

Cycle of Business 2020-21 for EHWLC Board

Additional strategic and business items to be added in addition to the cycle as required. Currently the impacts of Covid19 on College business are standing items on agendas. Note that the deadlines for papers are those for the CEO review – paper issue will be one week later.

Cycle of Business – Board

Green indicates that the policy is in place at WLC and has been located. Red indicates that the IGA has not located the policy.

22 October 2020 (deadline for papers 1 Oct)	15 December 2020 (deadline for papers 1 Dec)	1 April 2021 (deadline for papers 18 Mar)	27 May 2021 (deadline for papers 13 May)	15 July 2021 deadline for papers 6 July)
Standing items: Chair’s introduction; CEO report; College Operational Plan Tracker inc QIP; KPI report (Oct, April and July) ; Finance matters - Management accounts; Safeguarding and Prevent report (by exception); Reports from Committees and items for approval; settlement payments; meeting evaluation.				
1. KPI report 2. Refresh of Strategic Plan to include the ‘public benefit statement’ 3. HE Academic Assurance Report ¹ 4. Reappointment of auditors 5. Health and Safety annual report Committee reports and recommendations: <ul style="list-style-type: none"> • Search 	1. Self-assessment Report (to approve) 2. Annual Report and Financial Statements 3. External Audit 4. Letter of Representation 5. Internal Auditors’ Annual Report 6. Audit Committee Annual Report	1. Capital expenditure report 2. Appointment of Chair & Vice Chairs 3. Student Voice report 4. Report on employer engagement 5. Curriculum update to include: <ol style="list-style-type: none"> Apprenticeships report Destination data 	1. Provisional outline budget (budgetary parameters) – Committee reports: <ul style="list-style-type: none"> • Search • Curriculum, Quality and Performance 	1. Budget for the following year 2. ESFA 2-year financial forecast & financial health status 3. Pay review 4. 3-year Finance strategy 5. Internal Audit Plan 6. Risk Management & Risk Assurance reports

¹ HE assurance letter must be submitted to OFS late November

<ul style="list-style-type: none"> • Audit • FGP <p>Policies:</p> <ol style="list-style-type: none"> 1. <i>Senior Post Holder Grievance and Disciplinary Procedures (every 3 years)</i> 2. <i>Remuneration Policy for SPHs (every 3 years)</i> 3. <i>Health and Safety Policy (annual)</i> 4. <i>Environmental and Sustainability Policy (every 3 years)</i> 5. <i>Freedom of Speech (every 3 years Oct 2022)</i> 6. <i>Emergency Plan, Disaster Recovery and Business Continuity Plan (every 3 years)</i> 	<ol style="list-style-type: none"> 7. Strategic risk management and assurance report 8. Equality & Diversity Annual Report 9. <i>Annual report of the Search & Governance Committee</i> <p>Below the line</p> <ol style="list-style-type: none"> 10. Annual report to Governors on Safeguarding 2019/20 <p>Committee reports:</p> <ul style="list-style-type: none"> • Curriculum, Quality and Performance • Search • Audit • Remuneration • FGP <p>Policies:</p> <ol style="list-style-type: none"> 1. <i>Safeguarding Policy and report</i> 2. <i>Whistleblowing Policy (every 3 years Dec 2022)</i> 3. <i>Health and Safety Annual Report (every 2 years Dec 2021)</i> 4. <i>Value for Money strategy</i> 	<ol style="list-style-type: none"> 6. HR report including Gender Pay Gap report 7. Draft Board Schedule of meetings for following year. <p>Committee reports:</p> <ol style="list-style-type: none"> 8. Search 9. FGP x 2 10. Audit 11. Curriculum, Quality and Performance <p>Policies:</p> <ol style="list-style-type: none"> 1. <i>Tuition and Fees Policy</i> 2. <i>Subcontracting and Supply Chain Policy (annual)</i> 3. <i>Freedom of Information Policy (every 3years)</i> 4. <i>Student /staff Engagement Strategy (every 3 years)</i> 5. <i>Equality and Diversity Policy (every 2 years 2020)</i> 	<p>Policies:</p> <ul style="list-style-type: none"> • Pension Statement 	<ol style="list-style-type: none"> 7. Subcontracting report for following year 8. Complaints and Compliments Annual Report 9. Governance items 10. Confirmed Schedule of Meetings for the following year 11. Cycle of Business for the Board and Committees 12. Committee Terms of Reference 13. Corporation Standing Orders <p>Committee reports:</p> <ol style="list-style-type: none"> 14. Audit 15. FGP 16. Remuneration <p>Policies:</p> <ol style="list-style-type: none"> 1. <i>Complaints Policy (every 3 years for noting)</i> 2. <i>Student Union constitution (every 5 years)</i> 3. <i>Risk management Policy (annual)</i> 4. <i>Anti-bribery, corruption, and fraud policy</i> 5. <i>Finance regulations</i> 6. <i>GDPR Policy</i>
<p>Comments:</p>	<p>Comments:</p>	<p>Comments:</p>		<p>Comments:</p>

