

Protocol for the Reporting of Assurance Returns from Group Subsidiaries to the University Board

1 Purpose

1.1 The purpose of this protocol is to set out the various assurance links, the Protocols for the Sign Incident Notification, the Group Risk Management Policy, the m to the University and as appropriate to the Office for Students (O for subsidiary's governing documents and any governance agreements

1.3 The protocol links to the 4 cycles of governance reporting throughout the University. The subsidiary organisation (and any of its Committees) or but, in its Group role, it needs assurance that the re operating effectively in that organisation and that a Group level in a timely manner. Therefore, the reports are summary in nature.

3 Aims of the Protocol

3.1 This protocol sets out the minimum set of assurance the University. However, this is not a restrictive set appropriate to the specific operating circumstances proposals for any new material strategic transaction Group Cabinet which will then advise of further steps arrangements are put in place

3.2 The aims of the protocol are to enable the University

3.2.1 Facilitate reporting in a transparent manner;

3.2.2 Provide a consistent structure to enable issues to be

3.2.3 Provide clarity and a common structure to enable

3.2.4 Minimise demands by recommending the adoption of

3.3 The protocol is also designed to encourage all commu entities, including the benefits of being part of the C

3.4 The protocol is not static and will be amended from and as circumstances develop.

4 Procedure

4.1 The table below identifies the various returns required and the frequency of when they should be made. It identifies a primary (and in case of their absence, a secondary) recipient. If both of these be absent for a period the return should then be made to the University Registrar.

Return	Timing	Recipient	Comments
Management Accounts	Monthly, ideally by the third week after the month to which they relate (at the latest by the end of that month)	University Financial Accountant (AVC (Resources))	To include (or P&as appropriate), Balance Sheet and Cashflow to end of financial year.
Budgets and forecasts	Cycles 2 and 3	AVC (Resources) (University Financial Accountant)	In-year forecasts are required part way through year and budgets prepared in spring in advance of the following year
Reportable Events (RE)	Potential Reportable Events (PRE) via monthly RE Panel.	AVC (OfS) (AVC (Transformation))	Urgent RE must be submitted to OfS within 54.9 (e)-6 (d)-0.7 () TJ ET Q-6

