

ANNUAL CYCLE OF BUSINESS 2011/12

Term	Audit	Finance & General Purposes	Employment & Remuneration	Planning & Performance	Gov & Search	Corporation
1	<ul style="list-style-type: none"> • Appoint Chair • Summary Action List • Roll-Forward audit action plan • Internal Audit Annual report • Regularity audit final opinion & Mgt letter & year-end accounts • Annual Report from Audit Committee • Risk Management • Financial Statement Auditor Appointments/re-appointments • Approve Financial Management and Control Arrangements (FMCE) self 	<ul style="list-style-type: none"> • Appoint Chair • Summary Action List • Receive & review management accounts including review of performance against agreed financial objectives • Review projected year-end outturn • Receive and review year-end accounts & Mgt Letter • Annual Investment Report • Receive monitoring reports on property & capital projects, 	<ul style="list-style-type: none"> • Appoint Chair • Summary Action List • Receive monitoring reports required from the Committee's agreed monitoring framework • Review College performance in the area of staff & HR 	<ul style="list-style-type: none"> • Appoint Chair • Summary Action List • Review achievement & retention for previous year • Review SAR • Approve/Monitor Learner Involvement Strategy • Receive monitoring reports required from the Committee's agreed monitoring framework • Review College performance in the area of student experience, teaching & learning 	<ul style="list-style-type: none"> • Appoint Chair • Summary Action List • Constitution and vacancy review • Receive governance SAR Report (based on review of performance against agreed governance performance indicators) • Annual completion of Register of Interests and eligibility • Skills Audit and training plan for the year • Review College performance in the 	<ul style="list-style-type: none"> • Summary Action List • Receive annual HR Report for proceeding year • Termly review of college performance against S/Plan Objectives • Year-end accounts • Regularity audit final opinion & Mgt letter • Internal Audit Annual report • Annual Report from the Audit Committee • Financial Statement Auditor Appointments/re-appointments • Approve SAR incorporating Governance SAR • Remuneration of

	<p>assessment</p> <ul style="list-style-type: none"> • Review College performance in the area of audit 	<p>HR, & Health & Safety</p> <ul style="list-style-type: none"> • Review College performance in the area of finance & estates 			<p>area of governance, leadership & management</p>	<p>SPHs</p> <ul style="list-style-type: none"> • Receive reports from all Committees and to consider resolutions arising • Review College performance & assessment of risk
2	<ul style="list-style-type: none"> • Summary Action List • Roll-Forward audit action plan • Receive IA 1st report • Annual Review of value for money • Risk Management • Regularity Audit Interim opinion & Mgt Letter • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Receive and review management accounts including review of performance against agreed financial objectives • Review projected year-end outturn • Review Tuition Fee Policy & Fees for next year • Review of Financial Regulations • Receive monitoring reports on property & capital projects, HR, & Health & Safety • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Annual review of HR Strategy • Receive monitoring reports required from the Committee's agreed monitoring framework • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Set retention, achievement & success rate targets • Review Curriculum changes proposed for next year • Receive monitoring reports required from the Committee's agreed monitoring framework • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Constitution and vacancy review • Agree governance PIs for governance SAR Report & timetable for production of the Governance SAR 	<ul style="list-style-type: none"> • Summary Action List • Annual review of appropriate policies and procedures and of their effectiveness • Termly review of college performance against S/Plan Objectives • Review of Mission & Strategic direction • Receive annual Equality & Diversity Report • Annual review of remuneration framework for all staff (non senior post-holders) • Tuition Fee Policy • Approve changes to Financial Regulations • Receive reports from all Committees and to consider resolutions arising • Review College

						Performance
3	<ul style="list-style-type: none"> • Summary Action List • Roll-Forward audit action plan • Regularity Audit • Audit Plan and Audit Strategy for next year • Risk Management • Review of Value for Money • Internal Audit Services appointment/re-appointment • Agree the Committee's monitoring framework for next year • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Receive and review management accounts including review of performance against agreed financial objectives • Receive and review budget for next year • Agree the Committee's monitoring framework for next year • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Monitoring through appraisals performance of SPHs & Clerk • Agreeing SPH and Clerk appraisal frameworks for next year • Agreeing SPH remuneration with effect 1 August • Agree the Committee's monitoring framework for next year • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Receive monitoring reports required from the Committee's agreed monitoring framework • Agree the Committee's monitoring framework for next year • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Constitution and vacancy review • Review Governor Link Scheme and agree allocations for next year • Annual review of decision-making process including Committees, Governance Policies, Standing Orders • Agree the Committee's monitoring framework for next year • Review College Performance 	<ul style="list-style-type: none"> • Summary Action List • Annual appointment of Chair & Vice Chair • Termly review of college performance against S/Plan Objectives • Approve 3-Year Development Plan which includes strategic issues and headline improvement targets • Approve 3-year financial forecast • Agree Strategic Plan that includes non-LSC objectives/Targets • Annual review of Risk management Policy • Agree next years budgets (revenue & capital) • Appointment/re-appointment of IAS • Confirmation of Clerk's appraisal and clerking arrangements for next year • Annual Schedule of business and meeting dates for next year • Receive reports from all Committees and to

						<p>consider resolutions arising</p> <ul style="list-style-type: none">• Annual review of all confidential minutes to determine which minutes can be released into the public domain.• Review College Performance
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