

ESCG Board: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Recommended By				Term				Action			Comments
				ARaC	CS&Q	GP&R	RC&I	Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve	
Standing Agenda Items															
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting					X	X	X	X	X			
2	Minutes & Matters Arising	Y	Every Meeting					X	X	X	X			X	
3	Written Resolutions	Y	Every Meeting					X	X	X	X			X	
4	Governance Items: - Membership & Recruitment - Board & Committee Arrangements - Staff & Student Voice - Training & Development	Y	Every Meeting					X	X	X	X	X	X	X	May vary slightly from meeting to meeting.
5	Executive Team Report	Y	Every Meeting					X	X	X	X		X		
6	Capital Development Update: - Estates Strategy Project - Capital Projects	Y	Every Meeting						X	X	X		X	X	As required (or addressed under Committee minutes, approvals & to note items).
7	Committee minutes, approvals and to note items	Y	Every Meeting					X	X	X	X	X		X	
Term Specific Agenda Items															
8	Strategic Plan - Refresh	Y			X			X					X	X	
9	Exec Team Report to include: - Emerging achievement rates - Student numbers and enrolment	N	Annual - Autumn 1					X					X	X	
10	Exec Team Report - to include: - HE update/HE Quality Report and Action Plan	N							X				X	X	
11	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
12	Governor Recruitment: - Staff Governor Appointments - ratify - Student Governor Appointments - ratify - Independent Governor Appointments - approve	Y	Annual - Autumn 2			X		X							X
13	Student Union Accounts & Budget Setting	Y				X			X						X
14	Pay Award Update for Staff	Y				X			X				X	X	
15	Annual SPH Remuneration	Y			X				X				X	X	
16	Autumn Term Governor Newsletter	N							X	X	X	X			This is not a paper for Board, but instead will be distributed to Governors just after the half-term break.
17	Budget Update	Y								X		X	X		
18	Exec Team Report - to include: - Employer Engagement - Destination Data - Environmental, Social & Governance Statement: Action Plan Update	Y	Annual - Spring							X			X	X	
19	Accountability Agreement	Y			X					X			X	X	
20	Spring Term Governor Newsletter	N							X	X	X	X			This is not a paper for Board, but instead will be distributed to Governors just after the half-term break.
21	Business Plan (2024-25): - Budget - Curriculum Plan	Y			X		X				X		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	

