













Appendix 5 | Calendar Priorities 2019/20



To achieve many of the set priorities and objectives if the IMP the Association has created a calendar to help monitor our progress.

The purpose of this calendar is simply to provide a useful guide for the Board and the Senior Management Team to ensure that key activity takes place when it is meant to.

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April		
Details	Comments	Person(s) Responsible
SMART Plans – CEO, SMT and Housing Managers x 2	<i>Board Approval</i>	Chief Executive and SMT
Traffic Light Monitoring Report – Operational Objectives previous year	<i>Board Approval</i>	Chief Executive
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
Group Business Away Day	<i>Normally held during April/May</i>	Chief Executive and SMT
Operational Service Plan	<i>Present to Board for approval</i>	Director of Operations
Reactive Repairs Contract Procurement	<i>Inception Meeting</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Quarterly Management Accounts sent to Barclays, Nationwide and CAF	<i>Sent as part of loan agreements</i>	Director of Finance
VAT Returns and payment	<i>Return</i>	Director of Finance
Auditors visit	<i>Starting 24th</i>	Director of Finance
HR Quarterly Report	<i>Board Approval</i>	Corporate Services Manager
Co-ordinate Staff Appraisals	<i>Staff appraisals to be completed by 30 April</i>	Corporate Services Manager
Regeneration Plan		Communities Co-ordinator
Development Update		Chief Executive/ Development Consultant
Equality & Diversity Policy		Corporate Services Manager
Health & Safety Policy		Corporate Services Manager
Policy Statement on Conditions of Employment		Corporate Services Manager
Attendance Management Policy		Corporate Services Manager
Procurement Policy		Chief Executive/ Development Consultant



May		
Details	Comments	Person(s) Responsible
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
ARC Return Independent Audit	<i>Independent Audit carried out before presenting to the Board for approval in May and submitting to SHR by end of May each year</i>	Director of Operations
Performance monitoring of KPIs	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Reactive Repairs Contract Procurement	<i>Approve Brief/ESPD for Project</i>	Director of Operations
Prepare Letting Plan for Newbuild properties		Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Prepare and submit SHR return	<i>Loan portfolio</i>	Director of Finance
Loan Portfolio; SHR Submission by end of June each year (between 1 May - 30 June)	<i>Presented to Board for approval in June each year</i>	Director of Finance
Strathclyde Pension Annual Return	<i>To be returned May each year</i>	Director of Finance
FCA Return		Advice Team Coordinator
Staff Training Plan	<i>To be presented to Board</i>	Corporate Services Manager
Co-ordinate Group Board Appraisals		Corporate Services Manager
Share Membership	<i>To be presented to Board for approval of removal of terminations</i>	Corporate Services Manager
Dignity at Work Policy		Corporate Services Manager
Rent Setting Policy	<i>Will be deferred until August to include development implications</i>	Director of Finance



June		
Details	Comments	Person(s) Responsible
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
AGM	<i>Board Report - June each year; Members to be notified 28 days (July) in advance of AGM Meeting held August per annum.</i>	Chief Executive/ Corporate Services Manager
Complaints Register	<i>Present to Board for approval</i>	Director of Operations
Tenant Satisfaction Survey		Director of Operations
Reactive Repairs Contract Procurement	<i>Present to Ops Sub to approve Project Plan and delegated authority and advertise on OJEU/PCS.</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval.</i>	Director of Finance
Group audited accounts to go to audit sub-committee	<i>19 June</i>	Director of Finance
Annual accounts individual to be signed	<i>26 & 27 June</i>	Director of Finance
Prepare and submit SHRs Financial Viability Returns; SHR Submission by end of June each year	<i>5 year financial projections to be presented to Board for approval in June each year.</i>	Director of Finance
Cassiltoun Trust – Board Attendance	<i>Presented to Trust Boar</i>	Corporate Services Manager
Cassiltoun Stables Nursery – Board and Staff Attendance	<i>Presented to Nursery Board</i>	Corporate Services Manager
Remit of Staffing Sub Committee		Chief Executive
Remit of Senior Management Team		Chief Executive and Corporate Services Manager
Quarterly Reports on Regeneration		Communities Co-ordinator
Quarterly Reports on Nursery		Corporate Services Manager
Corporate/HR Report	<i>Presented to Board for approval</i>	Corporate Services Manager
Register of Interest and Entitlement, Benefit and Payment Register	<i>Presented to Board for approval</i>	Corporate Services Manager
Group Board Training Plans	<i>Presented to respective Boards for approval</i>	Corporate Services Manager
Remit of Audit Sub Committee		Director of Finance

