

ESCG Board: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Recommended By				Autumn	Spring	Summer	Action								
					ARaC	CS&Q	GP&R	RC&I				Note	Discuss	Approve						
Standing Agenda Items																				
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting						X	X	X	X								
2	Minutes & Matters Arising	Y	Every Meeting						X	X	X					X				
3	Written Resolutions	Y	Every Meeting						X	X	X									
4	Governance Items: - Membership & Recruitment - Board & Committee Arrangements - Training & Development - Governance Improvement Plan	Y	Every Meeting						X	X	X	X	X	X						
5	Staff & Student Governor Reports	N	Every Meeting						X	X	X	X	X							
6	Executive Team Report	Y	Every Meeting						X	X	X	X	X							
7	Capital Development Programme Updates & Approvals: - Estates Strategy Project - Capital Projects	Y	Every Meeting						X	X	X		X	X						
8	Committee minutes, approvals and to note items	Y	Every Meeting						X	X	X		X		X					
Term Specific Agenda Items																				
9	Strategic Plan - 2025-28	Y	Annual - Autumn 1						X				X	X						
10	Exec Team Report to include: - Emerging achievement rates - Student numbers and enrolment	N							X			X								
11	Exec Team Report - <i>to include:</i> - HE update/HE Quality Report and Action Plan	N	Annual - Autumn 2						X			X	X							
12	College Year-End Audited Accounts 2022-23, to include: - Annual Report & Financial Statement - Letter of Representation - External Auditor's Report to the Corporation	Y							X			X	X		X	X				
13	Governor Recruitment: - Staff Governor Appointments - <i>ratify</i> - Student Governor Appointments - <i>ratify</i> - Independent Governor Appointments - <i>approve</i>	Y							X			X								
14	Student Union Accounts & Budget Setting	Y										X						X	X	X
15	Pay Award Update for Staff	Y										X						X	X	X
16	Annual SPH Remuneration	Y											X		X		X	X		
17	Budget Update	Y	Annual - Spring							X		X	X							
18	Exec Team Report - <i>to include:</i> - Employer Engagement - Destination Data - Environmental, Social & Governance Statement: Action Plan Update	Y								X		X	X							
19	Accountability Agreement & Local Needs Duty: <i>Delegated Approval to CS&Q</i>	Y										X			X		X	X		

ESCG Board: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Recommended By				Autumn	Spring	Summer	Action			
					ARaC	CS&Q	GP&R	RC&I				Note	Discuss	Approve	
20	Business Plan (2024-25): - Budget - Curriculum Plan	Y	Annual - Summer			X		X			X		X	X	
21	Exec Team Report - to include: - Curriculum Reforms - Capital Funding Update - Management Accounts (May 2025) - Internal Audit Update	Y									X		X		
22	3-5 Year Financial Plan	Y					X				X		X	X	
23	Internal & External Audit Plans	Y				X					X			X	
24	Draft KPIs & Targets - 2024-25	Y				X	X	X	X		X		X	X	
25	College Financial Forecast Return (CFFR) Submission - 2024	Y							X		X			X	
26	Governance Matters: - Committee Terms of Reference - Board & Committee Membership - 2025-26 - Governor role appointments - Cycle of Business - 2025-26 - Board Self Review/External Review of Governance	Y						X				X	X	X	X
Annual Reports															
27	Accountability Agreement & Local Needs Duty	Y	Annual								X			Ratify	
28	Audit, Risk & Compliance Committee Report	Y	Annual		X				X					X	
29	Compliance with the Code of Good Governance	Y	Annual				X				X			X	
30	Diversity, Equity, Inclusion & Belonging Report & Action Plan	Y	Annual			X			X					X	
31	Gender Pay Gap Report	Y	Annual						X	X				X	
32	Governance, Performance & Reputation Report - <i>confidential</i>	Y	Annual					X		X				X	
33	Health, Safety & Welfare Report	Y	Annual						X	X				X	
34	Regularity Self-Assessment Questionnaire & Managing Public Money Return	Y	Annual			X				X				X	
35	Risk Management Report & Risk Register	Y	Annual			X				X				X	
36	Safeguarding & Prevent Report	Y	Annual				X					X		X	
37	Self Assessment Report & Quality Improvement Plan	Y	Annual				X			X				X	
38	Statutory Returns - Declarations	Y	Annual					X		X				X	
39	Subcontracting Arrangements - 2024-25	Y	Annual			X		X			X		X		
Policies & Key Documents															
40	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	Jun-25	X						X			X	
41	Arrangements for Obtaining The Views of Staff & Students	Y	Annual	Nov-24		X		X	X					X	
42	Cash Management Policy	N	Annual	Jun-25	X						X			X	
43	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years	May-26			X				X			X	
44	Code of Good Governance (AoC)	N	Every 2 Years	Nov-26			X		X					X	
45	Complaints Policy	Y	Every 3 Years	Jun-26		X					X			X	
46	Disaster Recovery and Business Continuity Plan	Y	Annual	Mar-25	X					X				X	
47	Diversity, Equity, Inclusion & Belonging Policy	Y	Every 3 Years	Mar-27		X		X		X				X	
48	Environmental & Sustainability Policy	N	Every 3 Years	Mar-25	X			X		X				X	
49	Environmental, Social & Governance Statement	N	Every 2 Years	Mar-25			X			X				X	

