



## Agenda

Meeting:	<b>Council Effectiveness and Statutes Review Project Board</b>
Date:	<b>Monday 18<sup>th</sup> February 2013</b>
Time:	12:30-13:30
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

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### Major Business

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|---|-----------|--|
| <p><b>6. Project Managers Report – update on effectiveness review (phase one), and work in preparation for statutes review (phase two)</b><br/> <i>To receive a report from the Project Manager including the following appendices;</i></p> <p style="margin-left: 40px;">Revised Programme</p> <p style="margin-left: 40px;">Risk Register</p> | <p>EJ</p> | <p>CESPB/13/05</p> <p>CESPB/13/05a</p> <p>CESPB/13/05b</p> |
| <p><b>7. Governance benchmarking exercise</b><br/> <i>To receive the summary results of the governance benchmarking exercise</i></p>  | <p>EJ</p> | <p>CESPB/13/06</p>   |
| <p><b>8. Council effectiveness survey</b><br/> <i>To receive the summary results of the Council effectiveness survey</i></p>  | <p>CC</p> | <p>CESPB/13/07</p>   |
| <p><b>9. Recommendations</b><br/> <i>To consider a number of recommendations coming from the survey and the benchmarking exercise</i></p>   | <p>EJ</p> | <p>CESPB/13/08</p>   |

**10. Stakeholder consultation**

CC CESPB/13/09

*To note the list of principles currently enshrined in Statutes, the case for change, and the stakeholder analysis which outlines all parties that must be engaged with and the aims of the consultation process*

**Regular Business**

**11. Communication**

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

**Any Other Business**

**12.**

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## 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:	<b>Council Effectiveness and Statutes Review Project Board</b>
Date:	<b>Wednesday 21 November 2012</b>
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).	<b>12/05</b>
	<b>12/06</b>
AGREED: questions to use in benchmarking exercise.	
AGREED: to use LFHE template survey alongside a mapping exercise for Council and SMT members.	<b>12/07</b>
NOTED: survey need only ask for examples from experience once per set of questions.	<b>12/08</b>
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.	<b>12/09</b>
NOTED: the programme for the project.	<b>12/10</b>
NOTED: the risk register.	<b>12/11</b>

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