

Board of Management Development Committee

Date of Meeting	Monday 3 October 2016
Paper No.	DC1-C
Agenda Item	5
Subject of Paper	Committee Programme of Work
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2016
Action	For Approval

1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose of report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2016-17, for discussion and further development.

3. Context

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key 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.

3.3 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and 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 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: Development Committee Programme of Work 2016-17

BOARD OF MANAGEMENT - DEVELOPMENT COMMITTEE

CONVENER: Lesley Woolfries

VICE CONVENER: George Black

MEMBERS: George Galloway, Joseph Hughes, Karen Kelly, Paul Little, Stuart Patrick

TERMS OF REFERENCE

1. To conduct an ongoing strategic review of the College's commercial and international activities ensuring alignment with the College's Strategic Plan.
2. To receive and review reports on the College's commercial and international activities, to consider, assess, and manage associated risks, and new opportunities, and to oversee the implementation of new business, international and commercial activities.
3. To review and report on any significant investment opportunities, development opportunities, and associated benefits and risks to the Board of Management.
4. To provide co-ordination in respect of development related policies and decisions of relevance to more than one Committee of the Board or policies and decisions of particular significance, if deemed appropriate by the Board, and to instigate review and consideration of policy change.
5. To oversee the development and implementation of significant policy or strategic changes, if so requested by the Board of Management, and thereafter to report to the Board of Management on such matters.
6. To receive reports on and to consider the implications of relevant sectoral and non-sectoral, regional and national policy change and development to ensure that the College's Strategic direction is informed, up to date, proactive and responsive to external priorities.
7. To consider and make recommendations to the Board of Management on any development related matters of unusual or special interest not within the remit of another Board Committee.

PROGRAMME OF WORK			
Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Performance against Targets (Commercial & International)			
Industry Academies Progression Against Targets Report			
Update on CFMA and International Projects			
Reputational and Fraud Risks in line with International Operations (once per year, 1 st mtg in session)			
Strategic Risk Review (every 2 nd meeting)			
International Travel Costs v Benefits Update			
Committee Self Evaluation Report (once per year)			
SCHEDULED ITEMS			
3 October 2016			
Committee Annual Report			
Committee Programme of Work			
Corporate Development Strategy			
Reputational and Fraud Risks in line with International Operations			
Strategic Risk Review			
6 February 2017			
Committee Terms of Reference			
24 April 2017			
Strategic Risk Review			