ESCG Board: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Recommended By							Action		
					ARaC	CS&Q	GP&R	RC&I	Autumn	Spring	Summer	Note	Discuss	Approve
50	Financial Regulations	Y	Annual	Nov-24	X			X	X					X
51	Freedom of Information Policy	Y	Every 3 Years	Nov-24	X				X					X
52	Freedom of Speech & Expression Policy	Y	Every 3 Years	Nov-27	X				X					X
53	General Data Protection Regulation Policy	Y	Annual	Mar-25	X					X				X
54	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	Nov-24	X				X					X
55	Governor Training & Development Programme	N	Annual	Oct-24			X		X					X
56	Governor Visits Policy	N	Every 2 Years	Oct-24					X					X
57	Health, Safety & Welfare Policy	Y	Annual	Mar-25	X			X		X				X
58	Instrument & Articles	Y	Annual	Oct-24			X		X					X
59	Procurement Policy	Y	Every 3 Years	Oct-26	X				X					X
60	Risk Management Policy & Framework	Y	Annual	Jun-25	X						X			X
61	Safeguarding & Prevent Policy	Y	Annual	Nov-24		X					X			X
62	Scheme of Delegation	Y	Annual	Oct-24			X				X			X
63	Staff & Governor Expenses Policy	N	Annual	Mar-25				X		X				X
64	Standing Orders	Y	Annual	May-25			X				X			X
65	Student Union Constitution	Y	Every 3 Years	Nov-26		X			X					X
66	Subcontracting & Supply Chain Policy	Y	Annual	Nov-24	X				X					X
67	Tuition & Other Fees Policy	Y	Annual	Mar-25				X		X				X

Curriculum, Skills & Quality Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review		Recommend to Board	Term			Action				
					CS&Q	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve		
Standing Agenda Items															
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting				X	X	X	X					
2	Minutes & Matters Arising	Y	Every Meeting				X	X	X						X
3	Inter Committee Referral	N	Every Meeting				X	X	X	X	X				
4	Curriculum, Skills & Quality Report: - Recruitment - Key Performance Indicators Update - Quality of Teaching, Learning & Assessment - Quality Improvement Plan Monitoring - Summary Reports from Course Reviews - Work Experience & Employability - Student Voice Update - New Curriculum Developments - International Update - HE Update - Apprenticeships, Adult & Subcontracting Update - Careers Education Information Advice & Guidance Update - SEND & High Needs	N	Every Meeting				X	X	X	X	X				
5	Employer Exchange Update - LSIP Progress	N	Every Meeting				X	X	X						X
6	Student Representatives Update	N	Every Meeting				X	X	X						X
7	Safeguarding & Prevent	Y	Every Meeting				X	X	X						X
8	Diversity, Equity & Inclusion Update	Y	Every Meeting				X	X	X						X
9	Capital Development Board Update	Y	Every Meeting				X	X	X						X
Term Specific Agenda Items															
10	Self-Assessment Report Validation	N	Annual - Autumn			Y	X					X			
11	Quality Improvement Plan					Y	X					X			
12	Careers Strategy	Y				N	X						X		
13	Curriculum, Standards & Quality KPIs (2024-25)	Y				Y	X					X	X		
14	Curriculum Development Update (2024-25)	N					X						X		
15	Deep Dive - Topic TBC	N	Annual - Spring					X			X				

