

**ARAC ANNUAL CONTROL SCHEDULE Appendix A**

	<b>Activity / responsibility</b>	<b>Date of action</b>	<b>Documents tabled / to be reviewed</b>	<b>Action taken</b>	<b>Follow up</b>	<b>Date of next review</b>
<b>1.0</b>	<b>Appointments</b>					
1.1	Support the Officers in the recruitment of the Chief Executive	As required				
1.2	To consider skills sets / experience / diversity required on Council (elected or co-opted) to best meet ACT strategic goals. Where relevant, recommend to Council, individuals who might be encouraged to stand for election or to be co-opted.	September / November	For background info: <ul style="list-style-type: none"> <li>Agreed strategic plan - circulated to ARAC post Planning Day (Nov)</li> <li>Council Succession schedule</li> <li>List of committee members</li> <li>Any recommendations from Council Members or known offers to help/get involved</li> </ul>			
1.3	Assist in the process of identifying possible committee members	As required	For background info: <ul style="list-style-type: none"> <li>As per 1.2</li> </ul>			
1.4	Consider and recommend to Council, candidates for appointment as an Officer (usually Vice President)	September / November	For background info: <ul style="list-style-type: none"> <li>Council succession schedule</li> </ul>			
<b>2.0</b>	<b>Remuneration</b>					
2.1	Approve the CEO remuneration package (salary, bonus scheme, pension arrangement)	September (review principles for budget)  March (Approve)	For background info: <ul style="list-style-type: none"> <li>Contractual terms</li> <li>Prior year package</li> <li>Any relevant benchmarking info</li> </ul>			
2.2	CEO performance review					

	(i) Objective setting	Nov	For background info: <ul style="list-style-type: none"> <li>• 3-year strategic plan</li> <li>• Budget for forthcoming year</li> </ul> For approval: <ul style="list-style-type: none"> <li>• Draft objectives as discussed with CEO and President (SMART, KPIs)</li> </ul>			
	(ii) Interim performance review	Sept (Actual review meeting in July/Aug)	For review: <ul style="list-style-type: none"> <li>• Interim review summary</li> </ul>			
	(iii) Full year performance review	March (Actual review meeting in February)	For review: <ul style="list-style-type: none"> <li>• Full year review summary incl performance against objectives</li> </ul>			
2.3	Approval of CEO bonus payment	March	For approval: <ul style="list-style-type: none"> <li>• Recommendation of President (subject to ACT audited financial results)</li> </ul>			
2.4	Staff Bonus scheme					
	(i) On recommendation of CEO, review and approve staff bonus scheme structure and criteria	As required	For review and approval: <ul style="list-style-type: none"> <li>• Draft scheme details</li> </ul>			
	(ii) Bonus payments – on recommendation of CEO, approve payments arising from scheme. Amounts paid to individuals to be determined by the CEO	March	For review and approval: <ul style="list-style-type: none"> <li>• Recommendation of CEO (subject to ACT audited financial results)</li> </ul>			
3.0	Audit					

3.1	Consider and recommend to Council, appointment, fees and any issues around resignation or dismissal of auditors	As required				
3.2	Audit Planning – review and discuss with auditors the scope of the forthcoming audit	Nov	For review: <ul style="list-style-type: none"> <li>• Audit Planning Document</li> </ul>			
3.3	Audit completion – Review and discuss with auditors any significant issues arising from audit	March	For review: <ul style="list-style-type: none"> <li>• Auditors’ Key Issues Memorandum</li> </ul>			
3.4	Review and recommend to Council the approval of the statutory accounts, letters of representation and letters of support	March	For review: <ul style="list-style-type: none"> <li>• Draft statutory financial statements, letters of rep and letters of support: <ul style="list-style-type: none"> <li>- Group</li> <li>- ACT (Administration) Ltd</li> <li>- ACT 2013 Ltd</li> </ul> </li> </ul>			
3.5	Receive regular strategic and financial updates from the Exec team	Each meeting	For review: <ul style="list-style-type: none"> <li>• Budget (Nov)</li> <li>• Management accounts (each meeting)</li> <li>• 3 year strategic plan (Nov)</li> </ul>			
3.6	Review and consider adequacy of ACT’s system of internal controls and report back to Council	July	For review: <ul style="list-style-type: none"> <li>• Critical controls schedule</li> </ul>			
3.7	Review ACT risk assessment and consider adequacy of processes to manage risks and report back to Council	July then update at each meeting	For review: <ul style="list-style-type: none"> <li>• Annual Risk Assessment (July)</li> <li>• Key risks monitor (each meeting)</li> </ul>			
3.8	Review and recommend to Council any amendments to the ACT’s Treasury Policy	Nov	For review and recommendation to Council: <ul style="list-style-type: none"> <li>• Treasury Policy with suggested amendments</li> </ul>			

3.9	Review and recommend to Council ACT's capital requirements	3 yearly with approval of 3-year strategic plan (Nov) or earlier if close to agreed limit	For review: <ul style="list-style-type: none"> <li>• Draft capital requirements review</li> <li>• Reserves level to be included in management accounts and to highlight need for review when close to agreed limit</li> </ul>			
3.10	Consider and advise Council on steps ACT needs to take to ensure compliance with statutory and legal requirements	As required				
<b>4.0</b>	<b>Complaints and speaking up</b>					
4.1	Review ACT's speaking-up policy	As required	For review: <ul style="list-style-type: none"> <li>• Speaking –up policy with suggested amendments</li> </ul>			
4.2	Dealing with any complaints arising that fall to ARAC under the Speaking-up policy	As required				