EHWLC Board - additional holding dates for board business, training, and development

28 January 2021		
15.00-19.00		
Strategy event to be held remotely		
<ul style="list-style-type: none">• Recommendations from IBR• FE White paper outcomes and implications for strategy• Board to review the educational character, mission, values		
Short Board meeting		
<ul style="list-style-type: none">• Approve IFMC• Policies (scrutinised and recommended by SLT for consent agenda)• E&D Policy		
✓ <input type="checkbox"/>		
Comments:		

Cycle of Business – Audit Committee

6 October 2020 (deadline for papers 22 Sept)	10 December 2020 (deadline for papers 26 Nov)	25 February 2021 (deadline for papers 11 Feb)	17 June 2020 (deadline for papers 03 June)
<p>Standing items: – Review/identification of current and emerging risks and risk appetite; Risk management (strategic risk register and risk assurance reports); Schedule of outstanding internal and external audit recommendations; Health and Safety update report; Fraud report (by exception); College Accounts direction</p> <p>See internal audit plan for audit visits.</p>			
<p>1. College Accounts direction/ Post-16 Audit Code of Practice</p> <p>Policies:</p> <p>1. Emergency Plan, Disaster Recovery and Business Continuity Plan (every 3 years)</p>	<p>1. Draft Annual Report and financial statements, regularity auditor’s management letter and letter of representations</p> <p>2. Post-16 ACOP Regularity questionnaire</p> <p>3. Schedule of settlement payments</p> <p>4. Annual report of the Audit Committee</p> <p>2. Internal audit report y/e 31 July 2020</p> <p>3. Annual review of the performance of the internal and external audit service</p> <p>4. Recommendations regarding the appointment of the auditors</p> <p>5. Committee self-assessment report</p> <p>6. Internal assignments report</p> <p>7. Confidential meeting for auditors and committee members only</p> <p>Policies:</p> <p>1. Whistleblowing Policy (every 3 years)</p> <p>2. Value for Money strategy (every 3 years 2023)</p>	<p>Policies:</p>	<p>1. Annual internal audit plan (2019/20)</p> <p>2. External audit work plan (2018/19 financial statements and report)</p> <p>3. Internal audit assignment reports</p> <p>4. Election of Chair/Vice Chair, review of effectiveness for 2020-21, review of terms of reference, cycle of business for 2021-22</p> <p>5. Confidential meeting for auditors and committee members only</p> <p>Policies:</p> <p>6. Anti-bribery, corruption, and fraud policy (every 3 years)</p> <p>7. Risk Management Policy (annual)</p> <p>8. GDPR process or policy (every 3 years)</p>

✓ <input type="checkbox"/>			✓			✓			✓		
Comments:			Comments:			Comments:			Comments:		

Cycle of Business – Curriculum Quality and Performance Committee

Standing items: HE performance report*; FE Teaching, Learning and Assessment report (including online and blended learning) ESFA minimum standards report *; Student attendance		
24 November 2020 (deadline for papers 10 Nov)	9 March 2021 (deadline for papers 23 Feb)	18 May 2021 (deadline for papers 4 May)
<ol style="list-style-type: none"> 1. Self-Assessment report (SAR) 2. Quality Improvement Plan (QIP) 3. Student outcomes report 2019-20 including 'Value-Added' Report 4. Student Voice inc. student Induction survey results (ask Sarah if it needs moving to March) <p>Policies:</p> <ol style="list-style-type: none"> 1. Safeguarding and Prevent Policy 	<ol style="list-style-type: none"> 1. Quality Improvement Plan (QIP) progress update 2. Student predicted outcomes 2020-21 report 3. Student progression and destinations report (incorporating DfE publication) <p>Policies:</p> <ol style="list-style-type: none"> 4. Student/Staff Engagement Strategy (Every 3 years – 2020 related to item on Search agenda on obtaining staff views) 5. Equality and Diversity Policy (every 2 years) 	<ol style="list-style-type: none"> 1. Curriculum plan overview 2. Quality Improvement Plan (QIP) progress update 3. Student predicted outcomes 2020-21 report 4. Student Voice in on-programme survey results (ask Sarah) 5. Student Complaints report 6. Election of Chair/Vice Chair, review of effectiveness for 2020-21, review of terms of reference, cycle of business for 2021-22 <p>Policies:</p> <ol style="list-style-type: none"> 7. Complaints Policy to note (every 3 years July 2023) 8. Student Union constitution (at least every 5 years – last done 2007)

✓ <input type="checkbox"/>			✓ <input type="checkbox"/>			✓ <input type="checkbox"/>		
Comments:			Comments:			Comments:		

