

Essential CEO Monthly Governance Checklist

Monthly Actions

1. Review updates to the risk register.
2. Check compliance deadlines.
3. Review financial performance vs budget.
4. Ensure board papers are accurate and timely.
5. Review safeguarding and domestic abuse incident logs.
6. Update KPI dashboard.
7. Monitor progress against strategic plan.
8. Review policy schedule.
9. Prepare updates for board/committees.
10. Ensure governance documents are filed.
11. Staff wellbeing and leadership check-ins.
12. Stakeholder engagement actions.

Quarterly Actions

- Deep-dive risk review.
- Financial forecasting.
- Review asset performance and tenancy data.

Annual Actions

- Governance Code compliance review.
- Board and CEO appraisal.
- Strategic plan refresh.