

Section	Last Review	Next Review	Reason	BP Doc To be Updated By
Section 1: Introduction	June 2023	May/June Annually	Revisit for the year ahead and ties in with committee appraisal outcome.	June
Section 2: Overview, Background and Future Opportunities	July 2023	May/June Annually	Revisit for the year ahead and ties in with committee appraisal outcome.	June
Section 3: Mission, Values and Objectives	March 2023 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 2023 Strategy Day	March/April Annually. Strategy Day or April CoM	Review for year ahead.	May
Section 5: Business Planning Timeframe & Reporting Schedule	Oct 2023	Aug/Sept Annually	Tie in with planning for year following AGM.	Sept
Section 6: Priorities – Strategic Delivery Plan 3/5 yearly plan.	June 2023	Review annually in Feb/March.	Review position for year ahead.	April
Section 7: Performance Indicators	Dec 2023 June 2023	June/July Annually	To include 31/03 outcomes from May reporting and FYFP. Dec 2023 – SHR AFS Aves	July Dec
Section 8: Financial Information	June 2023	June/July annually	To include 31/03 outcomes from May reporting and FYFP.	July
Section 9: Risk Management	Nov 2023 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	January 2023 CoM meeting	Jan/Feb Annually	To follow CoM decision re audit plan at January CoM meeting.	February
Section 11: Standards of Governance & Financial Management Compliance	Sept 2023	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
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
Annual Assurance Statement	Sept CoM	Return to SHR due 31/10