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				ARaC	CS&Q	GP&R	RC&I	Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve		
26	Governance Matters: - Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2024-25 - Review of Committee Effectiveness - Board Self Review/External Review of Governance	Y	Annual - Summer			X							X	X	X	
27	Summer Term Governor Newsletter	N							X	X	X	X				This is not a paper for Board, but instead will be distributed to Governors just after the half-term break.
Annual Reports																
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	Compliance with the SPH Remuneration Code	Y	Annual			X			X						X	
31	Diversity, Equity & Inclusion Report & Action Plan	Y	Annual		X				X						X	
32	Gender Pay Gap Report	Y	Annual				X	X								
33	Governance, Performance & Reputation Report - <i>confidential</i>	Y	Annual			X			X						X	
34	Health, Safety & Welfare Report	Y	Annual	X			X		X						X	RC&I Committee meeting will need to have already been held.
35	Local Skills Improvement Plan (LSIP) Contribution Report	Y	Annual								X				X	New report.
36	Regularity Self-Assessment Questionnaire & Managing Public Money Return	Y	Annual	X				X							X	
37	Risk Management Report & Risk Register	Y	Annual	X				X							X	ARaC Committee meeting will need to have already been held.
38	Safeguarding & Prevent Report	Y	Annual		X						X				X	
39	Self Assessment Report & Quality Improvement Plan	Y	Annual		X				X						X	
40	Statutory Returns - Declarations	Y	Annual			X			X						X	
41	Subcontracting Arrangements - 2024-25	Y	Annual		X		X					X			X	CS&Q and RC&I meetings must be held in that order in the Summer Term.
Policies & Key Documents																
42	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	X								X			X	
43	Arrangements for Obtaining The Views of Staff & Students	Y	Annual		X		X		X						X	
44	Cash Management Policy	N	Annual	X					X						X	
45	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years			X						X			X	
46	Code of Good Governance (AoC)	N	Every 2 Years			X			X						X	
47	Complaints Policy	Y	Every 3 Years		X							X			X	
48	Emergency Plan, Disaster Recovery and Business Continuity Plan	Y	Annual	X							X				X	
49	Equity, Diversity & Inclusion Policy	Y	Every 3 Years		X		X				X				X	
50	Environmental, Social & Governance Statement	N	Annual					X							X	
51	Financial Regulations	Y	Annual	X			X	X							X	Moved to Autumn 2
52	Freedom of Information Policy	Y	Every 3 Years	X											X	
53	Freedom of Speech/Expression Policy	Y	Annual	X				X							X	
54	General Data Protection Regulation Policy	Y	Annual	X							X				X	
55	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	X					X						X	Moved to Autumn Term (from Spring)
56	Governor Learning & Development Programme	N	Annual			X			X						X	
57	Health, Safety & Welfare Policy	Y	Annual	X			X			X					X	
58	Instrument & Articles	Y	Every 2 Years			X			X						X	Frequency amended from annually to every 2 years.
59	Procurement Policy	Y	Every 3 Years	X				X							X	Early review due to findings as output of the Subcontracting Audit.
60	Protocol for Governor Visits in College	N	Every 2 Years					X							X	
61	Risk Management Policy & Framework	Y	Annual	X								X			X	
62	Safeguarding & Prevent Policy	Y	Annual		X							X			X	
63	Scheme of Delegation	Y	Annual			X						X			X	
64	Staff & Governor Expenses Policy	N	Annual				X			X					X	
65	Standing Orders	Y	Every 2 Years			X			X						X	
66	Student Union Constitution	Y	Every 3 Years		X			X							X	
67	Subcontracting & Supply Chain Policy	Y	Annual	X					X						X	Moved from Summer to Autumn 2.
68	Tuition & Fees Policy	Y	Annual				X			X					X	

Audit, Risk & Compliance Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review		Recommend to Board	Term				Action			Comments
				ARaC	RC&I		Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve	
Standing Agenda Items														
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting				X	X	X	X	X			
2	Minutes & Matters Arising	Y	Every Meeting				X	X	X	X			X	
3	Inter Committee Referral	N	Every Meeting				X	X	X	X	X	X		
4	Audit Reports	Y	Every Meeting				X	X	X	X	X	X		
5	Audit Recommendations Tracker	N	Every Meeting				X	X	X	X		X		
6	Risk Register	Y	Every Meeting				X	X	X	X		X	X	
7	Report on Fraud Irregularities	Y	Every Meeting				X	X	X	X	X			
8	Executive Team - Contingency Plans in Action	N	Every Meeting				X	X	X	X		X		
9	National Developments in FE Audit	Y	Every Meeting				X	X	X	X	X			
Term Specific Agenda Items														
10	Continuation of the internal and external audit service	N	Annual - Autumn 1	X			X					X		
11	Meet Internal/External Auditors <i>(without management present)</i>	N	Annual - Autumn 2	X	X			X				X	X	Joint meeting with RC&I Committee
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	X	Joint meeting with RC&I Committee
13	Internal & External Audit Plans	Y	Annual - Summer	X		Y				X			X	
14	IT Cyber Security Report	N		X		N				X		X	X	This is a one off report, linked to an audit management action.
15	Governance Matters: - Appointment of Committee Chair/Vice Chair - ARaC Committee Terms of Reference - Committee Membership - Review of Committee Effectiveness - 2023-24 - Cycle of Business - 2024-25	Y	X		Y				X	X	X	X		
Annual Reports														
16	Audit, Risk & Compliance Committee Report	Y	Annual	X		Y		X					X	
17	Compliance with College ARaC Policies & Procedures	N]	Annual	X		N			X				X	Committee level approval.
18	Health, Safety & Welfare Report	Y	Annual	X	X	Y	X						X	
19	Report on Individualised Learner Record Data Checks			X		N				X			X	Committee level approval. New report for 2023-24, arising from a 2022-23 management action.
20	Information Governance - Data Protection Report	Y	Annual	X		N				X			X	Committee level approval. This new report was recommended as output of the GDPR Audit (2023).
21	Internal Audit Annual Report - y/e 31st July 2023	Y	Annual	X		Y	X						X	ARaC Committee meeting only
22	Regularity Self-Assessment Questionnaire	Y	Annual	X		Y	X						X	ARaC Committee meeting only
23	Risk Management Report & Risk Register	Y	Annual	X		Y	X						X	