July		
Details	Comments	Person(s) Responsible
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
ACS to SHR	<i>Deadline is 30 Sept</i>	Director of Finance
Issue Audited Financial Statements to SHR	<i>Deadline is 30 Sept and include subsidiaries</i>	Director of Finance
Quarterly Management Accounts sent to Barclays, Nationwide & CAF	<i>Sent as part of loan agreements by 30th</i>	Director of Finance
VAT Returns and payment	<i>Return</i>	Director of Finance



August

Details	Comments	Person(s) Responsible
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
Update CHA 30 Year Business Plan projections (External Assurance)	<i>Board approval and populate IMP</i>	Director of Finance
AGM	<i>Board Report - June each year; Members to be notified 28 days in advance of AGM Meeting.</i>	Chief Executive/ Corporate Services Manager
Staff Team Building Away Day	<i>Normally August each year</i>	Chief Executive/ Corporate Services Manager
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Prepare and co-ordinate Peer Performance Benchmarking	<i>Annually analyse & report Peer Group data to Board</i>	Director of Operations
Prepare reports on KPIs	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Environmental Services subsidiary	<i>Board Approval</i>	Director of Finance
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Update Rent Setting Policy	<i>To include development impact and premium</i>	Director of Finance
Co-ordinate Newsletter	<i>Summer Edition</i>	Corporate Services Manager
Health Strategy Policy		Corporate Services Manager



September

Details	Comments	Person(s) Responsible
Annual Report & Tenants Report Card	<i>Before 28th Oct each year</i>	Chief Executive & SMT/Director of Ops (Report Card)
Prepare and co-ordinate Peer Performance Benchmarking	<i>Annually analyse & report Peer Group data to Board</i>	Director of Operations
Reactive Repairs Contract Procurement	<i>Issue tender documents</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
OSCR Returns for CHA and Subsidiaries	<i>To be submitted to OSCR by 30/9 each year</i>	Director of Finance
Desktop computers replaced	<i>Windows 7 not supported from Jan 20.</i>	Director of Finance
Quarterly Reports on Regeneration		Communities Co-ordinator
Quarterly Reports on Nursery		Corporate Services Manager
Development Update		Chief Executive/Development Consultant
Smoke Free Policy		Corporate Services Manager



October

Details	Comments	Person(s) Responsible
Traffic Light Monitoring Report - Operational Objectives (current year)	<i>Board Approval</i>	Chief Executive
Annual Report & Tenants Report Card	<i>Before 28th Oct each year</i>	Chief Executive & SMT/Director of Ops (Report Card)
Review Risk Management Policy	<i>Prepare for Board Approval</i>	Chief Executive
Review Risk Register	<i>Prepare for Board Approval</i>	Chief Executive
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
Complaints Register	<i>Present to Board for approval</i>	Director of Operations
Prepare and co-ordinate Peer Performance Benchmarking	<i>Annually analyse & report Peer Group data to Board</i>	Director of Operations
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Reactive Repairs Contract Procurement	<i>Interviews</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Quarterly Management Accounts sent to Barclays, Nationwide and CAF	<i>Sent as part of loan agreements by 30th.</i>	Director of Finance
Assurance Statement		Chief Executive and Corporate Services Manager
VAT Returns and payment	<i>Return</i>	Director of Finance
Corporate/HR Report	<i>Presented to Board for approval</i>	Corporate Services Manager



