

Reportable Events to Office for Students Policy

Document Control

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1. Purpose

- 1.1 The University has a regulatory obligation to report particular incidents, circumstances or material changes in its operating position, to the Office for Students (OfS); the principal regulatory body for Higher Education in England.
- 1.2 This policy is a key element of the University's governance framework, demonstrating its commitment to good governance and compliance with its regulatory obligations.

2. Scope

- 2.1 The University is a large, complex organisation and incidents or circumstances will arise from time to time connected to its many activities. These may be brought to the University's attention through concerns raised by individuals or bodies, internal or external reviews, audits or inspections.
- 2.2 This policy applies to those incidents, circumstances or material changes which fall within scope of the OfS' reporting requirements as per its regulatory advice on reportable events¹ as set out under para.4.2 of this policy and detailed latterly at Annex A.
- 2.3 It is not feasible, nor is it appropriate, that any and all incidents or circumstances which arise within the University are dealt with under this policy; individuals must use sound judgement and refer to the detail of this policy when considering whether a report is required. Most incidents and circumstances will be sufficiently dealt with via local management action, under other policy documents or other regulatory and statutory reporting arrangements.

3. Roles and Responsibilities

- 3.1 The Board of Governors is accountable for the University's compliance with OfS requirements. The Board receives a report at each meeting on any reportable events made. Annually, the Board also receives a report on compliance with the OfS ongoing conditions of registration.
- 3.2 The Vice Chancellor is the University's Accountable Officer and responsible for delegating authority appropriately within the University to ensure the OfS is notified of reportable events; all such events reported to the OfS are done so on behalf of the Chair of the Board of Governors.
- 3.3 The Secretary to the Board of Governors (hereafter 'the Secretary') is responsible for determining whether an event is reportable in consultation with the Vice Chancellor as Accountable Officer, and ensuring the Chair of Council is notified of decisions/reports made under this policy.

3.4 All members of staff are responsible for engaging with this policy when appropriate, ensuring they disclose any potential reportable events as required and co-operating with senior colleagues, governors, others appointed by the University (such as its auditors) and the OfS if applicable, during any internal reviews or investigations into relevant matters.

4. Reportable Event Definition

4.1 A reportable event is defined by the OfS as any event or matter that, in the reasonable judgement of the OfS, negatively affects or could negatively affect:

- a) The provider's eligibility for registration with the OfS;
- b) The

- 5.3 In consultation with the Vice Chancellor (as Accountable Officer), the Secretary will make inquiries as they deem fit and assess whether the criteria for a reportable event have been met.
- 5.4 The University has an obligation to notify the OfS of reportable events within five



Non-Mandatory Reportable Events

Reporting of these events depends on the materiality of the incident.

**Matters relating to
Ownership, legal form,
or corporate structure**

**Matters related to the
delivery of higher
education in England**

**Matters relating to the
quality and standards of**