Actions

Meeting:	**Council Effectiveness and Statutes Review Project Board**
Date:	**Wednesday 12 February 2014**
Time:	13:30-15:00
Venue:	Principal's Meeting Room

Minute ref.	Action	Lead	Deadline
14/07	To draft a letter to the current Sabbatical officers inviting them to discuss the title of the ex officio Students' Union representative to be used in Statute.	**SH/EJ**	28.02.14
14/15	To consult the current auditors and the Director of Finance regarding replacements for Statutes 29 and 30 (Investments and Raising of Money).	**CC/RK**	28.02.14

Minutes

Meeting:	**Council Effectiveness and Statutes Review Project Board**
Date:	**Wednesday 12 February 2014**
Time:	13:30-15:00
Venue:	Principal's Meeting Room

Present:	Mr Stephen Cox (Chair) Professor Paul Layzell Mr Simon Higman Ms Christine Cartwright	Professor Johannes Zanker Mr Jeremy McIlroy Ms Alex Robertson Ms Julia Roberts
Secretary:	Dr Emm Johnstone	
In Attendance:	Mrs Rachel Knight Ms Fiona Redding	Ms Cheryl Newsome

1 Notes of previous meeting

The minutes of the previous meeting, 8 October 2013, had been agreed by circulation and published on the Project website. **14/01**

2 Matters arising from the minutes

None.

3 Confirmation of next meeting

TBC.

4 Project Manager's report (CESPB/14/02)

To receive a report from the Project Manager, including updates from the working groups and from Secretariat on the current review of the Regulations of Council, and the following appendix: Risk Register (CEPB/14/02a)

NOTED: the progress of the two working groups. The Board also received an update about a Decision Notice issued by the Information Commissioner's Office regarding a complaint which was made against the College by the UCU Governance Working Group. The Information Commissioner's Office did not uphold the complaint. **14/02**

NOTED: an anonymised version of the results of the Academic Board survey. **14/03**

5 Statutes review

To receive a draft update paper for Council containing the draft statutes and the proposed consultation process

AGREED: to remove the non-discrimination statement from the Principles of the Statutes on the grounds that this was enshrined in law and therefore did not need to be duplicated here. **14/04**

AGREED: to remove the current Statute 8 on collective responsibility from Statute to Council regulations. **14/05**

NOTED: that the Students' Union are currently revising their governance documents and are proposing to replace the current arrangements namely four sabbatical officers: President, Vice President Education and Welfare, Vice President Communication and Campaigns, and Vice President Student Activities. Noted that the students currently have two seats on Council: one the President ex officio, and one directly elected by the student body, a process managed by the Students' Union. Noted that the Council has expressed the wish to retain the President as an ex officio member. **14/06**

REQUIRED: Simon Higman to draft a letter to the current Sabbatical officers inviting them to discuss the matter. **14/07**

AGREED: to consult on the method by which staff members obtain their seat on Council, whether by election as at present or by selection using a similar process to that followed for the selection of independent members. This will be consulted on in conjunction with a proposal to extend the length of terms of office for staff members should College move to such a selection process. **14/08**

AGREED: to remove the process of casual vacancies for independent and staff members; the process is to remain for student members. **14/09**

AGREED: to recommend the inclusion of student members of Council in the Reserved Area of Business (RAB) section of Council meetings, and to move the Statute detailing RAB procedures into Regulations. Procedures will be drafted for inclusion in the Regulations of Council to provide for the removal of a member of Council from Reserved Area of Business sessions should that be required. **14/10**

AGREED: there is no need to provide for the existence of certain Council committees in Statute. These can be detailed in the Regulations of Council. **14/11**

AGREED: to provide in Statute for the College to be able to award Royal Holloway Honorary Degrees in line with our degree-awarding powers. **14/12**

AGREED: to replace General Savings with the new Validity of Decisions statute suggested by the lawyers. **14/13**

AGREED: that the current Statute 28 is covered by the powers of Council to appoint the auditors. **14/14**

REQUIRED: to consult the current auditors and the Director of Finance regarding replacements for Statutes 29 and 30 (Investments and Raising of Money). **14/15**

AGREED: to retain the requirement for consultation between the Academic Board and Council when deciding upon the academic structure of the College. The question as to whether specific statutes regarding academic units termed 'Faculties' and 'Departments' are required will form part of the consultation process. **14/16**

NOTED: that consultation would be sought on the degree to which Statutes should specify mechanisms for the appointment of College's management team. **14/17**

AGREED: that the proposed statute on the Students' Union was appropriate and that the input of the students would be sought on the wording. **14/18**

AGREED: that a provision ought to exist in Regulations to allow for Council to exclude certain members from areas of business where they experience a conflict of interest. **14/19**