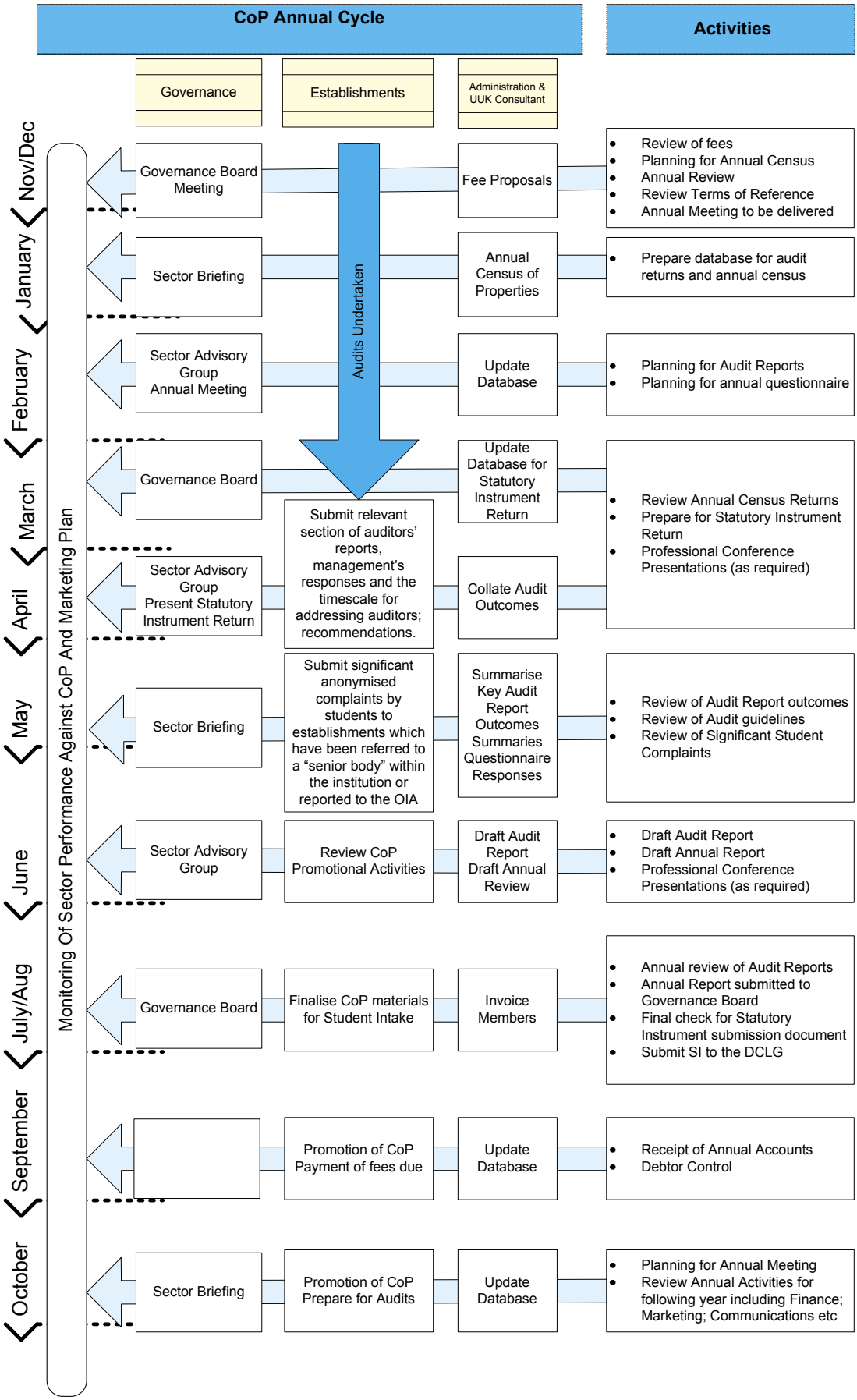
CoP Annual Cycle
Activities
Governance
Establishments
Administration & UUK Consultant
Nov/Dec
January
February
March
April
May
June
July/Aug
September
October
Monitoring Of Sector Performance Against CoP And Marketing Plan
Governance Board Meeting
Fee Proposals
Review of fees
Planning for Annual Census
Annual Review
Review Terms of Reference
Annual Meeting to be delivered
Sector Briefing
Annual Census of Properties
Prepare database for audit returns and annual census
Sector Advisory Group Annual Meeting
Update Database
Planning for Audit Reports
Planning for annual questionnaire
Audits Undertaken
Governance Board
Update Database for Statutory Instrument Return
Review Annual Census Returns
Prepare for Statutory Instrument Return
Professional Conference Presentations (as required)
Sector Advisory Group Present Statutory Instrument Return
Submit relevant section of auditors' reports, management's responses and the timescale for addressing auditors; recommendations.
Collate Audit Outcomes
Sector Briefing
Submit significant anonymised complaints by students to establishments which have been referred to a "senior body" within the institution or reported to the OIA
Summarise Key Audit Report Outcomes Summaries Questionnaire Responses
Review of Audit Report outcomes
Review of Audit guidelines
Review of Significant Student Complaints
Sector Advisory Group
Review CoP Promotional Activities
Draft Audit Report Draft Annual Review
Draft Audit Report
Draft Annual Report
Professional Conference Presentations (as required)
Governance Board
Finalise CoP materials for Student Intake
Invoice Members
Annual review of Audit Reports
Annual Report submitted to Governance Board
Final check for Statutory Instrument submission document
Submit SI to the DCLG
Promotion of CoP Payment of fees due
Update Database
Receipt of Annual Accounts
Debtor Control
Sector Briefing
Promotion of CoP Prepare for Audits
Update Database
Planning for Annual Meeting
Review Annual Activities for following year including Finance; Marketing; Communications etc