Audit, Risk & Compliance Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review		Recommend to Board	Term				Action			Comments
				ARaC	RC&I		Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve	
Policies & Key Documents														
24	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	X		Y					X		X	
25	Cash Management Policy	N	Annual	X		Y	X						X	New Policy
26	Emergency Plan, Disaster Recovery and Business Continuity Plan	Y	Annual	X		Y			X				X	
27	Environmental & Sustainability Policy	N	Every 3 Years	X	X	N			X				X	Committee level approval - joint with RC&I Committee
28	Financial Regulations	Y	Annual	X	X	Y	X						X	
29	Freedom of Information Policy	Y	Every 3 Years	X		Y							X	
30	Freedom of Speech & Expression Policy	Y	Annual	X		Y	X						X	
31	General Data Protection Regulation Policy	Y	Annual	X		Y			X				X	
32	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	X		Y		X					X	Moved to Autumn 2 (from Spring).
33	Grants, Income & Partner Contracts Procedure	N	Annual	X		N	X						X	Committee level approval.
34	Health, Safety & Welfare Policy	Y	Annual	X	X	Y			X				X	
35	Procurement Policy	Y	Every 3 Years	X		Y	X						X	
36	Risk Management Policy & Framework	Y	Annual	X	X	Y					X		X	
37	Subcontracting & Supply Chain Policy	Y	Annual	X		Y		X					X	Moved from Summer to Autumn 2.
38	Whistleblowing Policy & Procedure	N	Every 3 Years	X		N					X		X	Committee level approval

Curriculum, Skills & Quality Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review		Recommend to Board	Term			Action			Comments
				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		Summary updates from Employer Exchange Forums.
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	Student Representatives Update	N	Every Meeting				X	X	X		X		
6	Safeguarding & Prevent	Y	Every Meeting				X	X	X		X		
7	Equity, Diversity & Inclusion Update	Y	Every Meeting				X	X	X		X		
8	Capital Development Board Update	Y	Every Meeting				X	X	X		X		
9	Local Skills Improvement Plan (LSIP) Progress Update	Y	Every Meeting				X	X	X		X		New item.
Term Specific Agenda Items													
10	Self-Assessment Validation	N					X				X		
11	Curriculum, Standards & Quality KPIs (2023-24)	Y	Annual - Autumn				X				X	X	
12	Curriculum Development Update (2024-25)	N					X						
13	Accountability Agreement & Local Needs Duty	Y	Annual - Spring			Y		X			X	X	
14	KPI Targets (2024-25)	Y				Y			X		X	X	
15	Curriculum Plan (2024-25)	N				Y			X		X	X	
16	Self-Assessment Report Arrangements	N							X			X	
17	Summary Survey Results - Student, Teacher, Employer & HE	N							X		X		
18	Governance Matters: - Appointment of Committee Chair/Vice Chair - CS&Q Committee Terms of Reference - Board & Committee Membership - Review of Committee Effectiveness - Cycle of Business - 2024-25	Y	Annual - Summer						X	X	X	X	

Curriculum, Skills & Quality Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review		Recommend to Board	Term			Action			Comments
				CS&Q	RC&I		Autumn	Spring	Summer	Note	Discuss	Approve	
Annual Reports													
19	Equity, Diversity & Inclusion Report & Action Plan	Y	Annual	X		Y	X					X	
20	Local Skills Improvement Plan (LSIP) Contribution Report	Y	Annual	X		Y				X		X	A new report to the Committee/Board.
21	Safeguarding & Prevent Report	Y	Annual	X		Y				X		X	
22	Self Assessment Report (2022-23) & Quality Improvement Plan (2023-24)	N	Annual	X		Y	X					X	
23	Subcontracting Arrangements - 2024-25	Y	Annual	X	X	Y				X		X	CS&Q and RC&I meetings must be held in that order in the Summer Term.
Policies & Key Documents													
24	Arrangements for Obtaining The Views of Staff & Students	Y	Annual	X	X	Y	X					X	
25	Careers Strategy	Y	Every 2 Years	X		N	X					X	Committee level approval.
26	Concerns, Complaints & Compliments Policy	Y	Every 3 Years	X		Y				X		X	
27	Diversity, Equity & Inclusion Policy	Y	Every 3 Years	X	X	Y		X				X	Moved to the Spring Term (rather than Autumn).
28	Safeguarding & Prevent Policy	Y	Annual	X		Y				X		X	
29	Student Engagement Strategy	N	Every 3 Years	X		N				X		X	Committee level approval.
30	Student Union Constitution	Y	Every 3 Years	X		Y	X					X	

