence	31/01/24	
Pensions Regulator	Re-declaration of Compliance	Aug/Sept 2026	Nov - confirmation

The Association will also provide performance monitoring information to other stakeholders through various means including:

- Annual, six monthly and quarterly returns as required.
- Charter reporting.
- Benchmarking exercises.
- Newsletters, website updates.

Our business plan will incorporate the core information used in our business planning process and may contain various references to further supplementary detail.

Our annual committee of management reporting schedule will aim to follow the general committee reporting schedule as given below.

Standard Committee Reporting Schedule

Report / Month	Freq	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Annual General Meeting	A				Determine Annually								
Annual Strategy Event	A						6 month update						CoM and Staff
Annual Insurance Report	A	Pre year and ahead											
Membership & Committee	M	At time of writing	At time of writing	At time of writing		At time of writing	At time of writing		At time of writing			At time of writing	
Housing Services Report	M	To 31/03 & time of writing	To 30/04 & time of writing	To 31/05 & time of writing		To 31/07 & time of writing	To 31/08 & time of writing		To 31/10 & time of writing			To 31/01 & time of writing	
BP – general matters	M	At time of writing	At time of writing	At time of writing		At time of writing	At time of writing		At time of writing			At time of writing	
BP – KPI reporting	Q		To 31/03			To 30/06			To 30/09			To 31/12. Next year targets.	
BP - Priorities and Strategic Delivery Plan Outcomes Report	Q		To 31/03			To 30/06			To 30/09			To 31/12. Next year targets.	
Transfer Promises Outcomes Reporting	Q		To 31/03			To 30/06			To 30/09			To 31/12	
Management Accounts	Q		To 31/03			To 30/06			To 30/09			To 31/12	
Treasury Management	Q		To 31/03 & annual			To 30/06			To 30/09			To 31/12	
BP - Risk Management	Q		Quarterly review			Quarterly review			Quarterly review			Quarterly review	
Staff and H&S	Q	To 31/03 Inc. HSCM updates & 6 month report.				To 30/06 & time of writing			To 30/09 Inc. HSCM updates & 6 month report.			To 31/12 & time of writing	

Report / Month	Freq	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Gift, Hospitality, Donations	Q	To 31/03				To 30/06			To 30/09			To 31/12	
Complaints & Compliments	Q	To 31/03				To 30/06			To 30/09			To 31/12	
Equalities Action Plan update	Q	To 31/03				To 31/07			To 31/10			To 31/01	
Equalities Annual Data Collected Analysis Report	A						Annual report						
Policy Reviews	Mix	Yes – larger volume	Yes	Yes – larger volume		Yes	Yes – larger volume		Yes				
Rent Increase	Mix								Draft		Final		
Annual Budget	Mix								Draft		Final		
30 year Projections	Mix								Draft with annual budget proposals		Final with annual budget proposals		
CoM appraisal	Mix	Final report					6 month update				Collective workshop	1 to 1 meetings	
Internal Auditor Reporting	Mix										Outcome Report & Plan Review		
ARC & EESSH	A Mix		To 31/03				Benchmarking						
SHR Five Year Financial Projections	A		Year past & future										
SHR Loan Portfolio Return	A			To 31/03									
Annual Financial Statements	A Mix			To 31/03 & Auditor Report			Confirm: AFS /FCA / OSCR Return						

Report / Month	Freq	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Secretary Statement	A			Pre AGM									
Post AGM Planning	A			CoM structure and timetable. Office bearers intentions.									
SHAPS Financial Assessment	A					Confirm							
Regulatory Compliance and SHR Annual Assurance Statement	A Mix					Draft	Final for approval						Consider at review day
DPO Annual Report	A											Annual report	

A = Annually, M = Monthly, Q = Quarterly, S = 6 monthly, Mix = varies