

## Actions

Meeting:	<b>Council Effectiveness and Statutes Review Project Board</b>
Date:	<b>Thursday 10 January 2013</b>
Time:	12:00-13:00
Venue:	Small Boardroom

Minute ref.	Action	Lead	Deadline
13/03	prepare stakeholder analysis and programme for consultation process (by next meeting)	EJ	18/02/13
13/07	Select and circulate two sets of re-written statutes	CC	18/01/13

# Minutes



Meeting:	<b>Council Effectiveness and Statutes Review Project Board</b>
Date:	<b>Thursday 10 January 2013</b>
Time:	12.00-13.00
Venue:	Small Boardroom

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

**Secretary:** Dr Emm Johnstone

**In Attendance:** none

**Apologies:** none

**1 Notes of previous meeting**

The minutes of the meeting on 21 November 2012 were approved. **13/01**

**2 Matters arising from the minutes**

n/a

**3 Confirmation of next meeting**

Monday 18 February 2013, 12.30-1.30pm, in the Small Boardroom

**4 Project Managers Report – update on effectiveness review (phase one) (CESPB/13/02), and work in preparation for statutes review (phase two) (CESPB/13/03)**

*To receive a report from the Project Manager including the following appendices;  
Risk Register (CESPB/13/02a)*

**NOTED:** the Council effectiveness survey was circulated before Christmas. **13/02**

**NOTED:** the benchmarking review, surveying governance arrangements in 16 universities, is progressing well. A full report will be presented at the next meeting with recommendations. This will cover both Council effectiveness and the survey of governance in other universities. **13/03**

**NOTED:** the Privy Council will expect to see that there has been consultation with all stakeholders before approving any changes to Statute. The project team is undertaking a stakeholder analysis in order to identify the types of communication that will be required for each category of stakeholder. The schedule for this consultation process with stakeholders will be prepared for the next board **13/04**

meeting.

**AGREED:** the aim of the consultation process referred to in 13/04 is to identify the principles that should be enshrined in the Statutes. These principles will need to be agreed by Council and by Academic Board. **13/05**

**AGREED:** only fundamental principles should remain within the Statutes with operational matters moving to regulations. **13/06**

**AGREED:** it would be desirable to draft new Statutes in-house. This will be supported by legal consultation. **13/07**

**AGREED:** the way to identify the principles that should be enshrined in new Statutes is to analyse the key principles in our existing Statutes and to look at recently rewritten Statutes prepared at other universities. The set of principles this analysis produces will be considered at a future board meeting. **13/08**

**NOTED:** the review process to be followed if any revision to Statute impacts employment terms and conditions may delay progress beyond the current project programme. This risk has been noted in the project risk register. **13/09**