



Agenda

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

Procedural

1. Attendees

Chair:	Stephen Cox, Chair of Council
Secretary and Project Manager:	Emm Johnstone
Sponsor:	Simon Higman, Registrar, Secretary and Director of Operations
Co-sponsor:	Paul Layzell, Principal
Sponsor's representative:	Christine Cartwright
Lay Council member:	Jeremy McIlroy
Elected Council member:	Johannes Zanker
SDU member:	Julia Roberts
HR member:	Alex Robertson

2. Apologies

None received

3. Notes of previous meeting

Attached

4. Matters arising from the minutes

5. Confirmation of next meeting

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

Major Business

6. Project Managers Report – update on effectiveness review (phase one), and work in preparation for statutes review (phase two)

EJ/CC CESPB/13/02
CESPB/13/03

To receive a report from the Project Manager including the following appendices;

Risk Register

CESPB/13/02a

Regular Business

7. Communication

To consider and agree any items for broad dissemination around the College or that are FOI exempt.

Any Other Business

8.

Actions



Meeting: **Council Effectiveness and Statutes Review Project Board**
 Date: **Wednesday 21 November 2012**
 Time: 13:15-14:15
 Venue: Small Boardroom

Minute ref.	Action	Lead	Deadline
12/03	<p>Liaise with Chair of ACC to ensure proposed reviews meet our statutory requirements and to ensure that the report on Council effectiveness goes to ACC ahead of full Council</p> <p><i>Update as of 3.1.13: ACC requires confirmation that effectiveness reviews are being conducted in accord with CUC guidelines, for their report to HEFCE; ACC do not need to see the content of the review itself ahead of the next meeting of this project board. A paper to this effect will be provided to the Chair of ACC ahead of their February meeting, in advance of the finalisation of the report itself.</i></p>	EJ	30/11/12
12/08	<p>Modify survey to simplify request for examples from experience.</p> <p><i>Update as of 3.1.13: complete.</i></p>	EJ	30/11/12
12/09	<p>Draft survey to be prepared for PB for approval by circulation</p> <p><i>Update as of 3.1.13: complete.</i></p>	EJ	05/12/12

Minutes



Meeting:	Council Effectiveness and Statutes Review Project Board
Date:	Wednesday 21 November 2012
Time:	13:15-14:15
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

n/a

2 Matters arising from the minutes

n/a

3 Confirmation of next meeting

Wednesday 9 January 2012. This meeting is currently scheduled for 11:00-12:00, PMR.

4 Terms of reference (CESPB/12/02)

To approve terms of reference from the Project Manager.

AGREED: revised terms of reference (revised version of paper circulated with minutes). **12/01**

5 Project Manager's report

To approve recommendations as outlined in the Project Manager's report.

AGREED: scope of review (revised version of paper circulated with minutes). **12/02**

NOTED: to communicate with the Chair of Audit and Compliance Committee to ensure that this review and future reviews meet our statutory obligations. **12/03**

AGREED: to use a survey for Council members and SMT members, and to undertake a benchmarking exercise, to enable Council to measure its effectiveness. **12/04**

AGREED: to benchmark initially against selection of 16 universities to include three post-1992 institutions, with proviso that if other institutions are suggested during the exercise these be added (revised version of paper circulated with minutes).	12/05
	12/06
AGREED: questions to use in benchmarking exercise.	
AGREED: to use LFHE template survey alongside a mapping exercise for Council and SMT members.	12/07
NOTED: survey need only ask for examples from experience once per set of questions.	12/08
AGREED: Project Manager to circulate draft proposed actual survey within two weeks for approval by circulation, in order that survey is sent out before Christmas.	12/09
NOTED: the programme for the project.	12/10
NOTED: the risk register.	12/11
