

Humanities Teaching and Learning Committee

Faculty of Humanities Risk Register

Procedure for monitoring and reviewing teaching and learning risks

The University has introduced a formal risk management process based around the maintenance of risk registers at School, Faculty and University level. The aim of this process is to provide a tool to facilitate the systematic identification and management of key risks, and which enables the efficient reporting of risks through the organisation and to the Board of Governors. In FoH, there are now risk registers in place for the Faculty and for each School.

As risk management is part of the Faculty's normal management processes, the ongoing review of the Faculty Risk Register forms part of the Faculty's annual planning and management cycle as follows:

1. The Faculty Risk Register is subject to an annual root and branch review August each year as part of the Operational Performance Review (OPR). This process is informed by the review of the Faculty's performance in the last planning cycle and the outcome of any horizon scanning and other activities undertaken early in the next planning cycle.
2. The Risk Register is then used to inform the review of the Faculty's strategic plan and the formulation of the Operational Plan for the next year (Oct-Nov). Any management actions in place to deal with serious risks feature in the Operational Plan.
3. Management information reporting processes at Faculty level contribute to the periodic review of the Risk Register.
4. In addition to the review in August, the Risk Register is updated and reviewed in December and March each year. Changes in School Risk Registers may impact on the Faculty so School Registers are updated and forwarded to the Faculty to feed into the review of the Faculty Risk Register.

The Faculty has to ensure that processes are in place to monitor the risks identified in the Faculty Risk Register and to undertake appropriate activities to mitigate those risks. The Faculty Teaching and Learning Committee (TLC) has now been given responsibility for the teaching and learning section of the Faculty Risk Register (henceforth referred to as the Teaching and Learning Risk Register or the Register).

Many of the activities that are required to prevent the risks occurring are School-level activities. It is recognised that Schools will want to include School specific risks and that risk scores will be different for each School.

Therefore, School Teaching and Learning Committees will be required to monitor and review the teaching and learning sections of their School Risk Registers, reporting to the Faculty Teaching and Learning Committee.

Faculty level monitoring and review

The Faculty Teaching and Learning Risk Register will be a standing item at 3 meetings of TLO each year (circa November, February and June). It is the intention that at these meetings, the TLC will review the Register with a view to ensuring that the impact and likelihood to occur is still current.

Those risks that are deemed to be the most likely to occur (highest Net Risk) will be identified and highlighted as agenda items for future Committee meetings. As such the Committee would be required to consider:

1. the effectiveness of the activities that are currently being undertaken
2. any further activities that could be undertaken to mitigate those risks.

Any agreed updates to the Faculty Risk Register will be forwarded to Humanities Policy and Resources Committee.

School level monitoring and review

Schools currently have mechanisms in place to monitor the School Risk Register as a whole. They may feel it appropriate to devolve the monitoring of teaching and learning risks to their appropriate Teaching and Learning Committee. Directors of Teaching and Learning are asked to be in a position to be able to represent their School specific teaching and learning risks to the Faculty Teaching and Learning Committee.

Document Control

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