Governance, Performance & Reputation Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	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 - Committee Membership 2022-23 - Governor Recruitment	Y	Every Meeting		X	X	X		X	
4	Governance Review & Improvement: - Governance Improvement Plan - 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	
Term Specific Agenda Items										
6	Strategic Plan - Refresh: - Strategy Day Planning - Mission/Vision Values - Strategic Intentions	Y	Annual - Autumn		X				X	X
7	Governor Learning & Development Programme	N			X				X	X
8	Governor Recruitment: - Staff Governor Elections - Student Governor Elections	Y			X			X	X	
9	SPH Performance & Remuneration: - CEO & Principal Performance 2022-23 - CEO & Principal Objectives For 2023-24 - Performance of other SPHs (review of pay and terms & conditions)	Y		Y	X				X	X
10	Governance Audit (<i>every 2 years</i>): - Scope & Approach	Y			X				X	
11	Governance Review & Improvement - Governor appraisal 1:1 themes - Chair 360 Appraisal Planning - Annual Board Self Assessment Review Planning	Y	Annual - Spring			X		X	X	
12	Governance Budget Update	N				X		X	X	
13	Review of Director of Governance Independence	Y		Y		X			X	X

Governance, Performance & Reputation Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Recommend to Board	Term			Action		
					Autumn	Spring	Summer	Note	Discuss	Approve
14	Governance Review & Improvement: - Skills Audit Results - Self-Assessment Analysis, Outcomes & Actions - Chair of the Board Annual Review - Themes & Actions - Governance Improvement Plan - <i>refresh</i> - Governor Learning & Development Update (2023-24)		Annual - Summer	Y			X		X	X
15	Governance Matters: - GP&R Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2024-25 - Review of Committee Effectiveness	Y		Y			X	X	X	X
Annual Reports										
16	Compliance with the Code of Good Governance	Y	Annual	Y	X					X
17	Compliance with the SPH Remuneration Code	Y	Annual	Y	X					X
18	Governance, Performance & Reputation Report	Y	Annual	Y	X					X
19	Statutory Returns - Declarations of Interest	Y	Annual	Y	X					X
Policies & Key Documents										
20	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years	Y			X			X
21	Code of Good Governance (AoC)	N	Every 2 Years	Y	X					X
22	Governor Induction Booklet	N	Every 2 Years	N		X				X
23	Governor Learning & Development Programme	N	Annual	Y	X					X
24	Governor Recruitment & Succession Planning Policy	Y	Annual	N		X				X
25	Instrument & Articles	Y	Every 2 Years	Y	X					X
26	New Governor Mentoring Policy	N	Every 3 Years	N		X				X
27	Protocol for Governor Visits in College	N	Every 2 Years	Y	X					X
28	Scheme of Delegation	Y	Annual	Y			X			X
29	SPH Capability Procedure	Y	Every 3 Years	N			X			X
30	SPH Disciplinary Procedure	Y	Every 3 Years	N			X			X
31	SPH Grievance Procedures	Y	Every 3 Years	N			X			X
32	Standing Orders	Y	Every 2 Years	Y	X					X