Curriculum, Skills & Quality Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review		Recommend to Board	Term			Action		
					CS&Q	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve
16	KPI Targets (2025-26)	Y	Annual - Summer				Y			X		X	X
17	Curriculum Plan (2025-26)	N					Y			X		X	X
18	Summary Survey Results - Student, Teacher, Employer & HE	N					N			X		X	
19	Student Voice Strategy	N					N			X		X	X
20	Governance Matters: - CS&Q Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2025-26	Y					Y			X	X	X	X
Annual Reports													
21	Accountability Agreement & Local Needs Duty	Y	Annual		X		Y			X			X
22	Diversity, Equity, Inclusion & Belonging Report & Action Plan	Y	Annual		X		Y			X			X
23	Local Skills Improvement Plan (LSIP) Contribution Report	Y	Annual		X		Y			X			X
24	Safeguarding & Prevent Report	Y	Annual		X		Y			X			X
25	Self Assessment Report (2023-24) & Quality Improvement Plan (2024-25)	N	Annual		X		Y			X			X
26	Subcontracting Arrangements - 2025-26	Y	Annual		X	X	Y			X			X
Policies & Key Documents													
27	Arrangements for Obtaining The Views of Staff & Students	Y	Annual	Nov-24	X	X	Y	X					X
28	Careers, Education & Guidance Policy	Y											
29	Complaints Policy	Y	Every 3 Years	Jun-26	X		Y						X
30	Diversity, Equity, Inclusion & Belonging Policy	Y	Every 3 Years	Mar-27	X	X	Y						X
31	Safeguarding & Prevent Policy	Y	Annual	Nov-24	X		Y						X
32	Student Union Constitution	Y	Every 3 Years	Nov-26	X		Y	X					X

Audit, Risk & Compliance Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review		Recommend to Board	Term			Action			
					ARaC	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve	
Standing Agenda Items														
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting					X	X	X	X			
2	Minutes & Matters Arising	Y	Every Meeting					X	X	X				
3	Inter Committee Referral	N	Every Meeting					X	X	X	X	X		
4	Audit Reports	Y	Every Meeting					X	X	X	X	X		
5	Audit Recommendations Tracker	N	Every Meeting					X	X	X		X		
6	Risk Register	Y	Every Meeting					X	X	X		X	X	
7	Report on Fraud Irregularities	Y	Every Meeting					X	X	X	X			
8	Executive Team - Contingency Plans in Action	N	Every Meeting					X	X	X		X		
9	National Developments in FE Audit	Y	Every Meeting					X	X	X	X			
Term Specific Agenda Items														
10	Continuation of the internal and external audit service	N	Annual - Autumn		X			X				X		
11	Meet Internal/External Auditors <i>(without management present)</i>	N			X	X		X				X		
12	College Year-End Audited Accounts 2022-23, to include: - Draft Annual Report & Financial Statement (ESCG & PTHL) - Accounting Estimates & Areas of Judgement - Draft Letter of Representation - External Auditor's Draft Report to the Corporation	Y			X	X		Y				X		X
13	Internal & External Audit Plans	Y			X		Y					X		X
14	Priority KPIs for Board Reporting – 2025-26	Y			Y	X			X	X				
15	Governance Matters: - ARaC Committee Terms of Reference - Schedule of Meetings - 2025-26 - Cycle of Business - 2025-26	Y	Annual - Summer	X		Y	X		X	X				
Annual Reports														
16	Audit, Risk & Compliance Committee Report	Y	Annual		X		Y	X					X	
17	Health, Safety & Welfare Report	Y	Annual		X	X	Y	X				X		
18	Report on Individualised Learner Record Data Checks	N	Annual		X		N					X	X	
19	Internal Audit Annual Report	Y	Annual		X		Y					X	X	
20	Regularity Self-Assessment Questionnaire	Y	Annual		X		Y	X					X	
21	Information Governance - Data Protection Report	Y	Annual		X		N					X	X	
22	Risk Management Report & Risk Register	Y	Annual		X		Y	X					X	

