

Cycle of Business 2022-23 for EHWLC Board *at May 2022*

Note the standing items to be considered in the header of each section

Cycle of Business – Full Board

18 October 2022 (deadline to KR)	13 December 2022 (deadline to KR)	28 March 2023 (deadline to KR)	23 May 2023 (deadline to KR)	27 June 2023 (deadline to KR)
Standing items: Chair’s introduction; CEO report; College Operational Plan Tracker inc QIP; KPI report (Oct, March/April and June); Finance matters - Management accounts; Safeguarding and Prevent report; Reports from Committees and items for approval; meeting evaluation.				
1. HE Academic Assurance Report ¹ 2. Reappointment of auditors 3. Health and Safety annual report (prior year) Committee reports and recommendations: <ul style="list-style-type: none"> • Search • Audit • FGP • C&Q • Remuneration Policies: <ol style="list-style-type: none"> 1. Health and Safety Policy (annual) 2. <i>Remuneration Policy for SPHs (every 3 years 2023)</i> 3. <i>Environmental and Sustainability Policy (every 3 years)</i> 4. Freedom of Speech (every 3 years Oct 2022) 5. Business Continuity Plan (every 3 years) 	1. Self-assessment Report (to approve) 2. Annual Report and Financial Statements 3. External Audit Management letter 4. Letter of Representation 5. Internal Auditors’ Annual Report 6. Audit Committee Annual Report 7. Strategic risk management and assurance report 8. Equality & Diversity Annual Report 9. Annual report of the Search & Governance Committee/Governance position paper	1. Appointment of Chair & Vice Chairs 2. Student Voice report 3. Report on employer engagement 4. HR report including update on Gender Pay Gap report 5. Draft Board Schedule of meetings for following year Committee reports: <ol style="list-style-type: none"> 6. Search 7. FGP x 2 8. Audit 9. Curriculum and Quality Policies: <ol style="list-style-type: none"> 1. Tuition and Fees Policy 	1. Provisional outline budget (budgetary parameters) 2. Health and Safety Spring report Committee reports: <ul style="list-style-type: none"> • Search • Curriculum, Quality Policies: <ul style="list-style-type: none"> • Pension Statement 	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 7. Subcontracting report for following year 8. Health and Safety Spring report (Summer goes with full report to Autumn meeting) 9. Complaints and Compliments Annual Report 10. Governance items 11. Cycle of Business for the Board and Committees

¹ HE assurance letter must be submitted to OFS late November

<p>6. Emergency Plan, Disaster Recovery To be drafted</p> <p>7. Value for Money strategy (three years 2024)</p> <p>8. Modern slavery statement (tbc) – later deemed to be unnecessary due to turnover of College being below the legal requirement</p>	<p>10. Annual report to Governors on Safeguarding</p> <p>Committee reports:</p> <ul style="list-style-type: none"> • Curriculum and Quality • Search • Audit • Remuneration • FGP <p>Policies:</p> <ol style="list-style-type: none"> 1. Safeguarding Policy and report (annual) 2. Whistleblowing Policy (every 3 years Dec 2022) 3. Health and Safety Annual Policy 	<ol style="list-style-type: none"> 2. Subcontracting and Supply Chain Policy (annual) 3. Freedom of Information Policy (every 3 years) 4. Student /staff Engagement Strategy (every 3 years 2023) 5. <i>Equality and Diversity Policy (every 2 years 2023)</i> 6. <i>Senior Post Holder Grievance and Disciplinary Procedures (every 3 years January 2024)</i> 		<ol style="list-style-type: none"> 12. Committee Terms of Reference - biennially 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. Complaints Policy (every 3 years for noting 2023) 2. Student Union constitution (every 5 years) 3. Risk management Policy (annual) 4. Anti-bribery, corruption, and fraud policy (July 2023) 5. Finance regulations annual 6. GDPR Policy (July 2023)
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EHWLC Board - additional holding dates for board business, training, and development

<p>24 January 2023 14.00-19.00</p>
<p>Strategy event Short Board meeting Health and Safety Autumn term report</p> <p>Policies (scrutinised and recommended by SLT for consent agenda) This would be an ideal place for the Board’s collaborative duties to be discussed?</p> <ul style="list-style-type: none"> • the duty to co-operate in the development of and then have regard to the LSIPs • the duty to review how well the College provision meets local needs and have an action plan (to be published on website)

