Introduction

A Committee of the governing body has an important role in the TRAC process and is key to enabling the institution to comply with TRAC requirements. Section 2.1.5.22 of the TRAC Guidance provides detailed guidance on the role of the Committee of the governing body, which changed from the 2020-21 submission onwards.

Timeline

The timeline in this annex has been introduced to provide a visualisation of where the role of the Committee of the governing body review fits into both the annual calendar, and in relation to the release of other information such as the TRAC benchmarking and release of the TRAC guidance. Section 2.1.5.22 provides the information which should be given to the Committee of the governing body as part of their review of the TRAC process. The timeline is colour coded to indicate when it is and is not possible for the Committee of the governing body to fulfil the TRAC requirements. Further information is provided below:

<table>
<thead>
<tr>
<th>Colour</th>
<th>Description</th>
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<tbody>
<tr>
<td>Red</td>
<td>Red coloured months do not meet the TRAC requirements set out in 2.1.5.22 as the benchmarking data and the guidance for the following year have not been published.</td>
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<tr>
<td>Amber</td>
<td>Amber coloured months could be used to send a report to the Committee of the governing body, IF the decision has been made to send two reports to the Committee. The first looking at the prior submission including the benchmarking, and the second looking forward which would require the guidance to have been published.</td>
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<tr>
<td>Green</td>
<td>Green coloured months meet the requirements set out in 2.1.5.22 of the guidance as the benchmarking data and the guidance for the following year have been published. Care should be taken to ensure the Committee of the governing body meets prior to the sign-off by the Accountable Officer, if the Committee meets in January.</td>
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Section 2.1.5.1 confirms that the Committee of the governing body is no longer required to approve the TRAC return prior to submission. Institutions may still wish for their Committee of the governing body to approve the TRAC prior to submission, but this should not be done instead of the Committee of the governing body approving the TRAC process as per section 2.1.5.22.
Compliance with 2.1.5.22 of TRAC guidance cannot be achieved because
• Benchmarking has not been published.
• Revised TRAC guidance has not been published.

TRAC guidance is typically published by the end of July.

Submission process
Sign off TRAC return by Accountable Officer
Submit TRAC return via OfS portal by end of January

February to April  May / June  July  Aug / Sept  October  November  December  January  February to April

Benchmarking is typically published

Paper for Committee of governing body
Single paper is the minimum requirement.
Can report to more than one meeting if more suitable for the institution.

TRAC Oversight Group meetings can be throughout the year