

# Ofqual Board

## Paper 56/15

**Date:**

18 November, 2015

**Title:**

Dates for board and committee meetings in 2016/17

**Report by:**

Alison Townsend, Board Secretariat Manager

**Responsible Director:**

Jeremy Benson, Executive Director for Vocational Qualifications

**Paper for decision**

**open paper**



**Issue**

1. To recommend dates for meetings of the board and its committees in the 2016/17 financial year.

**Recommendation**

2. The board is recommended to approve the dates for its meetings and meetings of its committees set out in this paper.

**Background**

Board

3. All board members have been consulted on dates and it is recommended that board meetings are scheduled on the following dates at 10:00:-

Wednesday 18 May 2016  
Wednesday 27 July 2016  
Wednesday 28 September 2016  
Wednesday 30 November 2016  
Wednesday 25 January 2017  
Wednesday 29 March 2017

4. It will be necessary to arrange a short meeting, likely to be a teleconference, to formally sign off the 2014/15 Annual Report and Accounts. Consultation on a date for this meeting is currently under way and will be agreed with the board outside of the meeting.
5. It is also proposed that full day board strategy sessions be held in October 2016 and February 2017. This date will be agreed with the board outside of the meeting shortly.

Audit and Risk Assurance Committee

6. All members of the Audit and Risk Assurance Committee have been consulted and the following dates identified for meetings of the Committee:-

Wednesday 11 May 2016  
Wednesday 12 October 2016  
Wednesday 7 December 2016  
Wednesday 22 March 2017

7. A joint meeting of the Audit and Risk Assurance and Finance Committees to consider the 2014/15 Annual Report and Accounts will be held before the board meeting to sign off the accounts outlined at paragraph 4 above.

Finance Committee

8. All members of the Finance Committee have been consulted and the following dates identified for meetings of the Committee:-

Friday 22 July 2016  
Friday 28 October 2016  
Friday 3 February 2017  
Friday 24 March 2017

9. A joint meeting of the Audit and Risk Assurance and Finance Committees to consider the 2014/15 Annual Report and Accounts will be held before the board meeting to sign off the accounts outlined at paragraph 4 above.

Standards Advisory Group

10. All members of the Standards Advisory Group have been consulted and the following dates identified for meetings of the Committee:-

Friday 10 June 2016  
Friday 14 October 2016  
Friday 10 February 2017

Vocational Advisory Group

11. All members of the Vocational Advisory Group have been consulted and the following dates identified for meetings of the Committee:-

Friday 9 September 2016

Friday 17 March 2017

Reform Committee

12. Meetings of this committee are scheduled as required.

**Finance and Resource**

13. Costs for meetings of the board and its committees will be included in the 2016/17 budget.

**Communications**

14. Board and committee members have already been made aware of the proposed dates by correspondence.

Paper to be published	YES
Publication date (if relevant)	After the meeting

**ANNEXES LIST:-**

**NONE**