Cycle of Business – Audit Committee

11 October 2022	29 November 2022 Joint meeting with FHR to overlap for Annual statements items.	20 March 2023	13 June 2023
Standing items: 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);			
<ol style="list-style-type: none"> 1. Process and timeline for Financial statements production <p>Policies:</p> <ol style="list-style-type: none"> 2. Emergency Plan, Disaster Recovery and Business Continuity Plan (every 3 years) 3. Consideration of the development and training available to Audit Committee Members 	<ol style="list-style-type: none"> 1. Draft Annual Report and financial statements, regularity auditor’s management letter and letter of representations 2. Post-16 ACOP Regularity questionnaire 3. Schedule of settlement payments 4. Annual report of the Audit Committee 4. Internal audit report y/e prior year 5. Annual review of the performance of the internal and external audit service 6. Recommendations regarding the appointment of the auditors 7. Committee self-assessment report 8. Internal assignments report 9. Confidential meeting for auditors and committee members only <p>Policies:</p> <ol style="list-style-type: none"> 1. Whistleblowing Policy (every 3 years) 2. Value for Money strategy (every 3 years 2023) 	<p>Policies:</p> <p>Policy on re-tendering of external auditors at least every five years</p> <p>Sub-contracting Supply Chain, Fees and Charging Policy</p>	<ol style="list-style-type: none"> 1. Annual internal audit plan for next year 2. External audit work plan (for next year financial statements and report) 3. Internal audit reports 4. Subcontracting update report (inc. approval of subcontractors and certificate) 5. Confidential meeting for auditors and committee members only <p>Policies:</p> <ol style="list-style-type: none"> 6. Anti-bribery, corruption, and fraud policy (every 3 years) 7. Risk Management Policy (annual) 8. GDPR process or policy (every 3 years)

Cycle of Business – Curriculum and Quality Committee

Standing items: HE performance report; FE Teaching, Learning and Assessment report; Safeguarding; Student attendance; Items relating to C&Q from risk register			
September 2022 – 6 October 2022	23 November 2022	14 March 2023	16 May 2023
<p>1. Early outcomes</p>	<p>2. Equality, Diversity, and Inclusion</p> <p>3. Self-Assessment report (SAR)</p> <p>4. Quality Improvement Plan (QIP)</p> <p>5. Student outcomes report in year report</p> <p>6. Student Voice framework for the year</p> <p>7. Student induction survey outcomes</p> <p>8. Marketing and student recruitment update - applications and school liaison – DW</p> <p>9. Student Union Constitution (every 5 years)</p> <p>10. Educational recovery strategy</p> <p>11. HE strategy</p> <p>Policies:</p> <p>12. Safeguarding and Prevent Policy</p>	<p>1. Quality Improvement Plan (QIP) progress update</p> <p>2. Student predicted outcomes in year report</p> <p>3. Student progression and destinations report current year (incorporating DfE publication)</p> <p>4. ILT strategy (digital innovation strategy) – possibly through whole Board and FGP</p> <p>5. Marketing and student recruitment update - applications and school liaison – DW</p> <p>Policies:</p> <ul style="list-style-type: none"> • Student Engagement Strategy (Every 3 years – 2020 related to item on Search agenda on obtaining staff views) • Equality and Diversity Policy (every 2 years 2023) 	<p>1. Curriculum plan overview</p> <p>2. Quality Improvement Plan (QIP) progress update</p> <p>3. Student predicted outcomes end of year report</p> <p>4. Student Voice in on-programme survey results</p> <p>5. Student Complaints report</p> <p>6. SAR cycle with dates to include details of governor involvement in validations</p> <p>7. Marketing and student recruitment strategy</p> <p>8. Marketing and student recruitment update - applications and school liaison – DW</p> <p>Policies:</p> <ul style="list-style-type: none"> • Complaints Policy to note (every 3 years July 2023)

