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

1 Purpose

## 1.1 Thepurposeof this protocol is to set out the various surano & Thinks 4 (2) (0) + 0(0) & (1)

Incident Notification, the Group Risk Management Polic to the University and as appropriate to the Office for Stu subsidiary's governing documents and any governance

- 1.3 The protocol links to the dycles of goverance reporting the University JU13 0 Td (t)7.15Tj EMC /P <</MCLBod subsidiary organisatio(rand any of itsCommi but, in its Group role, it needs assurance the operating effectively in that organisation ar Group leveln a timely manner Therefore, the are summary in nature.</p>
  - 3 Aims of the Protocol
  - 3.1 This protocol sets out the minimum set of a the University. However, this is not a restri appropriate to the specific operating circum proposals for any new material strategic tra Group Cabinetwhich will then advise of fur arrangements are put in place
  - 3.2 Theaims of the protocoare to enable the Ur
  - 3.2.1 Facilitatereportingin a transparent man
  - 3.2.2 Provide a consistent structure to enabl
  - 3.2.3 Provide clarity and common structure t
  - 3.2.4 Minimise demands by recommenditing
  - 3.3 The protocol is also designed to encour**ation** entities, including the benefits of being par
  - 3.4 The protocol is not static and will be amena 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) reci**pitential** both of these be absenfor a period the return should there made to the Universi Registrar.

Return	Timing	Recipient	Comments
	U U		
Management	Monthly, ideally by	UniversityFinancial	To includel&E (or P&las
Accounts	the third week after	Accountant	appropriate), Balance Sheet
	the month to which	(AVC (Resources))	and Cashflow to end of
	they relate (at the		financialyear.
'	latest by the end of		
'	that month)		
Budgets and	Cycles 2 and 3	AVC (Resources)	In-year forecasts are required
forecasts		(University Financial	part way through year and
'		Accountan)	budgets prepared in spring in
'			advanceof the following year
Reportable	Potential Reportable	AVC(OfS)	Urgent RE must be submitted
Events (RE)	Events (PRE) via monthly RE Panel.	(AVC (Tansformation))	to OfS within 54.9 (e)-6 (d)-0.7 ( )]TJ ET Q-0