

## LFHE Board of Governors Evaluation Report Recommendations and Action Plan 2017

No	Recommendation	Comments	Agreed Actions
1	Reflect on ways in which academic governance can be strengthened, informed but not limited to the recommendations made in the report.	<p>Academic governance remains the responsibility of the Academic Board but the Board of Governors requires assurance that appropriate processes and procedures are in place in order to complete the statement of assurance on academic quality that is now included in the Annual Accountability Return to HEFCE. A comprehensive workshop for governors was held in November 2016 and there will be further discussions in 2017 to agree an appropriate report format for the Board in future.</p> <p>It should be noted that the Board is already consulted on any changes to the Academic Board Committee structure and receives annual reports on Academic Board business, National Student Survey; the first destination survey; complaints, discipline and appeals and collaborative provision. Information on recruitment is a regular feature of the Vice-Chancellor's report whilst application and retention data are standard KPIs received by the Board. Internal Audit reports on aspects of academic governance are also periodically commissioned via the Audit Committee and the Board receives information on any external quality assessments</p>	<ol style="list-style-type: none"> <li>1. Review Board KPIs during 17/18.</li> <li>2. New annual report to be developed to cover aspects of academic governance not already received. To include outcomes and actions from review processes. First report due November 2017.</li> <li>3. Academic (Curriculum) Strategy and European Standards Mapping to be received at May 2017 meeting.</li> <li>4. Research report to be received via Academic Board either July or September 2017 and annually thereafter. To include KPIs and progress towards REF 2020.</li> </ol>

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2	The governor link opportunity should be prominently encouraged to connect lay governors with senior academic members of the university.	We now have link governors for the Teaching and Learning Committee and Research Committee. Further involvement would be welcome but it is recognised that governor attendance at meetings during the day can be problematic. A recent suggestion has been to establish links between individual lay Governors and specific departments which will be further discussed at Nominations Committee.	<p>5. Continue to promote Link Governor Scheme for Academic committees.</p> <p>6. Establish Link Governor Scheme for Academic and Service departments.</p>
3	The scheme of delegation between the board and the sub-committees should be revisited, and at the very least, lay members in particular should be reassured as to why certain decisions and discussions are delegated.	The Scheme of Delegation is being reviewed following the first year of operation and a final report will go to Audit Committee in the first instance. The amended scheme will be subject to discussion and approval by the Board.	7. Revised scheme for approval at March 2017 meeting.

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<p>4</p>	<p>The clerk should take the lead in developing a skills matrix which covers the skill areas which the governing considers important (e.g. finance, legal, HR, audit, higher education, estate etc.). The skills matrix should be informed by a self assessment from governors themselves, and should ask members to score themselves on a scale of 0-5 across each skill area. The updated Skills Matrix should be analysed to determine whether there are any collective skills gaps for the governing body which they would benefit from receiving support on.</p> <p>In order to help further strengthen academic oversight, academic expertise should be expressly added to the skills matrix to ensure that this is always captured amongst lay members of the governing body.</p> <p>Future governor recruitment should be explicitly informed by the Skills Matrix to ensure that any skills gaps are filled adequately.</p>	<p>This was implemented recently and will inform the current recruitment round.</p>	<p>8. Implement for 2017 recruitment</p> <p>9. Consider any training requirements during annual 1:1 sessions with the Chair. (Summer each year)</p>
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5	<p>All governing body members should be invited to discuss individual training needs/opportunities with the Chair as part of 1-2-1 appraisal and review.</p> <p>All governing body members should have an annual one to one meeting with the chair to review the collective and individual performance of the board.</p>	<p>This is part of standard procedure although it was not possible to undertake this during 2016.</p>	<p>Already in place</p>
6	<p>To augment the student voice further, there should be a formal 1-2-1 meeting between the Chair and the two new student governors as part of their induction process each year, and a meeting mid-year to review progress.</p>	<p>Can be easily incorporated.</p>	<p>10. Implement from 2017/18 session</p>
7	<p>Re-introduce an informal session before (or after) governing body meetings to listen to external input, or hear from departments/faculties/services within the institution.</p>	<p>This happens anyway.</p>	<p>Already in place</p>

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8	Consideration should be given as to how the university can better communicate the discussions and decisions of the governing body through existing internal communication channels.	Minutes of meetings are made available publicly via the website.	11. Board of Governor minutes to be received at Academic Board for information. Implement for 2017/18.
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