

BOARD OF GOVERNORS: PROGRAMME OF BUSINESS 2019/20

30th SEPTEMBER 2019

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

REPORT	RESPONSIBILITY
Board Level Authorisation	Clerk to the Board
Safety, Health and Environment Update	Manager, Safety, Health and Environment
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusivity Manager
Sensor City (full briefing report)	Vice-Chancellor & Chief Executive
Office of Fair Access (OFFA) – Access Agreement	Vice-Chancellor & Chief Executive
Student Governors' Report	Student Governors
Update from the Executive	Vice-Chancellor & Chief Executive
Recruitment Figures – 2019 Entry	Vice-Chancellor & Chief Executive
Estate Master Plan: Update & Progress Report	Pro-Vice-Chancellor (Strategic Initiatives)
NSS Outcomes Report (for information)	Pro-Vice-Chancellor (Education)
LJMU Graduate Destinations 2019 – Academic Year 2017 to 2018	Vice-Chancellor & Chief Executive

REPORT	RESPONSIBILITY
Chairs' Briefings and Committee Minutes	Chairs of Committees

25th NOVEMBER 2019

REPORT	RESPONSIBILITY
Board Level Authorisation	Clerk to the Board
Safety, Health and Environment Update	Manager, Safety, Health and Environment
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusion Manager
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 Office for Students (OfS)</u>	
(i) Financial Statements (including the Corporate Governance Statement and Public Benefit Report)	Finance Director
(ii) Letter of Representation to the External Auditors (3 x copies signed by the Chair)	Finance Director
(iii) Annual Assurance Return	Finance Director
(iv) Letters of Support for subsidiary/joint venture companies	Finance Director
(v) Prevent Duty Annual Compliance Report (1 copy to be signed by the Chair)	Director of Student Advice and Wellbeing

REPORT	RESPONSIBILITY
(vi) Internal Control Effectiveness Statement	Interim University Secretary and Director of Legal and Governance Services
Financial Monitoring Forecast Report	Finance Director
Update from the Executive	Vice-Chancellor & Chief Executive
Estate Master Plan: Update & Progress Report	Pro-Vice-Chancellor (Strategic Initiatives)
Student Governors' Report	Student Governors
Annual Strategic Performance Report 2018/19	Director Strategic Planning
Academic Collaborative Partnerships Annual Report	Registrar & Chief Operating Officer
Annual Quality Assurance Report for the Board of Governors	Academic Registrar/Head of Quality and Standards
Chairs' Briefings & Committee Minutes	Chairs of Committees
<u>Membership & Governance Issues:</u>	
Attendance Policy Monitoring	Clerk to the Board
December Workshop	Vice-Chancellor & Chief Executive
Annual Report of the Employment Committee (circulated in a separate pack following the meeting)	Clerk to the Board
Annual Report of the Finance Committee (circulated in a separate pack following the meeting)	Clerk to the Board
Annual Report of the Nominations Committee (circulated in a separate pack following the meeting)	Clerk to the Board

REPORT	RESPONSIBILITY
Annual Report of the Remuneration Committee (circulated in a separate pack following the meeting)	Clerk to the Board
Audit Committee Annual Report	Chair, Audit Committee

9th DECEMBER 2019

WORKSHOP

29th and 30th JANUARY 2020

STRATEGIC EVENT (OVERNIGHT)

30th MARCH 2020

REPORT	RESPONSIBILITY
Board Level Authorisation	Clerk to the Board
Safety, Health and Environment Update	Manager, Safety, Health and Environment
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusion Manager
Risk Management	Director of Strategic Planning
Institutional Risk Register	Director of Strategic Planning

REPORT	RESPONSIBILITY
Student Governor's Report	Student Governors
Update from the Executive	Vice-Chancellor & Chief Executive
Scholarship Panel Annual Report 2018/19 (for information)	Registrar & Chief Operating Officer/Director of Student Advice and Wellbeing
Annual International Strategy (for approval)	Pro-Vice-Chancellor (External Engagement)
Estate Master Plan: Update & Progress Report	Pro-Vice-Chancellor (Strategic Initiatives)
Half Year Finance Forecast 2019/20	Finance Director
Access Agreement & Widening Participation Strategic Assessment Monitoring Return	Chair's Action taken
Chairs' Briefings & Committee Minutes	Chairs of Committees
Membership & Governance Issues	Clerk to the Board
Board and Committee dates 2020/21	Clerk to the Board

29th JUNE 2020

REPORT	RESPONSIBILITY
Board Level Authorisation	Clerk to the Board
Safety, Health and Environment Update	Manager, Safety, Health and Environment

REPORT	RESPONSIBILITY
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusion Manager
Institutional Risk Register	Director of Strategic Planning
Student Governors' Report	Student Governors
Update from the Executive	Vice-Chancellor & Chief Executive
Annual Report of the Scholarship Board 2018/19 (for information)	Pro-Vice-Chancellor (Strategic Initiatives)
NSS Update (Response Rate 2020) (for information)	Pro-Vice-Chancellor (Education)
Forecast Outturn 2019/20 and Base Budget 2020/21	Finance Director
Five Year Financial Forecast	Finance Director
Estate Master Plan: Update & Progress Report	Pro-Vice-Chancellor (Strategic Initiatives)
University League Tables	Registrar & Chief Operating Officer
Chairs' Briefings & Committee Minutes	Chairs of Committees
Membership & Governance Issues	Clerk to the Board
JMSU Returning Officer's Report (Information item)	Clerk to the Board
Office for Students: Assessment of Institutional Risk (Information Item)	Vice-Chancellor & Chief Executive
Board of Governors Terms of Reference & Programme of Business 2020/21 (for approval)	Clerk to the Board
Terms of Reference of the Board's Sub-Committees 2020/21	Clerk to the Board