**Committee Cycle of Business Template and Guidance**

Guidance

* All committees are strongly recommended to create and maintain a cycle of business. A cycle of business is an important planning tool which helps to plan the future work of the committee. This ensures that items are approved at the appropriate times of the year, that key business is not overlooked, and that the work of the committee can be planned with any peaks and troughs being identified.
* The committee secretary should develop a cycle of business at the end of each academic year for the following year. The cycle of business should seek to map out the committee’s business in the coming year as far as it can be foreseen. It should include any items which it is known the committee will need to consider/approve at particular meetings during the year.
* The cycle of business can be developed using previous cycles of business and previous agendas which show the pattern of the committee’s business over time (eg items which a committee regularly approves). The University’s [Delegation Framework](https://www.gre.ac.uk/about-us/governance/university-delegation-framework) and the committee’s terms of reference will show the committee’s responsibilities, which should be used for planning its business (eg where the committee is responsible for approving an annual report).
* Having drafted the cycle of business, the secretary should discuss and agree it with the chair. It should then be provided to the committee (eg as a ‘starred’ agenda item), giving members the opportunity to comment and input.
* The cycle of business should be a living document. The secretary should update the cycle of business for each committee meeting to show any changes, e.g. where items have been added, removed or rescheduled to a later meeting. The updated cycle of business should be provided to the committee (eg as a ‘starred’ agenda item).
* A template for a committee cycle of business is attached:
	+ A table should be completed for each meeting to include the items which are expected to be on the agenda for that meeting.
	+ Changes should be indicated using highlights for added items, strikeouts for removed items or tracked changes.
	+ **Title:** the title of the agenda item.
	+ **Term of reference:** the section number in the committee’s terms of reference which an item relates to. This helps to identify how items reflect the committee’s responsibilities. NB: not every agenda item will relate to a specific term of reference.
	+ **Consider/approve/receive:** whether the item is receive for information only, to consider or to approve.
	+ **Owner:** the staff member who is responsible for the item.
	+ **To [parent committee]:** if an item will go from the committee to its parent committee (eg the committee considers an item and recommends it to its parent committee for approval), enter the date of the meeting of the parent committee that it will go to.
* An example of a completed table from the cycle of business for the Academic Council is provided below.

For further information and guidance on completing cycles of business, please contact the secretariat team (governance@greenwich.ac.uk).

**EXAMPLE: TABLE FOR A MEETING TAKEN FROM A CYCLE OF BUSINESS**

**Academic Council Cycle of Business 2023/24**

**(Update for 24 January 2024)**

Highlight = new item; ~~strikethrough~~ = removed item.

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| 24 JANUARY 2024 |
|  | ***Term of Reference*** | ***Consider/ approve / receive*** | ***Owner***  | ***To Governing Body*** |
| ***MAIN AGENDA*** |
| ***Standing Reports*** |
| Report from the Vice-Chancellor (including list of strategic priorities and projects for 2023/24) |  | Consider | Vice-Chancellor |  |
| Students’ Union Report |  | Consider | President GSU |  |
| Faculty reports |  | Consider | PVCs |  |
| ***Student Success*** |
| Postgraduate Taught Student Experience Survey 2023 | 5.3 | Consider | DVC & Director of SP&BI | 20 February 2024 |
| Teaching Excellence Framework 2023 – Report on outcomes  | 5.3 | Consider | DVC / PVC Education | 20 February 2024 |
| Suicide Prevention, Intervention and Postvention | 5.3 | Consider | Assistant Director, SAS (Student Services) |  |
| ~~Review of Student Charter~~ | ~~5.1~~ | ~~Approve~~ | ~~University Secretary / PVC Education~~ | ~~20 February 2024~~ |
| Annual Report to the Governing Body on Academic Quality and Standards Assurance | 6.1 | Approve | PVC Education / Exec Dir of SAS  | 20 February 2024 |
| ***Partnerships*** |
| Degree Apprenticeships Update | 5.3 | Consider  | Associate Director, Employability & Apprenticeships | 20 February 2024 |
| ***Research, Knowledge & Exchange***  |
| Research and Knowledge Exchange Annual Report  | 6.2 | Approve | DVC Research and Knowledge Exchange | 20 February 2024  |
| Scoping of Doctoral College |  | Consider | DVC Research and Knowledge Exchange |  |
| ***Other Reports***  |
| ***STARRED ITEMS*** |  |
| ***Student Success*** |  |
| Module Review |  | Receive | PVC Education |  |
| ~~Academic calendar 2023/24~~ | ~~5.1~~ | ~~Approve~~ | ~~Asst Dir SAS (Registry)~~ |  |
| ***Research and Knowledge Exchange***  |
| Faculty Research Degrees Committee: Terms of Reference  | 5.9 | Approve | DVC R&KE |  |
| Academic Regulations for Postgraduate Research Awards | 5.2 | Receive | DVC R&KE |  |
| ***Sub-committee Business***  |
| Summary reports from Academic Council Committees  | 5.9 | Receive | University Secretary |  |
| Minutes of Academic Council Committees  | 5.9 | Receive | University Secretary |  |
| Cycle of Business 2023-2024  |  | Receive | University Secretary |  |

TEMPLATE

[Name of committee] Cycle of Business [year]

Update for [meeting date]

Highlight = new item; ~~strikethrough~~ = removed item.

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| Meeting 1: [Meeting date]  |
| ***Title*** | ***Term of Reference*** | ***Consider/ approve / receive*** | ***Owner***  | ***To [parent committee]*** |
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| Meeting 2: [Meeting date]  |
| ***Title*** | ***Term of Reference*** | ***Consider/ approve / receive*** | ***Owner***  | ***To [parent committee]*** |
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| Meeting 3: [Meeting date]  |
| ***Title*** | ***Term of Reference*** | ***Consider/ approve / receive*** | ***Owner***  | ***To [parent committee]*** |
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| Meeting 4: [Meeting date]  |
| ***Title*** | ***Term of Reference*** | ***Consider/ approve / receive*** | ***Owner***  | ***To [parent committee]*** |
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*Add tables for further meetings as necessary.*