

EO Report to Executive Committee

[Month], [year]

1. MLI Activities

A summary of the major activities which have occurred over the month since the last Executive Committee meeting, including any staff changes. In addition, the EO may list items of note which do not require further discussion, such as significant meetings or media communications which have occurred, which do not require ongoing attention.

2. Current Issues

An overview of any significant issues that have arisen over the past month, and/or issues which have the potential to develop in the future and may require action.

3. Matters for Approval

The EO should clearly detail any matters requiring the Executive Committee's approval (unless covered elsewhere in the agenda). This may involve personal items such as leave, or business approvals which are not separate items on the agenda.

4. Update on Strategic / Business Plan Implementation

An update on the implementation and, where relevant, review of the current Strategic and Business Plans. Various sections of the Plans may be covered at different times of the year, potentially with input (or in some cases personal presentations) from the relevant staff members.

5. Major Key Performance Indicators

5.1 Financial KPIs

Financial information which should be provided include a current Balance Sheet, Profit & Loss Statement for the past month, and Cash Flow for the coming 6-12 months.

5.2 Non-financial KPIs

Key non-financial KPIs may relate to staff performance, engagement activities, partnerships, etc. Ideally non-financial KPIs should be reported in a traffic light format, with information provided on the steps being taken/proposed for any 'orange' or 'red' items.

6. Attachments

Any more detailed information which the EO believes it is important to share with the Executive Committee should be included as an attachment to the report.