Audit, Risk & Compliance Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review		Recommend to Board	Term			Action		
					ARaC	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve
Policies & Key Documents													
23	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	Jun-25	X		Y			X			X
24	Cash Management Policy	N	Annual	Jun-25	X		Y			X			X
25	Disaster Recovery & Business Continuity Plan	Y	Annual	Mar-25	X		Y			X			X
26	Environmental & Sustainability Policy	N	Every 3 Years	Mar-25	X	X	Y		X				X
27	Financial Regulations	Y	Annual	Oct-24	X	X	Y	X					X
28	Freedom of Information Policy	Y	Every 3 Years	Nov-24	X		Y	X					X
29	Freedom of Speech & Expression Policy	Y	Every 3 Years	Nov-27	X		Y	X					X
30	General Data Protection Regulation Policy	Y	Annual	Mar-25	X		Y		X				X
31	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	Nov-24	X		Y	X					X
32	Grants, Income & Partner Contracts Procedure	N	Annual	Nov-24	X		N	X					X
33	Health, Safety & Welfare Policy	Y	Annual	Mar-25	X	X	Y		X				X
34	Procurement Policy	Y	Every 3 Years	Oct-26	X		Y	X					X
35	Risk Management Policy & Framework	Y	Annual	Jun-25	X	X	Y			X			X
36	Subcontracting & Supply Chain Policy	Y	Annual	Nov-24	X		Y	X					X
37	Whistleblowing Policy & Procedure	N	Every 3 Years	Jun-25	X		N			X			X

Governance, Performance & Reputation Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Recommend to Board	Term			Action			
						Autumn	Spring	Summer	Note	Discuss	Approve	
Standing Agenda Items												
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting			X	X	X	X			
2	Minutes & Matters Arising	Y	Every Meeting			X	X	X				X
3	Membership & Recruitment Update: - Terms of Office & Succession Planning - Committee Membership - Governor Recruitment	Y	Every Meeting			X	X	X				X
4	Governance Review & Improvement: - Governance Improvement Plan - Progress Update - External Review of Governance (<i>every 3 years</i>) - Annual Board Review & Committee Effectiveness (<i>except for every third year</i>)	Y	Every Meeting			X	X	X				X
5	SPH Performance & Remuneration: - Monitoring and review of changes in the sector relating to pension arrangements for senior staff, remuneration of chairs/governors	Y	Every Meeting			X	X	X				X
6	Reputation & Brand Update	N	Every Meeting			X	X	X				X
Term Specific Agenda Items												
7	Governor Learning & Development Programme	N	Annual - Autumn			X				X	X	
8	Governor Recruitment: - Staff Governor Elections - Student Governor Elections	Y				X			X			
9	SPH Performance & Remuneration: - CEO & Principal Performance 2023-24 - CEO & Principal Objectives For 2024-25 - Performance of other SPHs (review of pay and terms & conditions)	Y				Y			X		X	X
10	Governance Review & Improvement: - Governance Improvement Plan - <i>refresh</i>	Y				Y				X	X	X
11	Governance Audit (<i>every 2-3 years</i>): - Scope & Approach	Y							X		X	
12	Governance Review & Improvement - Governor appraisal 1:1 themes - Chair of the Board Review - Annual Board Self Assessment Review Planning	Y	Annual - Spring				X		X	X		
13	Governance Budget Update	N					X		X			
14	Review of Director of Governance Independence	Y					Y		X		X	X

