

Meeting	OLC Board Meeting	Agenda Item No. Paper No.	For Information 94.0
Date of meeting	20 March 2019		

Title	OLC Board Forward Plan
Sponsor	Board Secretary
Status	OFFICIAL
To be communicated to:	Members and those in attendance

Executive summary
The attached paper provides a record of the OLC Board's forward plan.
Recommendation/action required
Board is asked to note .

OLC 2018/19	Sponsor	23 April Q4 reporting	4 June	9 July Q1 reporting	12 Sept	17 Oct Q2 reporting	10 Dec	28 Jan Q3 reporting	20 March
	Papers issued	16 April	25 May	2 July	5 Sept	10 Oct	3 Dec	21 Jan	13 March
Governance and Reporting									
Executive Report (formerly individual CEO and CO reports) <small>To include update on CMC</small>	CEO / CO	Present	Present	Present	Present	Present	Present	Present	Present
Finance Report	CEO	Present	Present	Present	Present	Present	Present	Present	Present
Performance Report	CO		Present		Present		Present		Present
Quarterly - Register of Interests	Board Sec	Present		Present		Present		Present	
Quarterly - Gifts and Hospitality Report	Board Sec	Present		Present		Present		Present	
Quarterly - Board and Senior Manager Expenses report	Board Sec	Present		Present		Present		Present	
ARAC Update / Minutes	Chair ARAC	Present		Present			Present		Present
RemCo Update / Minutes	Chair RemCo	Present	Present	Present		Present	Present		Present
Annual review of Scheme of Delegations	CEO								Present
Annual review of Matters Reserved to Board	CEO								Present
Board paper redactions	Board Sec	Present	Present	Present	Present	Present	Present	Present	Present
Performance									
Quarterly strategic and performance Report	CO / CEO	Present		Present		Present		Present	
Quarterly Modernising LeO report	CEO	Present		Present		Present		Present	
KPI and balanced scorecard 2019 -20	CEO								Present
KPI Tolerances	CEO	Present	Present	Present	Present	Present	Present	Present	Present
Legal Services Board(attend and present)	LSB			Present				Present	
Strategy and Planning									
Annual strategic risk workshop / approval of next years strategic risks	CEO	Workshop	Present		Workshop				Workshop
Draft 2019/20 budget - planning for annual budget and LSB paper	CEO					Present			
Strategy, businesss plan and budget consultation 2019-20	CEO						Present		
Feedback on the strategy, business plan and budget consultation 2019-20	CEO							Present	
Strategy and business plan approval	CEO								Present
OLC Budget approval									Present
Annual Budget and LSB paper	CEO								Present
Horizon scanning	CEO/ CO			Present	Present	Present	Present	Present	Present
6 monthly review of stakeholder engagement and comms	CEO								Present

Publishing decisions	CO					Present			
CMC transition	CEO / CO					Present			
Future delivery models	CEO / CO							Present (carried forward from October)	
Equality and Diversity approval of EPOs for next financial year	CO	Present							Present
Governance									
Review of Board Effectiveness	CHAIR								Present
Annual Service Complaint Adjudicator's interim and final Report	CO	Present					Present - Interim report		
Annual Report and Accounts	CEO		Present Out of c'tee in 2018						Present
Welsh Language Annual Report	CO			Present					
Stakeholder Engagement Workshops Outside of Formal Board Meetings									
Steve O'Connor, MoJ - Justice 2030	CHAIR		Present						
LSB	CHAIR			Present					
Sarah Chambers, Chair of the Legal Services Consumer Panel	CHAIR					Present			
Professor Stephen Mayson, UCL (review of the legal services market)	CHAIR							Present	

OLC 2019/20	Sponsor	29 April Q4 reporting	24 June	17 July Q1 reporting	26 Sept	24 Oct Q2 reporting	28 Nov	Jan	Mar
	Papers issued	17 April	17 June	10 July	19 Sept	17 Oct	22/11/2018	TBC	TBC
Governance and Reporting									
Executive Report (formerly individual CEO and CO reports)	CO	Present	Present	Present	Present	Present	Present	Present	Present
Finance Report	CO	Present	Present	Present	Present	Present	Present	Present	Present
Performance Report	CO		Present		Present		Present		Present
Quarterly - Register of Interests	Board Sec	Present		Present		Present		Present	
Quarterly - Gifts and Hospitality Report	Board Sec	Present		Present		Present		Present	
Quarterly - Board and Senior Manager Expenses report	Board Sec	Present		Present		Present		Present	
ARAC Update / Minutes	Chair ARAC		Present	Present		Present		TBC (2020 meeting dates yet to be agreed)	TBC (2020 meeting dates yet to be agreed)
RemCo Update / Minutes	Chair RemCo		Present		Present		Present	TBC (2020 meeting dates yet to be agreed)	TBC (2020 meeting dates yet to be agreed)
Annual review of Scheme of Delegations	DCS								Present
Annual review of Matters Reserved to Board	DCS								Present
Board paper redactions	Board Sec	Present	Present	Present	Present	Present	Present	Present	Present
Performance									
Performance Report	CO		Present		Present		Present		Present
Quarterly strategic and performance Report	CO	Present		Present		Present		Present	
Quarterly Modernising LeO report	CO	Present							
KPI and balanced scorecard 2020 -21	CO					Present Draft			Present Final
KPI Tolerances (mthy until March 2019)	CO								
Annual report on enforcement	CO		Present						
Legal Services Board(attend and present)	LSB			Present				Present	
Strategy and Planning									
Annual strategic risk workshop / approval of next years strategic risks	DCS								Workshop

Draft 2019/20 budget - planning for annual budget and LSB paper	DCS					Present			
Strategy, business plan and budget consultation 2019-20	DCS						Present		
Feedback on the strategy, business plan and budget consultation 2020-21	DCS							Present	
Strategy and business plan approval	DCS								Present
OLC Budget approval	DCS								Present
Annual Budget and LSB paper	DCS								Present
Horizon scanning	DCS	Present	Present	Present	Present	Present	Present	Present	Present
6 monthly review of stakeholder engagement and comms	DCS				Present				
Equality and Diversity approval of EPOs for next financial year	DCS								Present
Response to UCL review of legal regulation	CO			Present					
Ad hoc item: Artificial Intelligence	Head of IT	Present							
Strategy Workshop		Present							
Governance									
Review of Board Effectiveness	DCS	Present - Final report and action plan							
Annual Service Complaint Adjudicator Report	CO	Present				Present			
Annual Report and Accounts	CO	Present	Present						Present
Welsh Language Annual Report	DCS			Present					
Stakeholder Mapping	DCS				Present				
Stakeholder Engagement Workshops Outside of Formal Board Meetings - to be arranged									