



Agenda

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

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

Wednesday 22 May 2013 if members are available

Major Business

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| <p>6. Project Managers Report – update on effectiveness review (phase one), and work in preparation for statutes review (phase two)
 <i>To receive a report from the Project Manager including the following appendices;</i></p> <p style="padding-left: 40px;">Revised Programme</p> <p style="padding-left: 40px;">Risk Register</p> | <p>EJ</p> | <p>CESPB/13/11</p> <p>CESPB/13/11a</p> <p>CESPB/13/11b</p> |
| <p>7. Action plan
 <i>To receive the proposed timescale for the implementation of the recommendations from the Council effectiveness review</i></p> | <p>CC</p> | <p>CESPB/13/12</p> |
| <p>8. Tabled items for discussion</p> <p>Website content</p> <p>Academic governance benchmarking</p> <p>Schedule of meetings</p> <p>Terms of reference</p> | | |

Regular Business

9. Communication

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

Any Other Business

Actions



Meeting:	Council Effectiveness and Statutes Review Project Board
Date:	Monday 18 February 2013
Time:	12:30-14:00
Venue:	Small Boardroom

Minute ref.	Action	Lead	Deadline
13/18	prepare design principles for operation of Council to structure presentation of recommendations	EJ	11/03/13

Minutes



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Date:	Monday 18 February 2013
Time:	12.30-14.00
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: Mrs Laura Gibbs

Apologies: none

1 Notes of previous meeting

The minutes of the meeting on 10 January 2013 were approved, subject to minor amendment of minute 13/05 to make clear that consultation process described was same as that outlined in minute 13/04. **13/10**

2 Matters arising from the minutes

n/a

3 Confirmation of next meeting

Monday 11 March 2013 to be confirmed

4 Project Managers Report – update on effectiveness review (phase one) and work in preparation for statutes review (phase two) (CESPB/13/05)

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

Revised Programme (CESPB/13/05a)

Risk Register (CESPB/13/05b)

APPROVED: the expansion of the project scope to encompass a review of academic governance. The working groups will be as follows **13/11**

- 1. Statutes
- 2. Academic governance
- 3. The Act
- 4. Implications of the Statutes review on HR policies and processes

NOTED: the revised programme for the project, which supplies key dates for the different workstreams. **13/12**

- NOTED:** the amended risk register. **13/13**
- 5 Governance benchmarking exercise (CESPB/13/07)**
To receive the summary results of the governance benchmarking exercise
- NOTED:** the report was noted and approved for circulation at Council. **13/14**
- AGREED:** the report would not be circulated to the participating universities or to the College at large until Council has had the opportunity to read and approve it, thereby recognising that Council has ownership of the document. **13/15**
- 6 Council effectiveness survey (CESPB/13/07)**
To receive the summary results of the Council effectiveness survey
- NOTED:** the survey was noted and approved for circulation at Council with comments included and with a summary of findings cover sheet. The summary of findings sheet is to be expanded to also include a list of the topics where the survey has shown broad agreement and satisfaction with Council's operation. **13/16**
- AGREED:** the report would not be circulated to the College at large until Council had the opportunity to read and approve it, thereby recognising that Council has ownership of the document. **13/17**
- 7 Recommendations (CESPB/13/08)**
To consider a number of recommendations from the survey and the benchmarking exercise
- AGREED:** it was agreed that a set of design principles for how Council operates must be constructed in order that the Project Board can consider what recommendations to put forward to Council in furtherance of these principles. **13/18**
- 8 Stakeholder consultation (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
- NOTED:** the principles of the Statutes were noted. **13/19**
- AGREED:** communication with the College surrounding the activities of the Project Board will be delayed until after the results of the surveys have been put to Council, allowing Council the right to halt the project, should they so wish. **13/20**