

People & Culture Committee

Date of Meeting	14 May 2025
Paper No.	PCC3-B
Agenda Item	4.2
Subject of Paper	Committee Schedule of Business
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	6 May 2025
Action	For Decision

1. Recommendations

- 1.1. To review and approve the Schedule of Business for the 2025-26 academic year.

2. Consultation

- 2.1.** In preparing the enclosed Schedule of Business for the Committee, the Associate Director of Governance and Risk has consulted the Convener and all colleagues who are scheduled to provide reports to the Committee.

3. Key Insights

- 3.1.** The Schedule of Business helps the Board and the Committee plan and prioritise its work and the reports and presentations members will consider throughout the year. It sets out the reports and presentations expected at each meeting, identifying the subject, responsible lead, report type and action required.
- 3.2.** While the Schedule of Business outlines anticipated and planned activity for the year, members should note and be assured that this schedule will remain adaptable to emergent issues and business within the remit of the Committee as necessary.

4. Impact and Implications

- 4.1.** Having in place an agreed Schedule of Business helps balance the necessary activity and approvals of the Committee over the course of the academic year, ensures Board members are aware of expected business and supports the College's officers to prepare reports within the required timescales.

Appendix 1: Committee Schedule of Business 2025-26

Schedule of Business AY 2025-26

People & Culture Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
HR Metrics Report	Paper	Discussion	J Gribben
Staff Wellbeing and Engagement Progress Report	Paper	Discussion	J Gribben
Health and Safety Monthly Reports	Paper	Discussion	J Gribben
Estates and Facilities Management Report	Paper	Noting	J Gribben
IT Progress Report	Paper	Noting	S Renton
Equality, Diversity & Inclusion Update	Paper	Noting	S Harrison
Wednesday 29 October 2025			
Committee Annual Report	Paper	Decision	D McGowan
Health and Safety Annual Report	Paper	Discussion	J Gribben
Job Evaluation	Paper	Discussion	J Gribben
Sustainability Action Plan	Paper	Discussion	J Gribben/A Miller
Strategic Risk Review	Paper	Discussion	D McGowan
Wednesday 11 February 2026			
Public Sector Equality Duty Reports	Paper	Decision	J Gribben S Harrison
Review of People & Culture Strategy	Paper	Discussion	J Gribben
Fair Work in Practice	Paper	Discussion	J Gribben
Digital Strategy Progress Report	Paper	Discussion	S Renton
Public Bodies Climate Change Duties Report	Paper	Noting	J Gribben/A Miller
Wednesday 13 May 2026			
Committee Schedule of Business	Paper	Decision	D McGowan
Committee Terms of Reference Review	Paper	Discussion	D McGowan
HR Systems	Paper	Discussion	J Gribben
Strategic Risk Review	Paper	Discussion	D McGowan