

## Board of Management People & Culture Committee

|                           |   |
|---------------------------|---|
|                           |   |
| <b>Date of Meeting</b>    | <b>15 May 2024</b>  |
| <b>Paper No.</b>          | <b>PCC-B</b>  |
| <b>Agenda Item</b>        | <b>4.2</b>  |
| <b>Subject of Paper</b>   | <b>Committee Schedule of Business 2024-25</b>                     |
| <b>FOISA Status</b>       | <b>Disclosable</b>  |
| <b>Primary Contact</b>    | <b>Drew McGowan<br/>Associate Director of Governance and Risk</b> |
| <b>Date of production</b> | <b>7 May 2024</b>   |
| <b>Action</b>             | <b>For Discussion and Decision</b>                                |

### 1. Recommendations

- 1.1. To review and approve the Schedule of Business for the 2024-25 academic year.

## **2. Purpose**

- 2.1. To provide the Committee with an overview of planned business and papers for the forthcoming 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 Associate Director of Governance and Risk 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 2024-25

**Schedule of Business AY 2024-25**  
**People & Culture Committee of the Board of Management**

| Item                                     | Report | Tabled For          | Tabled By          |
|--|--------|---------------------|--------------------|
| <b>Standing Items</b>                    |        |                     |                    |
| 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              | S Renton           |
| Equality, Diversity & Inclusion Update   | Paper  | Noting              | N Dar              |
| <b>Wednesday 30 October 2024</b>         |        |                     |                    |
| Committee Annual Report                  | Paper  | Approval            | D McGowan          |
| Wellbeing Presentation                   | Verbal | Discussion/Decision | J Gribben          |
| Health and Safety Annual Report          | Paper  | Discussion/Decision | J Gribben          |
| Strategic Risk Review                    | Paper  | Discussion/Decision | D McGowan          |
| <b>Wednesday 12 February 2025</b>        |        |                     |                    |
| Public Sector Equality Duty Reports      | Paper  | Approval            | J Gribben<br>N Dar |
| Review of People & Culture Strategy      | Paper  | Discussion/Decision | J Gribben          |
| Digital Strategy Progress Report         | Paper  | Discussion/Decision | S Renton           |
| Annual Climate Change Report Return      | Paper  | Noting              | J Gribben          |
| <b>Wednesday 15 May 2024</b>             |        |                     |                    |
| Committee Schedule of Business           | Paper  | Approval            | D McGowan          |
| Committee Terms of Reference Review      | Paper  | Discussion/Decision | D McGowan          |
| Strategic Risk Review                    | Paper  | Discussion/Decision | D McGowan          |