

## Board of Management Development Committee

<b>Date of Meeting</b>	<b>Thursday 9 November 2023</b>
<b>Paper No.</b>	<b>DC1-B</b>
<b>Agenda Item</b>	<b>3.2</b>
<b>Subject of Paper</b>	<b>Schedule of Business AY 2023-24</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Drew McGowan College Secretary</b>
<b>Date of production</b>	<b>5 October 2023</b>
<b>Action</b>	<b>For Approval</b>

### **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  
Development Committee of the Board of Management**

Item	Report	Tabled For	Tabled By
<b>Standing Items</b>			
Commercial & International Performance Report	Paper	Discussion/Decision	C Gethin
Flexible Workforce Development Fund Report	Paper	Discussion/Decision	C Gethin
<b>Wednesday 25 October 2023</b>			
Presentation: Angola	Verbal	Discussion/Decision	R Gardner
Committee Schedule of Business	Paper	Approval	D McGowan
Committee Annual Report	Paper	Approval	D McGowan
Homologation: Qobolak Phase 2	Verbal	Approval	D McGowan
Strategic Risk Review	Paper	Discussion/Decision	D McGowan
CGI Ltd Activity Bi-Annual Report	Paper	Discussion/Decision	R Gardner
Charles Oakley Building Progress and Options Paper	Paper	Discussion/Decision	A Dickson
CGI Ltd Governance	Paper	Discussion/Decision	R Gardner
<b>Wednesday 7 February 2024</b>			
Presentation: Innovation & STEM	Verbal	Discussion/Decision	S Mcdowall
Corporate Development Strategy Delivery Report	Paper	Discussion/Decision	R Gardner
Charles Oakley Building Progress Report	Paper	Discussion/Decision	A Dickson
<b>Wednesday 8 May 2024</b>			
Presentation: External Partner/Stakeholder	Verbal	Discussion/Decision	TBC
Committee Terms of Reference Review	Paper	Discussion/Decision	D McGowan
CGI Ltd Activity Bi-Annual Report	Paper	Discussion/Decision	R Gardner
Strategic Risk Review	Paper	Discussion/Decision	D McGowan
International Travel Annual Report	Paper	Discussion/Decision	R Gardner
Charles Oakley Building Progress Report	Paper	Discussion/Decision	A Dickson