

Board of Management People & Culture Committee

Date of Meeting	1 November 2023
Paper No.	PCC1-B
Agenda Item	4.2
Subject of Paper	Schedule of Business AY 2023-24
FOISA Status	Disclosable
Primary Contact	Drew McGowan College Secretary
Date of production	9 October 2023
Action	For Approval

1. Recommendations

- 1.1. To approve the Schedule of Business for the 2023-24 academic year.

2. Purpose

- 2.1. To provide the Committee with an overview of planned business and papers for the current academic year and, subject to discussion and feedback, approve the schedule of business.

3. Consultation

- 3.1. In preparing the enclosed Schedule of Business for the Committee, the College Secretary has consulted the Convener and all colleagues who are scheduled to provide reports to the Committee.

4. Key Insights

- 4.1. The Schedule of Business helps the Board and the Committee plan and prioritise its work and the reports and presentations members will consider throughout the year. By standing items and specific meeting dates, the document confirms the subject, lead, report type and action required.
- 4.2. While the Schedule of Business outlines anticipated and planned activity for the year, members should note and be assured that this schedule will remain adaptable to emergent issues and business within the remit of the Committee as necessary.

5. Impact and Implications

- 5.1. Having in place an agreed Schedule of Business helps balance the necessary activity and approvals of the Committee over the course of the academic year, ensures Board members are aware of expected business and supports the College's officers to prepare reports within the required timescales.

Appendices:

Appendix 1: Schedule of Business AY 2023-24

Schedule of Business AY 2023-24
People & Culture Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
HR Metrics Report	Paper	Discussion/Decision	J Gribben
Health and Safety Monthly Reports	Paper	Discussion/Decision	J Gribben
Estates and Facilities Management Report	Paper	Noting	J Gribben
IT Progress Report	Paper	Noting	B Ashcroft
Equality, Diversity & Inclusion Update	Paper	Noting	N Dar
Wednesday 1 November 2023			
Committee Schedule of Business	Paper	Approval	D McGowan
Committee Annual Report	Paper	Approval	D McGowan
Hybrid Working	Paper	Discussion/Decision	J Gribben
Health and Safety Annual Report	Paper	Discussion/Decision	J Gribben
Strategic Risk Review	Paper	Discussion/Decision	D McGowan
Tuesday 13 February 2024			
Public Sector Equality Duty Reports	Paper	Approval	J Gribben N Dar
Review of People & Culture Strategy	Paper	Discussion/Decision	J Gribben
Digital Strategy Progress Report	Paper	Discussion/Decision	B Ashcroft
Annual Climate Change Report Return	Paper	Noting	F McCauley
Wednesday 15 May 2024			
Committee Terms of Reference Review	Paper	Discussion/Decision	D McGowan
Strategic Risk Review	Paper	Discussion/Decision	D McGowan