Governance, Performance & Reputation Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Recommend to Board	Term			Action				
						Autumn	Spring	Summer	Note	Discuss	Approve		
15	Governance Review & Improvement: - Skills Audit Results - Board & Committee Self-Assessment Survey Analysis - Chair of the Board Annual Review - Themes & Actions - Governance Improvement Plan - <i>refresh</i> - Governor Attendance, Training Engagement, Live Meeting Assessments, Cycle of Business Coverage	Y	Annual - Summer		Y				X		X	X	
16	Priority KPIs for Board Reporting – 2025-26	Y			Y				X		X	X	
17	Governance Matters: - GP&R Committee Terms of Reference - Special Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2024-25	Y			Y				X	X	X	X	
Annual Reports													
18	Compliance with the AoC Code of Good Governance	Y	Annual		Y			X				X	
19	Governance, Performance & Reputation Report	Y	Annual		Y	X						X	
20	Statutory Returns - Declarations of Interest	Y	Annual		Y	X						X	
Policies & Key Documents													
21	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years	May-26	Y			X				X	
22	Code of Good Governance (AoC)	N	Every 2 Years	Nov-26	Y	X						X	
23	Governor Induction Booklet	N	Every 2 Years	Oct-24	N		X					X	
24	Governor Training & Development Programme	N	Annual	Oct-24	Y	X						X	
25	Governor Recruitment & Succession Planning Policy	Y	Every 2 Years	Feb-26	N		X					X	
26	Governor Visits Policy	N	Every 2 Years	Oct-24	Y	X						X	
27	Instrument & Articles	Y	Annual	Oct-24	Y	X						X	
28	New Governor Mentoring Policy	N	Every 3 Years	May-25	N		X					X	
29	Scheme of Delegation	Y	Annual	Oct-24	Y				X			X	
30	SPH Capability Procedure	Y	Every 3 Years	Jun-25	N				X			X	
31	SPH Disciplinary Procedure	Y	Every 3 Years	May-27	N				X			X	
32	SPH Grievance Procedure	Y	Every 3 Years	May-27	N				X			X	
33	SPH Remuneration Guidance	Y	Every 3 Years	May-24	N	X						X	
34	Standing Orders	Y	Annual	May-25	Y				X			X	

Resources Culture & Impact Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review			Recommend to Board	Term			Action		
					ARaC	CS&Q	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve
Standing Agenda Items														
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting					X	X	X	X			
2	Minutes & Matters Arising	Y	Every Meeting					X	X	X			X	
3	Finance Update, to include: - Monitoring KPIs relating to Finance - Monitoring of income generation areas - Estates and Digital update from CDB (including expenditure) - Management Accounts - Subcontracting Report (<i>to include any new contractors to approve</i>) - CFFR updates in line with PMO Timetable - Insurance Update (<i>a regular report detailing the status of any open claims with the potential for financial impact</i>)	Y	Every Meeting					X	X	X		X		
4	Capital Development Update: - Estates Strategy Project - Capital Projects	Y	Every Meeting					X	X	X	X	X		
5	People & Culture Update, to include: - Monitoring KPIs relating to People - Industrial Relations - Key Legislative Updates - Diversity, Equity & Inclusion Update <i>A positive duty for the Executive Team to raise any issues about wellbeing of staff and working conditions, as it occurs.</i>	N	Every Meeting					X	X	X		X		
Term Specific Agenda Items														
6	Finance Update: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - College Financial Forecasting Return (CFFR) - ESFA & PMO Returns	Y	Annual - Autumn					X					X	
7	Enrolment & Budget Update	Y						X	X	X			X	X
8	Pay Framework & Pay Award Update	Y						X	X	X			X	X
9	October Management Accounts & Budget Forecast incorporating: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - Assumptions	Y						X			X		X	
10	College Year-End Audited Accounts 2023-24, to include: - Annual Report & Financial Statement - Letter of Representation - External Auditor's Report to the Corporation	Y						X		Y	X		X	X
11	Protocol for Annual Meeting with Trade Union Representatives	N						X	N	X				X
12	Student Union Accounts & Budget Setting	Y						X	Y	X		X	X	

