

## Annual Board Business Overview for the National Heritage Memorial Fund Board of Trustees

Month	Meeting Type	Agenda items
April	Audit and Risk Committee	<ul style="list-style-type: none"> <li>Draft Governance Statement</li> <li>Year-end update</li> <li>Review Gifts and Hospitality Register</li> <li>Internal Audit update and reviews</li> </ul>
April	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>NHMF applications for decision</li> <li>Annual batch of HLF Major grant applications (£5m+)</li> </ul>
May	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>Strategy discussions</li> <li>NHMF applications for decision</li> </ul>
June	Audit and Risk Committee	<ul style="list-style-type: none"> <li>Annual Report and Accounts of NHMF and HLF and National Audit Office report</li> <li>Register of Trustees' and Committee members' interests</li> <li>Internal Audit update and reviews</li> <li>Risk Review</li> </ul>
June	Finance, Staffing and Resources Committee	<ul style="list-style-type: none"> <li>Pay Award</li> <li>Annual report on Freedom of Information</li> <li>Monthly and quarterly Management Information Pack</li> </ul>
June	Parks for People Delegated Decision Panel with Big Lottery Fund	<ul style="list-style-type: none"> <li>Parks for People first round applications</li> </ul>
June	Board of Trustees	<ul style="list-style-type: none"> <li>NHMF and HLF Annual Report and Accounts – for approval</li> <li>Standing reports*</li> <li>NHMF applications for decision</li> <li>Heritage Grants &amp; Heritage Enterprise applications - over £2m</li> </ul>
July	No meetings	No meetings
August	No meetings	No meetings
September	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>Annual overview of delegated grants programmes</li> <li>Report of the Equality Steering Group</li> <li>NHMF applications for decision</li> <li>Heritage Grants &amp; Heritage Enterprise applications - over £2m</li> </ul>
October	Audit and Risk Committee	<ul style="list-style-type: none"> <li>Review of Bank Mandate</li> <li>Year End Preparation</li> <li>Internal Audit update and reviews</li> <li>Risk Review</li> </ul>
October	Finance, Staffing and Resources Committee	<ul style="list-style-type: none"> <li>Monthly and quarterly Management Information Pack</li> <li>Investment Panel update</li> <li>Update on HR and L&amp;D</li> <li>Update on Estates and Facilities</li> </ul>
October	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>NHMF applications for decision</li> <li>Annual batch of Landscape Partnership applications</li> </ul>
November	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>Strategy discussions</li> <li>NHMF applications for decision</li> </ul>
December	Parks for People Delegated Decision Panel with Big Lottery Fund	<ul style="list-style-type: none"> <li>Parks for People first round applications</li> </ul>
December	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>NHMF applications for decision</li> <li>Heritage Grants &amp; Heritage Enterprise applications - over £2m</li> </ul>
January	No meetings	No meetings
February	Audit and Risk Committee	<ul style="list-style-type: none"> <li>Year End 20xx-20xx Accounts Update and Draft Audit Plan</li> <li>End of Year External Audit Plan including approval of audit fee</li> <li>Internal Audit Plan</li> <li>Internal Audit update and reviews</li> <li>Update on Gifts and Hospitality Reporting</li> <li>Review of Risk Appetite, Risk Management Policy and Risk Register</li> </ul>
February	Finance, Staffing and Resources Committee	<ul style="list-style-type: none"> <li>Proposed Grants budget</li> <li>Proposed Administration budget</li> <li>Draft Business Plan</li> <li>Monthly and quarterly Management Information Pack</li> <li>Investment Panel update</li> <li>Update on HR and L&amp;D</li> <li>Update on Estates and Facilities</li> </ul>
February	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>Strategy discussions</li> <li>Board effectiveness self-evaluation</li> <li>NHMF applications for decision</li> </ul>
March	Board of Trustees	<ul style="list-style-type: none"> <li>Standing reports*</li> <li>Business Plan – for approval</li> <li>NHMF applications for decision</li> <li>Heritage Grants &amp; Heritage Enterprise applications - over £2m</li> </ul>

\*Standing Board Reports:

- Chair and Chief Executive Reports
- Finance and Corporate Services Report
- HLF Operations Report
- Communications Report
- Strategy and Business Development Report
- NHMF Report