

ANNUAL CYCLE OF BUSINESS 2011/12

Term	Audit	Finance & Resources	Remuneration	Quality & Curriculum	Gov & Search	Corporation
1	<ul style="list-style-type: none"> • Internal Auditor's Annual Report for the previous year • Regularity audit/Financial Statement audit opinions & 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 assessment • Monitoring of College performance 	<ul style="list-style-type: none"> • 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 monitoring reports on property & capital projects, HR, Health & Safety and Franchising • Annual Review of the Treasury Management Policy • Monitoring of College performance 	<ul style="list-style-type: none"> • Receive confirmation of appraisals of SPHs • Agreeing SPH appraisal frameworks for next year • Agreeing remuneration for next year 	<ul style="list-style-type: none"> • Learner Voice • Curriculum Monitoring Report • Review initial performance report on success rates against target setting for previous year • Annual review Learner Involvement Strategy • College SAR update/review • Staff & Professional Development Report – summary of previous year activities with proposals for forthcoming year • Monitoring report on the quality of franchise provision for previous year • Annual review of 	<ul style="list-style-type: none"> • 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 • To agree measurements and targets for monitoring College performance in the area of the Committee's work 	<ul style="list-style-type: none"> • Receive annual HR Report for proceeding year including section on staff development & professional training • Review of Mission & Strategic direction • Termly review of college performance against S/Plan Objectives • Approve Year-end accounts • Regularity audit final opinion & Mgt letter • Internal Audit Annual Report • Funding Auditor's Management Letter • Annual Report from the Audit Committee • Financial Statement Auditor Appointments/re-appointments • Approve SAR

				<p>the College's response to employer engagement</p> <ul style="list-style-type: none"> • Monitoring of College performance 		<p>incorporating Governance SAR</p> <ul style="list-style-type: none"> • Remuneration of SPHs • Receive reports from all Committees and to consider resolutions arising • Annual review of Child Protection Arrangements • Monitoring of College performance
2	<ul style="list-style-type: none"> • Receive Internal Auditor's 1st report • Risk Management review • Monitoring of College performance 	<ul style="list-style-type: none"> • Receive and review management accounts including review of performance against agreed financial objectives • Review projected year-end outturn • Review Tuition Fee Policy • Receive monitoring reports on property & capital projects, HR, Health & Safety and Franchising • Monitoring of College performance 		<ul style="list-style-type: none"> • Learner Voice • Quality & Curriculum Monitoring Report • Curriculum Plans for next academic year • Monitoring of College performance 	<ul style="list-style-type: none"> • Constitution and vacancy review • Agree governance PIs for governance SAR Report & timetable for production of the Governance SAR • Monitoring of College performance 	<ul style="list-style-type: none"> • Termly review of college performance against S/Plan Objectives • Tuition Fee Policy • Receive reports from all Committees and to consider resolutions arising • Monitoring of College performance
3	<ul style="list-style-type: none"> • IA 2nd Report • Internal Audit Plan and Audit Strategy for next year 	<ul style="list-style-type: none"> • Receive and review management accounts including review of 		<ul style="list-style-type: none"> • Quality & Curriculum Monitoring Report • Learner Voice 	<ul style="list-style-type: none"> • Constitution and vacancy review • Review Governor Link Scheme and 	<ul style="list-style-type: none"> • Bi-annual appointment of Chairman/Vice Chairman • Termly review of

	<ul style="list-style-type: none"> • Audit Plan for year-end accounts • Financial Statement & Reg Audit Strategy and plan for current financial year • Annual review of Value for Money • Risk Management • Internal Audit Services appointment/re-appointment • Agree the Committee's monitoring framework for next year • Monitoring of College performance 	<p>performance against agreed financial objectives</p> <ul style="list-style-type: none"> • Receive and review budget for next year • Review of Financial Regulations • Receive monitoring reports on property & capital projects, Health & Safety and Franchising • HR Termly report • CPI • Management Guidelines • Welfare Fund/Learner Support • Agree the Committee's monitoring framework for next year • Monitoring of College performance 		<ul style="list-style-type: none"> • Annual report on how the College is meeting the employer engagement agenda • College Single Equality Scheme with progress report on EDIMS and Targets • Monitoring of College performance 	<p>agree allocations for next year</p> <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 • Monitoring of College performance 	<p>college performance against S/Plan Objectives</p> <ul style="list-style-type: none"> • Approve 3-year financial forecast • Agree Strategic Plan that includes non-LSC objectives/Targets • Approve changes to Financial Regulations • Agree budgets (revenue & capital) • Annual review of remuneration framework for all staff (non senior post-holders) • Approve Audit Strategy (Financial & reg Audit, Internal Audit) • 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 consider resolutions arising • Annual review of all
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