Resources Culture & Impact Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review			Recommend to Board	Term				Action			Comments	
				ARaC	CS&Q	RC&I		Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve		
Standing Agenda Items																
1	Welcome, Apologies & Declaration of Interests	Y	Every Meeting					X	X	X	X	X				
2	Minutes & Matters Arising	Y	Every Meeting					X	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 (to include any new contractors to approve) - CFFR updates in line with PMO Timetable - Insurance Update (a regular report detailing the status of any open claims with the potential for financial impact)	Y	Every Meeting					X	X	X	X		X			
4	Capital Development Update: - Estates Strategy Project - Capital Projects	Y	Every Meeting					X	X	X	X	X	X			
5	People Services Report, to include: - Monitoring KPIs relating to People - Industrial Relations - Key Legislative Updates - Equity, Diversity & Inclusion Update A positive duty for the Executive Team to raise any issues about wellbeing of staff and working conditions, as it occurs.	N	Every Meeting					X	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 1			X		X					X			
7	Enrolment & Budget Update	Y				X		X						X	X	
8	Pay Framework & Pay Award Update	Y				X	X							X	X	
10	Meet Internal/External Auditors (without management present)	N	Annual - Autumn 2	X		X			X				X			
11	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	Y		X					X	X	
12	Protocol for Annual Meeting with Trade Union Representatives	N				X	N		X						X	Committee level approval.
13	Student Union Accounts & Budget Setting	Y			X	Y		X					X	X		
14	January Management Accounts & Budget Forecast incorporating: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - Assumptions	Y	Annual - Spring			X				X			X			
15	Budget Update - 2024-25: - Initial Assumptions	Y				X				X				X		
16	Environmental, Social & Governance Statement: - Action Plan Progress Update	N				X	N			X			X	X		New item. Progress update to be shared with main Board within the Spring Term Executive Team Report.

Resources Culture & Impact Committee: Cycle of Business - 2023-24

#	Item	Statutory Requirement	Frequency	Joint Review			Recommend to Board	Term				Action			Comments	
				ARaC	CS&Q	RC&I		Autumn 1	Autumn 2	Spring	Summer	Note	Discuss	Approve		
17	May Management Accounts & Budget Forecast incorporating: - Updated Cashflow - Monitoring KPIs Relating to Finance Update - Assumptions	Y	Annual - Summer			X						X		X		
18	Draft Budget 2024-25	Y			X								X		X	
19	KPI Targets 2024-25	Y		X									X		X	
20	Five Year Plan Progress Update & Refresh	N					X						X			
21	College Financial Forecast Return (CFFR) Submission - 2024	Y					X						X			
22	Governance Matters: - RC&I Committee Terms of Reference - Board & Committee Membership - Cycle of Business - 2024-25 - Review of Committee Effectiveness	Y											X	X	X	X
Annual Reports																
23	Gender Pay Gap Report	Y	Annual			X	Y	X						X		
24	Health, Safety & Welfare Report	Y	Annual	X		X	Y		X					X		
25	Senior Post Holder & Governor Expenses Report	N	Annual			X	N			X				X	Committee level approval – shared with CS&Q Committee	
26	Subcontracting Arrangements - 2024-25	Y	Annual		X	X	Y					X		X	RC&I and CS&Q meetings will have to have been held in that order in the Summer Term.	
Policies & Key Documents																
27	Arrangements for Obtaining The Views of Staff & Students	Y	Annual		X	X	Y	X						X		
28	Disposal of College Property	Y	Every 2 Years			X	N					X		X	Committee level approval.	
29	Diversity, Equity & Inclusion Policy	Y	Every 3 Years		X	X	Y			X				X	Moved to the Spring Term (rather than Autumn).	
30	Environmental & Sustainability Policy	N	Every 3 Years	X		X	N			X				X	Committee level approval - joint with ARaC Committee.	
31	Financial Regulations	Y	Annual	X		X	Y		X					X	Moved to Autumn 2.	
32	Health, Safety & Welfare Policy	Y	Annual	X		X	Y			X				X		
33	Risk Management Policy & Framework	Y	Annual	X		X	Y					X		X		
34	Staff & Governor Expenses Policy	N	Annual			X	Y			X				X		
35	Student Support Funds Policy	N	Annual			X	N					X		X	Committee level approval.	
36	Treasury Management	Y	Every 2 Years			X	N					X		X	Committee level approval.	
37	Tuition & Fees Policy	Y	Annual			X	Y			X				X		

