

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 reports which should be made by subsidiaries to the University to support the Group Governance process.
- 1.2 This protocol links to, but is separate from, the Protocol for the Significant Risk and Critical Incident Notification, the Group Risk Management Policy, the management of Reportable Events to the University and as appropriate to the Office for Students (OfS); and is in addition to a subsidiary's governing documents and any governance agreement (if any) with the University.
- 1.3 The protocol links to the 4-cycles of governance reporting throughout the year adopted within the University.

2 Scope

- 2.1 This protocol applies to all majority owned subsidiaries (and incorporating any of their own subsidiaries) within the University Group.
- 2.2 It is not the intention that the University should replicate the scrutiny of the Board of the subsidiary organisation (and any of its Committees) or to subsume any of their responsibilities, but, in its Group role, it needs assurance that the reporting and governance processes are operating effectively in that organisation and that any issues are appropriately escalated to Group level in a timely manner. Therefore, the reports generally required through this protocol are summary in nature.

3 Aims of the Protocol

- 3.1 This protocol sets out the minimum set of assurance reports which a subsidiary should make to the University. However, this is not a restrictive set and additional reports can be made if appropriate to the specific operating circumstances of that subsidiary. It should be noted that proposals for any new material strategic transactions should be brought for consideration to the Group Cabinet, which will then advise of further steps to be taken before any substantive arrangements are put in place.
- 3.2 The aims of the protocol are to enable the University and its subsidiaries to:
 - 3.2.1 Facilitate reporting in a transparent manner;
 - 3.2.2 Provide a consistent structure to enable issues to be escalated as early as practicable;
 - 3.2.3 Provide clarity and a common structure to enable systematic reporting;
 - 3.2.4 Minimise demands by recommending the adoption of common structures and formats.
- 3.3 The protocol is also designed to encourage the communication of good practice amongst the entities, including the benefits of being part of the Group structure.
- 3.4 The protocol is not static and will be amended from time to time based upon feedback received 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 – should 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 I&E (or P&L 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 5 days; will be considered by R, AR, AVC(OfS), AVC(T), AVC(P)
Annual Reportable Events Report	Cycle 1 – initially to UoB Audit Committee	AVC(OfS) (AVC (Transformation))	
KPI Dashboard	Each cycle – initially to UoB Resources Committee	AVC (Planning) (AVC (Resources))	Incorporates RAG ratings of the key financial and non-financial indicators with brief narrative to provide context
Risk Register	Each cycle – initially to UoB Audit Committee	AVC (Planning) (AVC (Resources))	Detailed register showing changes and movement, as considered by the subsidiary Board, plus single page summary
Statement of Focus / Strategic and Operational Plans	Plans to be submitted in Cycle 4 (initially to UoB Resources Committee) based on Statement provided from UoB (Cycle 3)	AVC (Planning) (AVC (Resources))	Statement to be provided from UoB Board Cycle 3 to subsidiaries, to inform production of their plans, which should then be presented back in Cycle 4
Annual safeguarding assurance data return	Annual – to be reported to UoB Board Cycle 2	Deputy Student Services Manager (AVC(T))	Report based on data in the preceding full academic year. UoB Services already captured via University report.
Annual assurances for health and safety	Annual – to be reported to UoB Board Cycle 1	H&S M (R)	This serves to provide assurance of management arrangements whilst recognising that the responsibility rests with the Boards of each respective entity.

<u>Reporting Protocol Control Data:</u>	
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