Resources Culture & Impact Committee: Cycle of Business - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Joint Review			Recommend to Board	Term			Action								
					ARaC	CS&Q	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve						
13	January Management Accounts & Budget Forecast incorporating: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - Assumptions	Y	Annual - Spring							X			X							
14	Budget Update - 2025-26: - Initial Assumptions	Y											X		X					
15	May Management Accounts & Budget Forecast incorporating: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - Assumptions	Y	Annual - Summer								X		X	X						
16	Draft Budget 2025-26	Y														X		X	X	
17	KPI Targets 2025-26	Y											X					X		X
18	Five Year Plan Progress Update & Refresh	N														X		X		
19	College Financial Forecast Return (CFFR) Submission - 2025	Y														X		X		
20	Governance Matters: - RC&I Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2025-26	Y													X	X	X	X		
Annual Reports																				
21	Diversity, Equity, Inclusion & Beloning Report & Action Plan	Y	Annual			X	X	Y	X				X	X						
22	Gender Pay Gap Report	Y	Annual				X	Y	X					X						
23	Health, Safety & Welfare Report	Y	Annual			X	X	Y	X						X					
24	Senior Post Holder & Governor Expenses (2023-24)	Y	Annual					N	X						X					
25	Subcontracting Arrangements - 2025-26	Y	Annual				X	X	Y					X	X					
Policies & Key Documents																				
26	Arrangements for Obtaining The Views of Staff & Students	Y	Annual	Nov-24		X	X	Y	X					X						
27	Cash Management Policy	N	Annual	Jun-25	X		X	Y					X	X						
28	Disposal of College Property	Y	Every 2 Years	Jun-25			X	N					X	X						
29	Diversity, Equity, Inclusion & Belonging Policy	Y	Every 3 Years	Mar-27		X	X	Y					X	X						
30	Environmental & Sustainability Policy	N	Every 3 Years	Mar-25	X		X	Y					X	X						
31	Environmental, Social & Governance Statement	N	Every 2 Years	Mar-25			X	Y					X	X						
32	Financial Regulations	Y	Annual	Nov-24	X		X	Y	X				X	X						
33	Health, Safety & Welfare Policy	Y	Annual	Mar-25	X		X	Y					X	X						
34	Risk Management Policy & Framework	Y	Annual	Jun-25	X		X	Y						X	X					
35	Staff & Governor Expenses Policy	N	Annual	Mar-25			X	Y					X		X					
36	Student Support Funds Policy	N	Annual	Jun-25			X	N						X	X					
37	Treasury Management Policy	Y	Every 2 Years	Jun-25			X	N						X	X					
38	Tuition & Other Fees Policy	Y	Annual	Mar-25			X	Y					X		X					