Cycle of Business – Finance and General Purposes Committee

15 October deadline for papers (17 Sept)	8 December 2020 (deadline for papers 24 Nov)	19 January 2021? This meeting is cancelled	23 March 2021 (deadline for papers 11 Mar)	29 June 2021 (deadline for papers 15 June)
Standing items – Management accounts; Estates update, risk management and risk register; confirmation of Going Concern, HR reports, subcontracting update report				
1. Committee self-assessment Below the line ... 2. Energy Costs and usage DfE guidance https://www.gov.uk/government/publications/college-corporation-financial-management-good-practice-guides 3. Framework for the Pay and conditions of service of staff	1. College year-end audited accounts 2017-18 including financial statements and regularity auditor’s management letter & letter of representations 2. Post-16 ACOP Regularity questionnaire 3. ESFA Assessment of Financial Status & Dashboard Policies: 5. Sub-contracting Supply Chain, Fees and Charging Policy = July 2021	This meeting is cancelled	1. Budget progress report/budget parameters initial for 2021/22 2. HR reports: Key HR metrics 3. IT Strategy 4. Gender Pay Gap reporting Policies: 1. Student Support Funds Policy (annual) 1. Tuition and Fees Policy (annual)	1. Final draft budget for next year 2. Student Union budget (if applicable) 3. External audit strategy 4. Subcontracting update report (inc. approval of subcontractors and certificate) 5. Election of Chair/Vice Chair, review of effectiveness for 2020-21, review of terms of reference, cycle of business for 2021-22 Policies: 6. Financial regulations

Policies: 7. Health and Safety Policy (annual) July 22? 8. Environmental and Sustainability Policy (every 3 years) 9. Freedom of Speech (every 3 years Oct 2022)			2. Student Support Funds Policy (annual) not found	7. Sub-contracting Supply Chain, Fees and Charging Policy for following year 8. Staff Disciplinary Policy (every 3 years) 9. Staff Code of Conduct (every 3 years) 10. Staff Grievance Policy (every 3 years)
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Comments:	Comments:	Comments:		Comments:

Cycle of Business – Search and Governance Committee

29 September 2020 (deadline for papers 15 Sept)	26 November 2020 (deadline for papers 12 Nov)	26 January 2021 (deadline for papers 12 Jan)	13 May 2021 (deadline for papers 29 April)
Standing items: Membership review and updates – Board profile, membership lists inc terms of office, renewal and succession planning, update on recruitment. National governance policy = events, updates. Membership reports – attendance, activity inc link visits, appraisals. Audit governance issues identified during internal/external audit			
1. Draft terms of reference of Corporation committees 2. Standing orders 3. Code of conduct for governors (annual review) 4. Governors’ skills audit and recruitment priorities	1. Review of prior year <ul style="list-style-type: none"> Decisions list from previous year Review of Confidential items from previous year 2. Board effectiveness: <ul style="list-style-type: none"> Self-assessment of governance report 	1. Election of Chair and Vice Chair 2. Governor training and development programme: update report 3. Code of Good Governance / Governance improvement action plan	1. Election of Chair/Vice Chair, review of effectiveness for 2020-21, review of terms of reference, cycle of business for 2021-22 2. Board effectiveness review planning

<p>5. Governor training and development plan</p> <p>Policies</p> <p>1. <i>Code of Conduct (annual)</i></p>	<ul style="list-style-type: none"> • Governor appraisals summary <p>Policies:</p> <p>1. <i>Governor Succession policy (every 3 years)</i></p> <p>2. <i>Governor Expenses policy (every 3 years)</i></p> <p>3. <i>Public Values statement</i></p> <p>4. Job descriptions:</p> <ul style="list-style-type: none"> • Chair • Vice Chair • Governors • Co-opted Governors • Student Governors 	<p>Policies:</p> <p>1. <i>Scheme of delegation</i></p> <p>2. <i>Policy for complaints against the Board</i></p> <p>3. <i>Review of I&As and bylaws (not due in 2021 unless sector updates)</i></p> <p>4. <i>Framework for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities</i></p>	<p>3. Code of Good Governance / Governance improvement action plan update</p> <p>Policies:</p> <p>4. <i>Standing orders</i></p> <p>5. <i>Governor recruitment and succession planning policy</i></p>								
Comments:			Comments:			Comments:		Comments:			

Cycle of Business – Remuneration Committee

<p>15 February 2021</p> <p>(deadline for papers 1 Dec)</p>	<p>8 July 2021</p> <p>(deadline for papers 24 June)</p>
<ol style="list-style-type: none"> 1. Performance of senior post holders, review of pay and terms and conditions 2. Mapping against the AoC College Senior Post Holder Remuneration Code 3. Monitoring and review of changes in the sector relating to pension arrangements for senior staff, remuneration of chairs/governors 	<p>Policies:</p>

Policies:

- 3. Remuneration Policy for SPHs (AoC) (every 3 years)
- 4. SPH Disciplinary and Grievance Procedures (AoC) (every 3 years)

✓ ?			
-----	--	--	--

Date updated: November 2020 RHB