

Buckinghamshire Shareholder Committee Forward Plan 2023/24

Date	Topic	Description & Purpose	Lead Officer
21 June 2023	Risk Registers for Buckinghamshire Advantage and Consilio	To review the risk registers of Bucks Advantage and Consilio and understand how risks are escalated and addressed.	Directors of BA and Consilio respectively
	Consilio 23/24 Business Plan Update	To consider the 2023/24 Business Plan, financial budget and progress to date, including current financial position.	Consilio Directors
	Forward Plan	To note and comment on the forward plan	Leslie Ashton
18 October 2023	Best Practice Review - Governance	To review best practice / learnings from other local authority companies.	Richard Ambrose / Glenn Watson
	Review of KPI's relating to each subsidiary body	To review the key performance indicators relating to each subsidiary body.	Directors of Each Subsidiary
	Aylesbury Vale Estates update, Draft Financial Accounts 2022/23 and Risk Register	<ul style="list-style-type: none"> - To consider progress to date, including their financial position (including outstanding loans) - To review the risk register and understand how risks are escalated and addressed. - To review the 2022/23 draft financial accounts of AVE 	Mark Preston
	Draft Financial Accounts for Buckinghamshire Advantage 2022/23	To review the 2022/23 financial accounts of Buckinghamshire Advantage	Lisa Michelson / Richard Harrington

	Draft Financial Accounts for Consilio 2022/23	To review the 2022/23 financial accounts of Consilio	David Pearce
	Forward Plan	To note and comment on the forward plan	Leslie Ashton
10 January 2024	Internal audit report – Verbal update	To receive a verbal update on the internal audit which covers governance arrangements of the subsidiary bodies, including controls and procedures.	Richard Ambrose / Dave Skinner
	Review of Articles of Association	To undertake a review of each subsidiary company’s Articles of Association.	Richard Ambrose / Glenn Watson Directors of each subsidiary
	Annual Audit Letters	To consider the Annual Audit letter following the external audit of the financial accounts of each subsidiary body.	Richard Ambrose / Dave Skinner
	Committee Action Plan update	To receive an update on the red and amber rated items within the Committee’s action plan.	Glenn Watson / Richard Ambrose
	Buckinghamshire Advantage update	BA to attend to present their progress against business plan to date, including their financial position (including outstanding loans)	Lisa Michelson / Richard Harrington
	Terms of Reference	To undertake a periodic review of the Terms of Reference to ensure that they remain fit for purpose.	Glenn Watson / Richard Ambrose / Leslie Ashton

	Forward Plan	To note and comment on the forward plan	Leslie Ashton
13 March 2024	Annual Business Plan and Financial Budget for each subsidiary body.	To review each respective subsidiary company's 2024/25 Business Plan and financial budget.	Directors of Each Subsidiary
	Annual Shareholder Committee report 2023-24	To comment on and review the 23/24 draft annual report prior to it being presented to Cabinet.	Richard Ambrose / Leslie Ashton
	Annual Review of the Director Appointments and Conflicts of Interest Guidance	To undertake an annual review to ensure arrangements remained fit for purpose.	Richard Ambrose / Glenn Watson
	6-month review of Risk Registers (for each subsidiary)	To undertake a six-monthly review of risk registers and understand how risks are escalated and addressed.	Directors of Each Subsidiary
	Committee Action Plan update	To receive an update on the red and amber rated items within the Committee's action plan.	Glenn Watson / Richard Ambrose
	Consilio Business Case	To consider Consilio's future business case.	Consilio Directors
	Forward Plan	To note and comment on the forward plan	Leslie Ashton