

Board Meeting

Date of Meeting	Monday 1 June 2015
Paper Title	Calendar of meeting dates for boards and committees
Agenda Item	12
Paper Number	BM5-I
Responsible Officer	Martin Fairbairn, Interim Chief Officer
Status	Disclosable
Action	For Approval

1. Report Purpose

- 1.1. Consider an appropriate cycle of board and committee meeting dates, consistent with the cycle of board and committee meetings in the assigned colleges.

2. Recommendations

- 2.1. The Board is invited to approve the attached cycle of meetings for the Board and its committees and that Board meetings are normally held on Thursday afternoons.

3. The Board

- 3.1. The annex to this paper describes the typical cycle of board and committee meetings in the assigned colleges and other key dates.
- 3.2. Although there will not always be a close link between the matters considered at assigned college board meetings and meetings of the GCRB, it is suggested that GCRB meetings should be scheduled to take account of assigned college board business as and when necessary. This is particularly relevant in relation to quarterly monitoring of progress against the Regional Outcome Agreement.
- 3.3. The meetings of the GCRB in October and January are also designed to allow it to input at key points into the development and finalisation of the Regional Outcome Agreement.
- 3.4. It is proposed that GCRB meetings are normally held on Thursday afternoons, rather than Mondays, to avoid clashes with public holidays.

4. Audit Committee

- 4.1. The work of this Committee is less influenced by the standard quarterly cycle, and more by the requirement to fit in with the timetable for producing the annual accounts. It is therefore suggested that it meets as follows:
- May: external audit planning and internal audit plan for next year

- August / September: focus on risk management
- December: business associated with finalisation of the annual accounts

4.2. Of course, these meetings will also include other items required by the Committee's terms of reference. The above cycle will allow the Audit Committee to meet on the same days as the Performance & Resources Committee.

5. Performance & Resources Committee

5.1. A key role of this committee is monitoring progress against the Regional Outcome Agreement. Important inputs to that monitoring will be the information analyses and considerations undertaken by the assigned college committees, the assigned college boards and the GCRB itself each quarter. It is therefore suggested that, in general, the meetings of the Performance & Resources should follow that sequence of meetings each quarter. The one exception is that the Committee needs to meet in December rather than November for the purposes of reviewing the annual accounts.

6. Nominations & Remuneration Committee

6.1. It has been the practice to hold the meetings of the Nominations & Remuneration Committee on the same day as full GCRB meetings. Since the nature of the Committee's business is such that its decisions have to be approved by the full board and require quick finalisation, it seems sensible to continue with that practice.

7. Risk Analysis

7.1. There are no specific risks associated with this paper.

8. Legal Implications

8.1. There are no specific legal issues associated with this paper.

9. Financial Implications

9.1. There are no specific financial implications associated with this paper.

Annex: proposed cycle of board and committee meetings

Month	GCRB	Typical assigned college cycle	Key dates
August	Audit Committee		Outcome agreement guidance for subsequent academic year published by SFC
Sep	Performance & Resources Committee	Committee meetings Board meetings	
Oct	Nominations & Remuneration Committee Board		
Nov		Committee meetings	
Dec	Audit Committee Performance & Resources Committee Special Board Meeting to approve accounts	Board meetings	Finalisation of annual accounts
Jan	Nominations & Remuneration Committee Board		Indicative funding for subsequent academic year published by SFC
Feb	Performance & Resources Committee	Committee meetings	
Mar		Board meetings	
Apr	Nominations & Remuneration Committee Board		Outcome agreements for subsequent academic year published by SFC
May	Audit Committee Performance & Resources Committee	Committee meetings	
Jun		Board meetings	
Jul	Nominations & Remuneration Committee Board		