



Annual Schedule of Business 2015–16

Outcome requested	Council is asked to approve the annual schedule of business for 2015–16.
Executive Summary	<p>The following changes have made to the schedule for 2015–16:</p> <ul style="list-style-type: none"> i. addition to the schedule of ‘Report on student surveys’, ‘Office of the Independent Adjudicator Annual Letter 2014’ and ‘Student casework report’. This is in response to the recommendations of the Council effectiveness review. It is proposed that the student surveys item should cover the QMSS, NSS, PTES and PRES results so that Council can gain an understanding of student satisfaction and areas of concern in relation to the whole student body; ii. addition to the schedule of ‘Annual appointment of the internal auditors and ‘Annual appointment of the external auditors’. Council approved a change to the terms of reference for Audit and Risk Committee in February 2015 to require a recommendation to be made annually on the appointment of the auditors. Suggested timescales are November 2015 and May 2016 respectively and would be timed to coincide with the review of appointments by Audit and Risk Committee. These items could be covered in the Audit and Risk Committee report to Council if the auditors are simply to be reappointed. iii. addition to the schedule of ‘Staff Survey report’ for June 2016, which may need to be deferred to October 2016 depending on the timing of the survey, currently due to take place in Spring 2016; iv. addition to the schedule of the ‘Estates masterplan’ for February 2016; v. addition to the schedule of reports from the Vice-Principals for HSS, Health, SETL and S&E for October 2015, February, April and May 2016 respectively. <p>A report on the work of Senate to provide academic assurance is to be added to the final schedule of business once the appropriate timing is known.</p>
QMUL Strategy:	Effective governance supports the achievement of all strategic aims.

Internal/External regulatory/statutory reference points:	QMUL Ordinances Memorandum of assurance and accountability between HEFCE and institutions CUC Higher Education Code of Governance
Strategic Risks:	N/A
Subject to prior and onward consideration by:	By Council only.
Confidential paper under FOIA/DPA	No
Timing	The schedule details the plan for the work of Council for 2015–16.
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Date	04 June 2015
Senior Management/ External Sponsor	Sir Nicholas Montagu, Chairman of Council

Draft Council Schedule of Business 2015/16					
27th October 2015	24th November 2015	17th February 2016	05 April 2016	17th May 2016	28th June 2016
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: Humanities & Social Sciences	Current Financial Position	Vice-Principal's Report: Health	Vice-Principal's Report: Student Experience, Teaching and Learning	Vice-Principal's Report: Science & Engineering	Current Financial Position
HR Staffing Report	Office of the Independent Adjudicator Annual Letter 2014	Current Financial Position	Current Financial Position	Current Financial Position	Staff Survey report (if available)
Academic governance review		Student Surveys report	HR Staffing Report	HEFCE Annual Assessment of Risk	
			Student casework report (appeals, assessment offences, complaints, student discipline, fitness to practise)	Update on stocktake	
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
	Annual KPI Stocktake	Estates masterplan		HEFCE Recurrent Grant Allocations 2016-17	Student Recruitment report on Admissions
	QMUL five year plan			2016-17 Budget	
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	Audited Financial Statements y/e 31 July 2015	Health and Safety Annual Report 2014-15		Annual appointment of the External Auditors	HEFCE Annual Accountability Return, Financial Forecast Tables to 2018-19
	Financial Results and Forecast Tables for 2015-16 (submission to HEFCE)			Freedom of Expression Policy: three year review	Governance Committee Report and Proposals for 2016-17
	Annual Assurance Return (submission to HEFCE)				Financial Regulation and Scheme of Financial Delegation - annual review
	Audit and Risk Committee Annual Report 2014-15 (submission to HEFCE)				QMI Accounting Treatment 2015-16
	Annual Sustainability Assessment (submission to HEFCE)				Policies requiring approval: Capital Expenditure Policy
	Annual appointment of the Intenal Auditors				
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 Annual Report on Activity 2014-15	Audit and Risk Committee Report	QMSU Financial Statements 2014-15	QMSU Returning Officer's Election Report	Finance and Investment Committee Report	QMSU Annual Report on Activity 2015-16
Audit and Risk Committee Report	Finance and Investment Committee Report	Finance and Investment Committee Report	Audit and Risk Committee Report	Remuneration Committee Report	Finance and Investment Committee Report
Finance and Investment Committee Report	Honorary Degrees and Fellowships Committee	Remuneration Committee Report	Finance and Investment Committee Report	Draft Annual Schedule of Business 2016-17	Audit and Risk Committee Report
Remuneration Committee Report	Senate Report	Senate Report	Senate Report	Use of the Common Seal	Senate Report
Governance Committee Report	Use of the Common Seal	Use of the Common Seal	Use of the Common Seal	Meeting Assessment	Final Annual Schedule of Business 2016-17
Use of the Common Seal	Meeting Assessment	Meeting Assessment	Meeting Assessment		Use of the Common Seal
Meeting Assessment					Meeting Assessment

To schedule:
Academic assurance