

ANNUAL CYCLE OF BUSINESS 2011/12

Term	Audit	Finance & General Purposes	Strategy & Performance	Gov & Search	Remun	Corporation
1	<ul style="list-style-type: none"> • 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 • Annual review of Value for Money • Approve Financial Management and Control Arrangements (FMCE) self assessment • Review College performance in the area of audit 	<ul style="list-style-type: none"> • 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 • Receive and approve Student Association Accounts • Receive monitoring reports on property & capital projects, HR, & Health & Safety # • Review College performance in the area of finance & estates 	<ul style="list-style-type: none"> • Summary Action List • Review College performance against S/Plan Objectives • Review S/Plan Operational Plan • Review achievement & retention for previous year • Review SAR • Annual Review of Learner Involvement Strategy • Receive monitoring reports required from the Committee's agreed monitoring framework • Review College performance in the area of student experience & employer engagement 	<ul style="list-style-type: none"> • 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 area of leadership & management 		<ul style="list-style-type: none"> • Approve SAR • Summary Action List • Receive annual HR Report for proceeding year • Annual Review of Child Protection Arrangements • 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 • To agree the parameters for the annual review of the salary of SPH – the review to be conducted in June by the Remuneration Committee • 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 • Review College performance against S/Plan Objectives • Review S/Plan Operational Plan • Review of Mission & Strategic direction • Review Curriculum Strategy for next year • Set retention, achievement & success rate targets • Receive annual Equality, Diversity & Widening Participation Report • Receive monitoring reports 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 • Review College performance 		<ul style="list-style-type: none"> • Summary Action List • Termly review of college performance against S/Plan Objectives • Review of Mission & Strategic direction • Receive annual Equality, Diversity & Widening Participation 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 & assessment of risk
3	<ul style="list-style-type: none"> • Summary Action List • Roll-Forward audit action plan • Regularity Audit • IA 2nd Report • Internal Audit Plan and Audit Strategy for next year • Financial Statement & Regularity Audit Plan for current year 	<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 	<ul style="list-style-type: none"> • Summary Action List • Review College performance against S/Plan Objectives • Review S/Plan Operational Plan • Receive monitoring reports required from the Committee's agreed monitoring framework 	<ul style="list-style-type: none"> • Summary Action List • Constitution and vacancy review • Review Governor Link Scheme and agree allocations for next year 	<ul style="list-style-type: none"> • Review of SPH remuneration & appraisals 	<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

	<ul style="list-style-type: none"> • 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 	<p>for next year</p> <ul style="list-style-type: none"> • Review College performance 	<ul style="list-style-type: none"> • Agree the Committee's monitoring framework for next year • Review College performance 	<ul style="list-style-type: none"> • 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"> • Approve 3-year financial forecast • Agree Strategic Plan that includes non-LSC objectives/Targets • Annual review of Risk management Policy • Agree College budget (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 • Remuneration of the Principal • Receive reports from all Committees and to consider resolutions arising • Annual review of all confidential minutes to determine which minutes can be released into the public domain. • Review College performance & assessment of risk
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