ESCG Board & Committee Policy Schedule - 2023-24

#	Item	Statutory Requirement	Frequency	Recommended By				Term				Action Approve	Board Approval?	Comments
				ARaC	CS&Q	GP&R	RC&I	Autumn 1	Autumn 2	Spring	Summer			
Policies & Key Documents														
1	Anti-Bribery, Corruption & Fraud Policy	Y	Every 3 Years	X								X	Y	
2	Arrangements for Obtaining The Views of Staff & Students	Y	Annual		X		X		X			X	Y	
3	Careers Strategy	Y	Every 2 Years		X			X				X	N	Delegated to CS&Q Committee.
4	Cash Management Policy	N	Annual	X				X				X	Y	New Policy
5	Code of Conduct For Corporation Members (Eversheds)	Y	Every 2 Years			X		X				X	Y	
6	Code of Good Governance (AoC)	N	Every 2 Years			X		X				X	Y	
7	Complaints Policy	Y	Every 3 Years		X						X		Y	
8	Disposal of College Property	Y	Every 2 Years				X				X	X	N	Delegated to RC&I Committee.
9	Diversity, Equity & Inclusion Policy	Y	Every 3 Years		X		X			X		X	Y	Moved to the Spring Term (rather than Autumn).
10	Emergency Plan, Disaster Recovery and Business Continuity Plan	Y	Annual	X						X		X	Y	
11	Environmental & Sustainability Policy	N	Every 3 Years	X			X			X		X	N	Delegated to ARaC and RC&I Committees.
12	Environmental, Social & Governance Statement	N	Annual					X				X	Y	
13	Financial Regulations	Y	Annual	X			X	X				X	Y	
14	Freedom of Information Policy	Y	Every 3 Years	X								X	Y	
15	Freedom of Speech & Expression Policy	Y	Annual	X				X				X	Y	
16	General Data Protection Regulation Policy	Y	Annual	X						X		X	Y	
17	Gifts, Hospitality & Declaration of Interests Policy	Y	Annual	X					X			X	Y	Moved to Autumn 2 (from Spring).
18	Governor Induction Booklet	N	Every 2 Years			X				X		X	N	Delegated to GP&R Committee. Moved to Spring Term (rather than Autumn).
19	Governor Learning & Development Programme	N	Annual			X		X				X	Y	
20	Governor Recruitment & Succession Planning Policy	Y	Annual			X		X				X	N	Delegated to GP&R Committee.
21	Grants, Income & Partner Contracts Procedure	N	Annual	X				X				X	N	Delegated to ARaC Committee.
22	Health, Safety & Welfare Policy	Y	Annual	X			X			X		X	Y	
23	Instrument & Articles	Y	Every 2 Years		X			X				X	Y	Frequency amended from annually to every 2 years.
24	New Governor Mentoring Policy	N	Every 3 Years		X					X		X	N	Delegated to GP&R Committee.
25	Procurement Policy	Y	Every 3 Years	X				X				X	Y	Early review due to findings as output of the Subcontracting Audit.
26	Protocol for Governor Visits in College	N	Every 2 Years					X				X	Y	
27	Risk Management Policy & Framework	Y	Annual	X						X		X	Y	
28	Safeguarding & Prevent Policy	Y	Annual		X					X		X	Y	
29	Scheme of Delegation	Y	Annual			X		X				X	Y	
30	SPH Capability Procedure	Y	Every 3 Years			X				X		X	N	Delegated to GP&R Committee.
31	SPH Disciplinary Procedure	Y	Every 3 Years			X				X		X	N	Delegated to GP&R Committee.
32	SPH Grievance Procedures	Y	Every 3 Years			X				X		X	N	Delegated to GP&R Committee.
33	Staff & Governor Expenses Policy	N	Annual				X			X		X	Y	
34	Standing Orders	Y	Every 2 Years			X		X				X	Y	
35	Student Engagement Policy	N	Every 3 Years		X					X		X	N	Delegated to CS&Q Committee.
36	Student Union Constitution	Y	Every 3 Years		X			X				X	Y	
37	Subcontracting & Supply Chain Policy	Y	Annual	X				X				X	Y	Moved from Summer to Autumn 2.
38	Treasury Management	Y	Every 2 Years				X			X		X	N	Delegated to RC&I Committee.
39	Tuition & Fees Policy	Y	Annual				X			X		X	Y	
40	Whistleblowing Policy & Procedure	N	Every 3 Years	X							X	X	N	Delegated to ARaC Committee.