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**JNCC SUPPORT CO.**  
**BOARD OF DIRECTORS**

**FORWARD BUSINESS PROGRAMME AND TIMING OF MEETINGS**

**Paper by Timothy Sewter**

1. The Company Board forward programme of business consists of items relating to the Board's role under the schedule of delegations.
2. Standing items to be discussed at each meeting will include the following:
  - i. Report from the Company Secretary;
  - ii. Report from the Executive Management Board;
  - iii. Report from the Audit & Risk Management Committee;
  - iv. Review of company performance and financial position; and
  - v. Consideration of key risks.
3. The June meeting will incorporate the AGM and additional items for this meeting are:
  - i. re-appointment/removal of the external auditors;
  - ii. approval of the company accounts and annual report.
4. Currently, there are no additional items scheduled for specific meetings. However, Board members may request that items to be added as necessary.
5. The timings of both the Committee and Company Board meetings are being considered in conjunction with a review of the quarterly reporting process. The purpose of this review is to ensure that timely and appropriate information is provided to the different levels of management in the company and is expected to conclude by October 2005.
6. The Board is asked to **note** the items to be included on future agendas and **propose** additional items if required.