ESCG Board & Committee Policy Schedule - 2024-25

#	Item	Statutory Requirement	Frequency	Next Review	Lead Officer(s)	Recommended By				Term			Action	Board	Comments
						ARaC	CS&Q	GP&R	RC&I	Autumn	Spring	Summer	Approve	Approval?	
Policies & Key Documents															
1	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	Jun-25	COO/EDoF	X						X	X	Y	
2	Arrangements for Obtaining The Views of Staff & Students	Y	Annual	Nov-24	DoG/DoP/AP-SE		X		X				X	Y	
3	Cash Management Policy	N	Annual	Jun-25	EDoF	X						X	X	Y	
4	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years	May-26	DoG			X		X		X	X	Y	
5	Code of Good Governance (AoC)	N	Every 2 Years	Nov-26	DoG			X		X			X	Y	
6	Complaints Policy	Y	Every 3 Years	Jun-26	CEO&P		X					X		Y	
7	Disposal of College Property	Y	Every 2 Years	Jun-25	EDoF				X			X	X	N	Delegated to RC&I Committee.
8	Diversity, Equity, Inclusion & Belonging Policy	Y	Every 3 Years	Mar-27	EDoC&S/AP-SE		X		X		X		X	Y	
9	Emergency Plan, Disaster Recovery & Business Continuity Plan	Y	Annual	Mar-25	COO/DoFM	X					X		X	Y	
10	Environmental & Sustainability Policy	N	Every 3 Years	Mar-25	COO/DoFM	X			X		X		X	Y	
11	Environmental, Social & Governance Statement	N	Every 2 Years	Mar-25	CEO&P/COO			X			X		X	Y	
12	Financial Regulations	Y	Annual	Nov-24	EDoF	X			X	X			X	Y	
13	Freedom of Information Policy	Y	Every 3 Years	Nov-24	COO	X				X			X	Y	
14	Freedom of Speech & Expression Policy	Y	Every 3 Years	Nov-27	DoG	X				X			X	Y	
15	General Data Protection Regulation Policy	Y	Annual	Mar-25	COO/DoM&D	X					X		X	Y	
16	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	Nov-24	EDoF/DoG	X				X			X	Y	
17	Governor Induction Booklet	N	Every 2 Years	Oct-24	DoG			X			X		X	N	Delegated to GP&R Committee.
18	Governor Training & Development Programme	N	Annual	Oct-24	DoG			X		X			X	Y	
19	Governor Recruitment & Succession Planning Policy	Y	Every 2 Years	Feb-26	DoG			X			X		X	N	Delegated to GP&R Committee.
20	Governor Visits Policy	N	Every 2 Years	Oct-24	DoG			X		X			X	Y	
21	Grants, Income & Partner Contracts Procedure	N	Annual	Nov-24	EDoF	X				X			X	N	Delegated to ARaC Committee.
22	Health, Safety & Welfare Policy	Y	Annual	Mar-25	COO/DoFM	X			X		X		X	Y	
23	Instrument & Articles of Government	Y	Annual	Oct-24	DoG			X		X			X	Y	
24	New Governor Mentoring Policy	N	Every 3 Years	May-25	DoG			X				X	X	N	Delegated to GP&R Committee.
25	Procurement Policy	Y	Every 3 Years	Oct-26	EDoF	X				X			X	Y	
26	Risk Management Policy & Framework	Y	Annual	Jun-25	COO	X						X	X	Y	
27	Safeguarding & Prevent Policy	Y	Annual	Nov-24	EDoC&S/AP-SE		X					X	X	Y	
28	Scheme of Delegation	Y	Annual	Oct-24	DoG			X		X			X	Y	
29	SPH Capability Procedure	Y	Every 3 Years	Jun-25	DoP			X				X	X	N	Delegated to GP&R Committee.
30	SPH Disciplinary Procedure	Y	Every 3 Years	May-27	DoP			X				X	X	N	Delegated to GP&R Committee.
31	SPH Grievance Procedures	Y	Every 3 Years	May-27	DoP			X				X	X	N	Delegated to GP&R Committee.
32	SPH Remuneration Guidance	Y	Every 3 Years	May-24	DoP			X		X			X	N	Delegated to GP&R Committee. Overdue for review, deferred to Autumn Term to balance load.
33	Staff & Governor Expenses Policy	N	Annual	Mar-25	EDoF				X		X		X	Y	
34	Standing Orders	Y	Annual	May-25	DoG			X		X			X	Y	
35	Student Engagement Policy	N	Every 3 Years	Jun-25	EDoC&S/AP-SE		X					X	X	N	Delegated to CS&Q Committee.
36	Student Support Funds Policy	N	Annual	Jun-25	EDoF				X			X	X	N	Delegated to RC&I Committee.
37	Student Union Constitution	Y	Every 3 Years	Nov-26	EDoC&S/AP-SE		X			X			X	Y	
38	Subcontracting & Supply Chain Policy	Y	Annual	Nov-24	VP-BD	X				X			X	Y	
39	Treasury Management Policy	Y	Every 2 Years	Jun-25	EDoF				X			X	X	N	Delegated to RC&I Committee.
40	Tuition & Other Fees Policy	Y	Annual	Mar-25	EDoF				X		X		X	Y	
41	Whistleblowing Policy & Procedure	N	Every 3 Years	Jun-25	COO/DoP	X						X	X	N	Delegated to ARaC Committee.