



### Draft Annual Schedule of Business 2016–17

<b>Outcome requested</b>	Council is asked to <b>note</b> the draft annual schedule of business for 2016–17.
<b>Executive Summary</b>	This is a first draft of the schedule of business for 2016–17. Members will receive the final draft for approval at the meeting in June 2016.
<b>QMUL Strategy:</b>	Effective governance supports the achievement of all strategic aims.
<b>Internal/External regulatory/statutory reference points:</b>	Charter and Ordinances Memorandum of assurance and accountability between HEFCE and institutions CUC Higher Education Code of Governance
<b>Strategic Risks:</b>	13 – Maintain effective and constructive governance
<b>Equality Impact Assessment:</b>	No equality or diversity issues or impacts are raised in this paper.
<b>Subject to prior and onward consideration by:</b>	QMSE 03 May 2016
<b>Confidential paper under FOIA/DPA</b>	No
<b>Timing</b>	Final annual schedule of business for 2016–17 will be considered by Council on 28 June 2016.
<b>Author</b>	Sian Marshall, Assistant Registrar (Council and Governance)
<b>Date</b>	20 April 2016
<b>Senior Management/ External Sponsor</b>	Sir Nicholas Montagu, Chairman of Council

Draft Council Schedule of Business 2016-17					
26th October 2016	24th November 2016	16th February 2017	4th April 2017	16th May 2017	27th June 2017
Part 1: Preliminary Items	Part 1: Preliminary Items	Part 1: Preliminary Items	Part 1: Preliminary Items	Part 1: Preliminary Items	Part 1: Preliminary Items
Minutes	Minutes	Minutes	Minutes	Minutes	Minutes
Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising	Matters Arising
Chairman's Opening Remarks	Chairman's Opening Remarks	Chairman's Opening Remarks	Chairman's Opening Remarks	Chairman's Opening Remarks	Chairman's Opening Remarks
President and Principal's Report	President and Principal's Report	President and Principal's Report	President and Principal's Report	President and Principal's Report	President and Principal's Report
QMSU President's Report	QMSU President's Report	QMSU President's Report	QMSU President's Report	QMSU President's Report	QMSU President's Report
Part 2: Performance Review	Part 2: Performance Review	Part 2: Performance Review	Part 2: Performance Review	Part 2: Performance Review	Part 2: Performance Review
Vice-Principal's Report: Health	Current Financial Position	Vice-Principal's Report: Public Engagement and Student Enterprise	Vice-Principal's Report: Research (including impact and innovation)	Chief Operating Officer's Report	Vice-Principal's Report: International
Current Financial Position	Office of the Independent Adjudicator Annual Letter 2015	Current Financial Position	Current Financial Position	Current Financial Position	Current Financial Position
Staff survey report	Annual Stocktake	Student surveys report, including demographic data	HR management information report	HEFCE Annual Assessment of Risk	
HR management information report	Strategic risk management annual report	Update on staff survey action plan	Student casework report (appeals, assessment offences, complaints, student discipline, fitness to practise)	Update on stocktake following PAR	
Student surveys demographic summary: update on actions (from April 2016)			Engagement, retention and success report 2015-16	Academic assurance report	
Part 3: Strategic Planning	Part 3: Strategic Planning	Part 3: Strategic Planning	Part 3: Strategic Planning	Part 3: Strategic Planning	Part 3: Strategic Planning
Life Sciences update	Life Sciences update	Life Sciences update	Life Sciences update	Life Sciences update	Life Sciences update
				HEFCE Recurrent Grant Allocation 2017-18	Student recruitment report
				2017-18 Budget and financial five year plan	
Part 4: Legislative and Conformance Issues	Part 4: Legislative and Conformance Issues	Part 4: Legislative and Conformance Issues	Part 4: Legislative and Conformance Issues	Part 4: Legislative and Conformance Issues	Part 4: Legislative and Conformance Issues
CUC Code of Governance: annual self-assessment and action plan	Audited Financial Statements year end 31 July 2016 and audited restated 2014-15 financial statements	Health, Safety and Fire Annual Report 2015-16		QMSU Memorandum and Articles of Association: five year review	HEFCE Annual Accountability Return Financial Forecast Tables to 2019-20 and financial five year plan (if not considered as part of the Budget)
Council effectiveness review: update on action plan	Financial Results and Forecast Tables for 2016-17 (submission to HEFCE)	Annual appointment of the External Auditors			Governance Committee Report and Proposals for 2016-17
FRS102 audited restated opening balance sheet at 31st July 2014 & restated 14-15 Financial Statements	Annual Assurance Return (submission to HEFCE)	Recommendation for internal audit services following tender exercise			Financial Regulations and Scheme of Delegation of Financial Authority - annual review
	Audit and Risk Committee Annual Report 2015-16 (submission to HEFCE)				Policies requiring approval: Anti Bribery and Corruption Policy Anti Money Laundering Policy Fraud and Corruption Response Plan Public Interest Disclosure policy (if not considered earlier in the year) Standards of Business Conduct
	Annual Sustainability Assessment (submission to HEFCE)				
	Senate report on academic quality and standards				
Part 5: Other Matters for Report	Part 5: Other Matters for Report	Part 5: Other Matters for Report	Part 5: Other Matters for Report	Part 5: Other Matters for Report	Part 5: Other Matters for Report
QMSU Impact Report 2015-16	Audit and Risk Committee Report	Audit and Risk Committee Report	QMSU Financial Statements 2015-16	Draft schedule of business 2017-18	Final schedule of business 2017-18
Audit and Risk Committee Report	Finance and Investment Committee Report	Finance and Investment Committee Report	Review of student representation on Council	Finance and Investment Committee Report	Audit and Risk Committee Report
Finance and Investment Committee Report	Use of the Common Seal	Senate Report	QMSU Returning Officer's Election Report	Remuneration Committee Report	Finance and Investment Committee Report
Remuneration Committee Report		Honorary Degrees and Fellowships Committee report	Finance and Investment Committee Report	Use of the Common Seal	Governance Committee Report
Governance Committee Report		Use of the Common Seal	Remuneration Committee Report		Senate Report
Senate Report			Senate Report		Use of the Common Seal
Use of the Common Seal			Use of the Common Seal		