

Board of Management

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| Date of Meeting | Wednesday 31 August 2016 |
| Paper No. | BoM1-I |
| Agenda Item | 13 |
| Subject of Paper | Board and Committee Schedule |
| FOISA Status | Disclosable |
| Primary Contact | Paul Clark, College Secretary/Planning |
| Date of production | 24 August 2016 |
| Action | For Noting |

1. Recommendations

1.1 That the Board of Management reviews and notes the Schedule of Approvals and other work. (nb The Committee Programmes of Work will be further developed for consideration by each Committee).

2. Purpose of report

2.1 The purpose of this report is to provide the Board with a draft schedule of approvals and other work for 2016-17.

3. Context

3.1 For the past two years the Board of Management and its Committees have had a schedule of approvals and other essential work to ensure that these responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The Internal Audit Report of Risk Management and Governance of March 2014, while noting evidence of good practice, identified a “small number of improvement opportunities” for governance arrangements. The report included a recommendation that the Board of Management Committees develop programmes of work for each academic year. This has been achieved since 2014-15, and referenced in the subsequent College Annual Reports.

3.2 The attached draft schedule includes the required approvals as recorded in the Board Schedule of Approvals. Individual Committee Work Programmes will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Board Schedule and Committee Work Schedules/Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Board of Management Schedule of Approvals (an A3 hard copy will be provided)

BOARD OF MANAGEMENT MEETINGS - SCHEDULE OF DOCUMENT SUBMISSIONS/APPROVALS

| COMMITTEE | Meeting Dates | Standing Items | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY |
|---|--|--|---|--|--|--|--|--|--|--|------------------------|---|--|------|
| Board of Management | 31 August 2016 13 October 2016 (All Day) 7 December 2016 22-23 February 2017 (Res) 19 April 2017 21 June 2017 | Health & Safety Update Report. Chair's Remarks. Principal's Report. Committee Minutes. | Health and Safety Annual Report. Financial Plan. | | PLANNING EVENT Review of Strategic Plan and Objectives. Annual Report on Institution-Led Review of Quality. | | Strategic Risk Review. Annual Report and Financial Statements 2015-16. Audit Committee Annual Report. Strategic Plan. | | RESIDENTIAL EVENT | | Board Evaluation. | | Calendar of Meetings. Committee Terms of Reference Review. Strategic Risk Review. Board Evaluation Report. Financial Plan. Students' Association Annual Report. | |
| Audit Committee | 14 September 2016 16 November 2016 8 March 2017 24 May 2017 | Risk Management Review. Internal and External Audit Reports. Internal Audit Progress Report. Committee Self-evaluation (once per year). | | Committee Annual Report. Board and Committee Schedules. Internal Audit Review Reports. Internal Audit Annual Report. Report on Financial Regulations Authorised Limits. | | Internal Audit Review Reports. Annual Report and Accounts. Annual Report on SFC FM Delegation Limits & Expenditure. External Audit Annual Report. External Audit Management Letter. Annual Report on Compensation Payments and Abandonment of Claims. | | | | Committee Terms of Reference. Internal Audit Review Reports. Annual Internal Audit Plan. Report on Financial Regulations Authorised Limits. | | Internal Audit Review Reports. External Audit Plan. Report on Financial Regs Authorised Limits. | | |
| Development Committee | 3 October 2016 6 February 2017 24 April 2017 | Performance Against Targets (Commercial & International). Industry Academies Progression Against Targets Report. Update on CMFA and International Projects. Reputational and Fraud Risks in line with Int Ops (once per year). Strategic Risk Review every 2nd meeting. International Travel Costs v Benefits Update. Committee Self-evaluation (once per year). | | | Committee Annual Report. Programme of Work. Corporate Development Strategy. Reputational & Fraud Risks in line with International Operations. Strategic Risk Review. | | | | Committee Terms of Reference. | | Strategic Risk Review. | | | |
| Finance & Physical Resources Committee | 21 September 2016 23 November 2016 1 February 2017 22 March 2017 31 May 2017 | NPD Delivery Report. ICT Progress Report. Budgetary Control Report. Departmental Expenditure Limit Update (twice per year). Cash Flow Report. Treasury Management Report (twice per year). Credits Update. Health & Safety Update Report. Strategic Risk Review every 2nd meeting. Committee Self-evaluation (once per year). | | Committee Annual Report. Programme of Work. Health and Safety Annual Report. Property Disposals Update. Financial Budget 2016-17. 2014-15 Financial Projection. Departmental Expenditure Limit Update. SFC Financial Forecast Return. | | Property Disposals Update. 2015-16 Annual Report & Accounts. Financial Plan Update. Annual Report on SFC FM Delegated Limits & Expenditure. Strategic Risk Review. | | | Course Fees 17-18. Student Accommodation Charges 17-18. Financial Plan Update. SFC Grant Announcements. | Committee Terms of Reference. Draft Financial Budget. Financial Plan Update. Departmental Expenditure Limit Update. Strategic Risk Review. | | Financial Plan Update. Draft Financial Plan 2017-18. | | |
| Learning & Teaching Committee | 27 September 2016 8 November 2016 28 February 2017 2 May 2017 | Industry Academy Update. Curriculum Performance Report. Regional Curriculum Update. Developing Scotland's Young Workforce. Pedagogy & Innovation. Academic Board. Strategic Risk Review every 2nd meeting. Committee Self-evaluation (once per year). | | Committee Annual Report. Programme of Work. Interim Academic Performance Report. Report on Academic Appeals. Report on Academic Appeals. Reflections Questionnaire. | | Learning & Teaching Strategy. SFC Performance Indicators/College. Report on First Impressions Questionnaire. Strategic Risk Review. | | | Curriculum Performance Reviews. College Performance Indicators 2015-16. College Leaver Destinations. SPSO Complaint Handling 2015-16. | | | Committee Terms of Reference. Report on Learning & Teaching Questionnaire. Strategic Risk Review. | | |
| Performance, Remuneration & Nominations Committee | 24 October 2016 23 January 2017 8 May 2017 | Performance Review Update Report. Strategic Risk Review every 2nd meeting. Committee Self-evaluation (once per year). | | | Committee Annual Report. Programme of Work. College Dashboard/Pis. Strategic Risk Review. | | | Annual Report on Institution Led Review of Quality. Committee Terms of Reference. Strategic Risk Review. | | | | Performance Reviews AY 2016-17. SPSO Complaint Handling 2015-16. Withdrawal Performance Indicators. CoGC Pis SFC Pis. Strategic Risk Review. | | |
| Students, Staff & Equalities Committee | 2 November 2016 15 March 2017 17 May 2017 | Students' Association Update. Staff HR Metrics Quarterly Report. Equality, Diversity & Inclusiveness Update Report. Update on Admissions. Strategic Risk Review every 2nd meeting. Committee Self-evaluation (once per year). | | | | Committee Annual Report. Programme of Work. Student Engagement Annual Report. Learning Support Annual Report. Student Support & Funding Annual Report. Strategic Risk Review. | | | | Committee Terms of Reference. Libraries & Learning Technologies Update. Organisational Development Update. | | Students' Association Annual Report. Strategic Risk Review. | | |