



089. IFG Reportable Events Policy

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Introduction and Purpose

As part of IFG's obligations, when and if successfully registered to the Office for Students; IFG will be required to identify and report significant events considered to be "reportable events" to the Office for Students (OfS) under the Regulatory Framework for Higher Education in England (condition of registration F3 'Provision of information to the OfS') and using Regulatory Advice 16 guidance.

IFG have therefore decided to create this policy in anticipation of a registration and to provide evidence to the OfS that our approach to managing a reportable event has been properly considered.

Scope

This Policy will apply in respect of all criteria and guidance set out in the OfS Regulatory Advice 16: Reportable Events <https://www.officeforstudents.org.uk/publications/regulatory-advice-16-reportable-events/>

Definitions

A reportable event is defined within the OfS Regulatory Framework 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 provider's ability to comply with its conditions of registration

- c. The provider's eligibility for degree awarding powers, or its ability to comply with the criteria for degree awarding powers, where the provider holds degree awarding powers.
- d. The provider's eligibility for Provider title, where the provider holds Provider title.

In interpreting 'the reasonable judgement of the OfS', the OfS will, as a matter of policy, consider whether a reasonable provider intent on complying with all of its conditions of registration and acting in the interests of students and taxpayers (rather than its own commercial, reputational or other interests), would consider the event or matter to be material."

What constitutes a reportable event

The OfS provides a non-exhaustive list of events or matters that may comprise reportable events, some of which are always reportable and others which may only be reportable in certain circumstances.

The seven categories outlined in the OfS regulatory framework are:

- a) Matters relating to a provider's ownership, legal form or corporate structure;
- b) Matters related to the delivery of higher education in England;
- c) Matters relating to the quality and standards of a provider's higher education courses;
- d) Matters relating to student and consumer protection;
- e) Matters relating to a provider's financial viability or sustainability;
- f) Matters relating to management and governance;
- g) Matters relating to information provision.

The full list and further information can be found in the OfS Regulatory Advice 16: Reportable Events (as above).

Many of the examples provided by the OfS are things that, if they took place, would affect the organisation at institutional level. Examples that may be more relevant to the day-to-day activities of the institution include (for example):

- Notification of an investigation by a professional, regulatory or statutory body which would include organisations that accredit our degrees
- Closure of a subject area or department
- Fraud and legal cases under certain circumstances

Prevent Duty

The OfS has responsibility as monitoring authority of the Prevent Duty in the higher education sector. IFG has a separate Prevent Policy which sets out procedures for managing Prevent related matters. IFG are required to report any matters relating to its compliance with the Prevent duty through its reportable events reporting requirements.

Governance and Key Staff Responsibilities

Accountable Officer (AO): ultimate responsibility; a member of the IFG Board of Governors and is responsible for ensuring timely and accurate notifications to the OfS

IFG Board of Governors: exercises ultimate oversight of compliance and risk Management with OfS reporting requirements.

Academic Board: monitors academic issues and reports to IFG Board of Governors.

Finance Office: monitors financial triggers.

Procedure for Reporting

Because IFG is a small provider with a small team, our IFG Board of Governors who are appraised in Reportable Events are also Chair of all of our internal committees, any identification of issues that may require OfS notification against the Reportable Events criteria and guidance, will be expedited to the IFG Board of Governors via correspondence if urgent action is required.

If an issue is deemed to be a Reportable Event by the IFG Board of Governors (which also has the accountable officer as a member), this will be recorded on IFG's Reportable Events Register and submitted to the OfS via the portal within the specified timescales contained within the guidance.

The IFG Board of Governors will follow up and report any actions or monitoring processes at each meeting and has Reportable Events as a standing agenda item to ensure that these events are captured, monitored and actioned at the highest level.

Record Keeping

IFG hold a Reportable Register where all events will be recorded, even in the event that the case does not require formally reporting to the OfS.

The register will be maintained by the Accountable Officer on behalf of the IFG Board

Training and Communication

All IFG Board Governors members will receive awareness training on the IFG Policy, Register as well as the OfS requirements and regulatory advice.

This training will be updated annually as part of the Board Effectiveness Review.

Associated Policies

IFG Whistleblowing Policy

IFG Anti-Bribery, Fraud and Corruption Policy

IFG Management and Governance Policy

IFG Risk Management Policy

IFG Data Protection Policy