Cycle of Business – Finance and General Purposes Committee

04 October 2022	29 November 2022	21 March 2023	20 June 2023
Standing items: Standing items – Management accounts; Estates update, risk management and risk register; confirmation of Going Concern, HR reports, subcontracting update report			
<ol style="list-style-type: none"> 1. Committee self-assessment 2. Report against Climate Code to include Energy Costs and usage DfE guidance https://www.gov.uk/government/publications/college-corporation-financial-management-good-practice-guides 3. Staff survey outcomes 4. Framework for the Pay and conditions of service of staff 5. Annual People Report prior year 6. Gender Pay Gap report 7. Ethnicity Pay Gap report <p>Policies:</p> <ol style="list-style-type: none"> 8. Health and Safety Policy (annual) 9. <i>Environmental and Sustainability Policy (every 3 years)</i> 10. Freedom of Speech (every 3 years Oct 2022) 	<ol style="list-style-type: none"> 1. College year-end audited accounts 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 4. Staff CPD <p>Policies:</p> <ul style="list-style-type: none"> • Staff engagement strategy (every three years) 	<ol style="list-style-type: none"> 1. Budget progress report/budget parameters initial for following year 2. HR reports: Key HR metrics 3. IT Strategy 4. Gender Pay Gap reporting 5. ILT strategy (digital innovation strategy) – possibly through whole Board and FGP <p>Policies:</p> <ul style="list-style-type: none"> • Tuition and Fees Policy (annual) 	<ol style="list-style-type: none"> 1. Final draft budget for next year 2. Student Union budget (if applicable) 3. External audit strategy 4. Election of Chair/Vice Chair, review of effectiveness for following year review of terms of reference, cycle of business for following year <p>Policies:</p> <ul style="list-style-type: none"> • Financial regulations • Policy (every 3 years) • Staff Code of Conduct (every 3 years) • Staff Grievance Policy (every 3 years)

Cycle of Business – Search and Governance Committee

27 September 2022	8 November 2022	17 January 2023	09 May 2023
<p>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</p>			
<ol style="list-style-type: none"> 1. Review of prior year: <ul style="list-style-type: none"> • Survey outcomes • FEC/ETF Board review 2. Draft terms of reference of Corporation committees 3. Standing orders (biennially 2023) 4. Code of conduct for governors (annual review) 5. Governors’ skills audit and recruitment priorities 6. Governor training and development plan <p>Policies</p> <ul style="list-style-type: none"> • Code of Conduct (annual) 	<ol style="list-style-type: none"> 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 • Governor appraisals summary 3. Independence of the Clerk (annual) <p>Policies:</p> <ul style="list-style-type: none"> • <i>Governor Succession policy (every 3 years 2024)</i> • <i>Governor Expenses policy (every 3 years 2023)</i> • <i>Public Values statement (is included in the strategic plan)</i> • Job descriptions (every 3 years 2024) <ul style="list-style-type: none"> • Chair/Vice Chair • Governors • Co-opted Governors • Student Governors • Link Governors – safeguarding and EDI 	<ol style="list-style-type: none"> 1. Election of Chair and Vice Chair 2. Governor training and development programme: update report 3. Code of Good Governance / Governance improvement action plan <p>Policies:</p> <ul style="list-style-type: none"> • <i>Scheme of delegation (3 years 2024)</i> • <i>Policy for complaints against the Board (3 years 2024)</i> • Review of I&As and bylaws (biennially 2022) 	<ol style="list-style-type: none"> 1. Election of Chair/Vice Chair, review of effectiveness for 2022-23, review of terms of reference, cycle of business for 2022-23 2. Board effectiveness review planning 3. Code of Good Governance / Governance improvement action plan update <p>Policies:</p> <ul style="list-style-type: none"> • <i>Standing orders</i> • <i>Governor recruitment and succession planning policy</i> • <i>Remuneration Policy for SPH</i>

Cycle of Business – Remuneration Committee

09 November 2022	20 June 2023
<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> <p><i>Senior Post Holder Grievance and Disciplinary Procedures (every 3 years October 2024)</i></p> <p><i>The guiding principles on salary increments in place of pension contributions review (Every three years October 2024)</i></p>	<ol style="list-style-type: none"> 1. Performance against targets 2. Targets for next year <p>Policies:</p> <p>Remuneration Policy for SPHs (AoC) (every 3 years June 2022)</p>

Date updated June 2022 - RHB