

## **BOARD OF GOVERNORS: PROGRAMME OF BUSINESS 2017/18**

**[Please note that in addition to the Programme listed a number of occasional papers will also be provided during the year].**

### **MONDAY 2<sup>ND</sup> OCTOBER 2017**

#### **REPORT**

#### **RESPONSIBILITY**

Board Level Authorisation	Finance Director (University Secretary & Deputy Chief Executive)
Health & Safety	Standard Item
Risk	Standard Item
Sensor City (full briefing report)	Vice-Chancellor & Chief Executive
Office of Fair Access (OFFA) – Access Agreement	Registrar & Deputy Chief Executive
Student Governors' Report	Student Governors
Update from the Executive	Vice-Chancellor & Chief Executive
Recruitment Figures – 2017 Entry	Registrar & Deputy Chief Executive
Estate Master Plan: Update & Progress Report	Finance Director (University Secretary) & Deputy Chief Executive
NSS 2017 Outcomes	Pro-Vice-Chancellor (Education)
LJMU Graduate Destinations 2017 – Academic Year 2015 to 2016	Registrar & Deputy Chief Executive
Performance Review of the Chair	Deputy Clerk to the Board/Board of Governors
Terms of Reference & Programme of Business 2017/18 (for Board)	Deputy Clerk to the Board
Chairs' Briefings <b>(No committee minutes at this time of year)</b>	Chairs of Committees

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### **27<sup>TH</sup> NOVEMBER 2017**

#### **REPORT**

#### **RESPONSIBILITY**

Board Level Authorisation	Finance Director (University Secretary & Deputy Chief Executive)
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Health & Safety	Standard Item
Risk Management – Institutional Risk Register	Director of Strategic Planning
Annual Report of the Academic Board	Vice-Chancellor & Chief Executive
<u>Year End Annual Reports to HEFCE</u>	
(i) Audit Committee Annual Report	Chair, Audit Committee
(ii) Financial Statements (including the Corporate Governance Statement and Public Benefit Report.	Finance Director (University Secretary) & Deputy Chief Executive
(iii) Letter of Representation to the External Auditors	Finance Director (University Secretary) & Deputy Chief Executive
(iv) Annual Sustainability Assurance Report (ASSUR)	Finance Director (University Secretary) & Deputy Chief Executive
(v) Annual Assurance Return	Vice-Chancellor & Chief Executive
(vi) Annual Monitoring Statement 2018	Registrar & Deputy Chief Executive
(vii) LRC Letter of Support	Finance Director (University Secretary) & Deputy Chief Executive
(viii) Prevent Duty Annual Report	Registrar & Deputy Chief Executive
(ix) Internal Control Effectiveness Statement	Deputy Clerk to the Board
Financial Monitoring Forecast Report	Finance Director (University Secretary) & Deputy Chief Executive
Update from the Executive	Vice-Chancellor & Chief Executive
Estate Master Plan: Update & Progress Report	Finance Director (University Secretary) & Deputy Chief Executive
Student Governors' Report	Student Governors
Annual Strategic Performance Report 2016/17	Director of Strategic Planning
Academic Collaborative Partnerships Annual Report	Registrar & Deputy Chief Executive
Quality Assurance – The Role of Governing Bodies	Head of Academic Quality
Chairs' Briefings & Committee Minutes	Chairs of Committees
Membership & Governance Issues (Attendance Policy Monitoring)	Deputy Clerk to the Board
December Workshop	Vice-Chancellor & Chief Executive

Annual Report of the Employment Committee	Deputy Clerk to the Board
Annual Report of the Finance Committee	Deputy Clerk to the Board
Annual Report of the Nominations Committee	Deputy Clerk to the Board
Annual Report of the Remuneration Committee	Deputy Clerk to the Board

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**11<sup>th</sup> DECEMBER 2017**

**REPORT**

**RESPONSIBILITY**

**WORKSHOP**

**24<sup>th</sup> and 25<sup>th</sup> JANUARY 2018**

**STRATEGIC EVENT (OVERNIGHT)**

**26<sup>th</sup> MARCH 2018**

**REPORT**

**RESPONSIBILITY**

Board Level Authorisation	Finance Director (University Secretary) & Deputy Chief Executive
Health & Safety	Standard Item
Risk	Standard Item
Student Governors' Report	Student Governors
Update from the Executive	Vice-Chancellor & Chief Executive
Estate Master Plan: Update & Progress Report	Finance Director (University Secretary) & Deputy Chief Executive
Finance Mid-Year Review of Performance 2018/19	Finance Director (University Secretary) & Deputy Chief Executive
Five Year Financial Forecasts	Finance Director (University Secretary) & Deputy Chief Executive
NSS Update (Response rate 2018)	Pro-Vice-Chancellor (Education)

Annual Report of the Scholarship Board 2016/17  
Access Agreement & Widening Participation  
Strategic Assessment Monitoring Return

Pro-Vice-Chancellor (Education)  
Chairman's Action Taken

Chairs' Briefings & Committee Minutes

Chairs of Committees

Membership & Governance Issues

Deputy Clerk to the Board

Board and Committee Dates 2018/19

Deputy Clerk to the Board

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## **2<sup>nd</sup> JULY 2018**

### **REPORT**

### **RESPONSIBILITY**

Board Level Authorisation

Finance Director (University Secretary) &  
Deputy Chief Executive

Health & Safety

Standard Item

Institutional Risk Register

Director Strategic Planning

Student Governors' Report

Student Governors

Update from the Executive

Vice-Chancellor & Chief Executive

Forecast Outturn 2017/18 and Base Budget 2018/19

Finance Director (University Secretary) &  
Deputy Chief Executive

Five Year Financial Forecast

Finance Director (University Secretary) &  
Deputy Chief Executive

Estate Master Plan: Update & Progress Report

Finance Director (University Secretary) &  
Deputy Chief Executive

University League Tables

Registrar & Deputy Chief Executive

Chairs' Briefings & Committee Minutes

Chairs of Committees

Membership & Governance Issues

Deputy Clerk to the Board

LiverpoolSU Returning Officer's Report  
(Information Item)

Deputy Clerk to the Board

HEFCE's Assessment of Institutional Risk  
(Information Item)

Vice-Chancellor & Chief Executive

Terms of Reference of the Board's Sub-Committees  
2018/19

Deputy Clerk to the Board

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