November

Details	Comments	Person(s) Responsible
Business Continuity Plan Update	<i>Preparation for Winter shutdown</i>	Director of Operations
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Prepare reports on KPIs	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Reactive Repairs Contract Procurement	<i>Tender Opening, site visits and agree scores</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Development Update		Chief Executive/Development Consultant
Freedom of Information		Chief Executive
Cassiltoun Stables Nursery - Board and Staff Attendance	<i>Presented to Nursery Board</i>	Corporate Services Manager



December		
Details	Comments	Person(s) Responsible
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
Rent Review Consultation	<i>Newsletter; Christmas Café; Letter to tenants</i>	Chief Executive and SMT
Quarterly Reports on Regeneration		Communities Co-ordinator
Quarterly Reports on Nursery		Corporate Services Manager
Deliver Newsletter	<i>Winter Edition</i>	Corporate Services Manager



January

Details	Comments	Person(s) Responsible
Rent Review Consultation	<i>Newsletter; Survey?; Letter to tenants</i>	Chief Executive and SMT
Major Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Cyclical Repairs Programme - Management/Monitoring	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Prepare reports on KPIs	<i>Quarterly reports to SMT/Operations Sub Committee</i>	Director of Operations
Procurement of Reactive Repairs Contract	<i>Contract Award Notice advertised on OJEU/PCS</i>	Director of Operations
Procure contractor/ consultant for Stock Condition Survey	<i>Approval sought from Operations Sub Committee. Undertake in summer 2020</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Quarterly Management Accounts sent to Barclays, Dunfermline and CAF	<i>Sent as part of loan agreements</i>	Director of Finance
Annual Treasury Review	<i>Present to Board for approval</i>	Director of Finance
VAT Returns and payment	<i>Return</i>	Director of Finance
Development Update		Chief Executive/ Development Consultant



February

Details	Comments	Person(s) Responsible
CEO Bi Monthly Report	<i>CEO informs the Board on a range of business activities including Governance, Strategic and Operational Objectives and other Activities which may require the approval of the board.</i>	Chief Executive
Cassiltoun Trust Business Away Day	<i>February each year</i>	Chief Executive, DoF & CSM
Cassiltoun Stables Nursery Strategy Away Day	<i>February each year</i>	Corporate Services Manager
Complaints Register	<i>Present to Board for approval</i>	Director of Operations
Rent Increase Letters to tenants	<i>To be circulated to tenants by Feb (28 days notice is required)</i>	Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Treasury Management Policy Review	<i>Present to Board for approval</i>	Director of Operations
Finalise and update annual budgets and rents	<i>SMT input and present to Board for approval</i>	Director of Finance & SMT
Corporate/HR Report	<i>Presented to Board for approval</i>	Corporate Services Manager
Cassiltoun Stables Nursery – Board and Staff Attendance	<i>Presented to Nursery Board</i>	Corporate Services Manager





March		
Details	Comments	Person(s) Responsible
Set and review strategic objectives	<i>Set in Jan-Mar; Review in April & Oct</i>	Chief Executive
Create and review operational objectives with SMT & Board	<i>Set in Jan to be presented to Board for approval in Feb</i>	Chief Executive
Waiting List Review		Director of Operations
Administer CHA & Subsidiary Accounts	<i>Present to respective Boards for approval</i>	Director of Finance
Prepare and update annual budgets x 4 and rents	<i>SMT input and present to Board for approval</i>	Director of Finance & SMT
Insurances - Public Liability; Employers liability; vehicles and stock; IT	<i>Negotiations with broker completed</i>	Director of Finance
Procurement Strategy	<i>Board approval and sent to Procurement Strategies (Govt)</i>	Chief Executive and SMT
Quarterly Reports on Regeneration		Communities Co-ordinator
Operation Service Agreements for Subsidiaries	<i>Board and Subsidiary Board Approval</i>	Corporate Services Manager
Remit of Regeneration Sub Committee		Communities Co-ordinator
Procurement Strategy		Chief Executive/ Development Consultant
Contractor and Supplier Management Strategy		Chief Executive/ Development Consultant