

APPENDIX B

ASDV Shareholder Committee Meeting Forward Plan, from 2020

Date	Standard agenda items (Regular Business)	Work Programme (Scheduled)
Initial meetings of new Committee	Induction training <ul style="list-style-type: none"> • Overview of ASDVs (internal) • Governance as Shareholder (external) • ASDV finances (internal) 	Appointment of Chair, Vice-Chair Agree: – <ul style="list-style-type: none"> • TOR, Forward Plan, and Process for Appointment of Co-opt members • Reviewing Business Plans – Appraisal template • Trading Reserve - Process
Ideal schedule date: January (to align sign off of BPs in MTFS)	<ul style="list-style-type: none"> • Update on ASDV change programme • Trading reserve – review of any proposals for investment/status update • ASDV Business Planning - note final reports x 4 • Sign-off of Shareholder Committee Report to Cabinet 	Presentation to Corporate Overview and Scrutiny Committee Report to Cabinet on Shareholder Committee on overall governance and performance arrangements for Council's ASDVs
Ideal Schedule date: April	<ul style="list-style-type: none"> • Update on ASDV change programme • Trading reserve – status update • Review of ASDVs strategic risk register • Engagement and commercial activity report (Yr prior) 	
Ideal Schedule date: August (to align with HLBC timetable)	<ul style="list-style-type: none"> • Update on ASDV change programme • Trading reserve – review of any proposals for investment/status update • ASDV Business Planning – review draft Business Plans x 4 	Report to Cabinet Member offering strategic advice on robustness and suitability of ASDV business plans
Ideal Schedule date: October	<ul style="list-style-type: none"> • Update on ASDV change programme • Trading reserve - status update • Review of ASDVs strategic risk register • Mid Year Review 	
		Work Programme (Ad hoc – based on need) <ul style="list-style-type: none"> • Report to Cabinet Member providing advise regarding any proposal to expand or reduce the scope of any of the ASDVs • Report to Cabinet Member providing advise regarding any proposal to create or close any of the ASDVs

Scheduled meetings (as at 1st Oct 2019)

- 22nd January 2020 2.00 pm
- 18th March 2020 2.00 pm

Future considerations

- Length of meetings
- ASDV business plan reviews – duration of each session, scheduling of review sessions (1 day, 2 x half day, 3 x 2 hour sessions, to allow BAU?)