Actions

Royal Holloway
University of London

Meeting:	**Council Effectiveness and Statutes Review Project Board**
Date:	**Wednesday 10 April 2013**
Time:	12:00-13:00
Venue:	Principal's Meeting Room

Minute ref.	Action	Lead	Deadline
13/27	EJ to develop a set of FAQs about our governance review for inclusion on the project website. Initial topics should include the differences between the project benchmarking report and the UCU governance benchmarking report, in purpose and in universities selected	EJ	07/05/13

Minutes

Meeting:	**Council Effectiveness and Statutes Review Project Board**
Date:	**Wednesday 10 April 2013**
Time:	12.00-13.00
Venue:	Principal's Meeting Roon

Present: Mr Stephen Cox (chair)   Ms Alex Robertson
                     Mr Simon Higman   Ms Julia Roberts
                     Mr Jeremy McIlroy   Dr Emm Johnstone
                     Professor Johannes Zanker   Ms Christine Cartwright

Secretary: Dr Emm Johnstone

In Attendance: Mrs Laura Gibbs

Apologies: Professor Paul Layzell

1 Notes of previous meeting

The minutes of the meeting on 18 February 2013 were approved. As the meeting on 11 March was purely to agree on wording of a paper for Council no minutes were taken; the final Council paper was circulated as an appendix to the Project Manager's report. **13/21**

2 Matters arising from the minutes

n/a

3 Confirmation of next meeting
Monday 20 May 2013, 12:00-13:30, PMR, with lunch

4 Project Managers Report (CESPB/13/11)

To receive a report from the Project Manager including the following appendices;
Revised Programme (CESPB/13/05a)
Risk Register (CESPB/13/05b)

NOTED: a number of FOI requests about the governance review have been received and are being processed. **13/22**

AGREED: to delay the start of the HR workstream until the incoming Director of HR is available to join it (July). **13/23**

AGREED: the Statutes working group terms of reference should include Simon Higman, College Secretary, as an additional member. **13/24**

AGREED: the Academic Governance working group terms of reference should **13/25**

include two members of academic staff (one a junior academic and one a Head of Department) as additional members.

AGREED: the web page copy should be discussed with Helen Coleman, Director of Communications and External Relations, and then be circulated around the Project Board for comment and approval. The web page should be made available on the College website, and not behind any firewall, on Monday 15 April. **13/26**

AGREED: a set of FAQs will need to be developed in response to queries received once the project website is accessible, which can then be posted on the project website and added to as additional queries are raised. **13/27**

AGREED: to propose that the November Council away day agenda include sufficient time for a wide discussion on the progress made with the governance review by that stage of the programme of work. **13/28**

AGREED: the project team should begin academic governance benchmarking, after agreeing approach and the selection of questions with the Academic Registrar, and should look at all 25 English universities within the selection of 31 surveyed in the UCU benchmarking report. **13/29**

NOTED: a new risk on the risk register, regarding how communication about the project is managed. **13/30**

AGREED: all communications received by any Project Board member raising queries about the governance review should be forwarded to Emm Johnstone and Christine Cartwright to ensure that members can receive appropriate project support to prepare accurate and timely responses. **13/31**

5   **Action plan (CESPB/13/12)**
To receive the proposed timescale for the implementation of the recommendations from the Council effectiveness review

AGREED: the implementation plan. **13/32**

AGREED: the initial list of recommendations approved by Council on 20 March should be published on the project website. **13/33**