



Review of effectiveness for RuTC Committees for 2019-20

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| Author | Sarah Connerty – interim Governance advisor |
| Summary | This paper summarises the reviews the effectiveness undertaken by Committees this term. The reviews mapped Committee business during 2019-20 against the Committee’s terms of reference. |
| Recommendation | The Board is invited to note the report. |

1. Introduction

The Board views self-assessment as an ongoing process that is made up of different activities to inform a holistic view. Section 10 of The Code of Good Governance for English Colleges¹, which the Board has adopted, describes how self-assessment should take place and the SRP lead on this process:

10.3. The board should annually reflect on the extent to which its committees have met their terms of reference and remain fit for purpose.

10.4. In addition, the board must conduct a regular, full and robust review of its effectiveness and that of its committees, the starting point for which should be an assessment against this Code.

2. Summary

All Committees have now reviewed their terms of reference and going forward all terms of reference will be reviewed annually in the summer term alongside effectiveness reviews.

All Committees carry out a review of their effectiveness at their last Committee meeting in the summer term with outcomes reported to the July Board meeting. The review maps Committee business conducted through the year against the terms of reference.

The outcomes of reviews will be used to inform items such as:

- Cycle of business
- Terms of reference
- Membership of committees
- Evidence for external agencies

Attendance is excellent across the Committees for 2019-20:

Audit and Risk Committee – 100%

College Redevelopment Project Group – 82%

Curriculum, Quality and Standards Committee – 79% (with 100% attendance from current membership)

Finance and Resources Committee – 71% (with 100% attendance from current membership)

Search, Remuneration and Performance Committee – 86%

There is an experienced membership with the right skills to support and challenge Committee business. CLT members attend Committees. The Student Services Manager and the Head of Quality Assurance and Improvement attend the CQS Committee and the College Commercial Facilities Manager and the Director of Estates and IT attend CRPG.

The review demonstrates that the Committee structure has operated well across all areas of its remit. Individual reports include any areas which require further work, and these have been added to the cycle of business for 2020-21. There are no areas of concern to report.

Agendas for the summer term for all Committees were very long to allow all Committee business to be carried out before year end. Going forward the cycle ensures that agenda business, in particular policy approvals, are more evenly distributed.

The full review of Committee effectiveness and summary reports is available on request from the Governance office sarah.connerty@rutc.a.uk

ⁱ <https://www.aoc.co.uk/funding-and-corporate-services/governance/governance-resources/code-good-governance-english-colleges>