

Summary of Business for
Council Effectiveness and Statutes Review
Project Board



Title	Recommendations Action Plan
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Date	26 March 2013
Status	For information
Document type	Project report
Summary	This paper details the action plan for the Council-approved recommendations.
Previous consultation	Project Board meeting 11 th March 2013 Council meeting 20 th March 2013
Resource implications	Time from the Secretariat to implement the recommendations. Time from the Project Board to conduct further work on the more complex recommendations.
Risk analysis	See attached risk register
Effective date of introduction	Immediate
Recommendation	The Board is asked to <ul style="list-style-type: none"> - NOTE the action plan - DECIDE whether it is appropriate for this to be displayed on the website.

Recommendation	Who is responsible	Date	Resources	Approval route
Create and circulate clear statements about roles and responsibilities of Council member, and of Trustee liabilities, to include in the Committees Handbook and upload to the website.	Secretariat	October meeting 2013		
Create short and simplified statements about Council committees and their relation to full Council as well as the roles of key personnel in Council to include in the Committees Handbook and upload to the website.	Secretariat	October meeting 2013		
Create a half-day induction programme for all new members of Council.	Secretariat	November away day 2013		
Create a survey to circulate to members annually about the year's business and any support requirements they may have.	Secretariat	November away day 2013		
Create a short guide for paper authors to advise them how best to write a paper from a governance perspective.	Secretariat	26 th June 2013		
Create a cover sheet for all Council papers which requires the author to summarise key aspects of the paper and provide contact details should a Council member have questions about the content.	Secretariat	26 th June 2013		
Introduce a process whereby members who wish to unstar an item must do so three working days before the meeting.	Secretariat	26 th June 2013		
Ensure all committees provide summary reports to Council of decisions made on its behalf, or required of it, since the last full meeting.	Secretariat	October meeting 2013		
Provide a shared access point where minutes of committees are placed for all members to access no less than 7 days before a Council meeting.	Secretariat	October 2013		
Assist Council to prepare an update after each meeting to share with College members through existing communication channels.	Secretariat	From 26 th June 2013		
Prepare a report for the weekly newsletter once a year on Council's business.	Secretariat	Just before start of academic year?		
Implement an annual roundup of academic issues considered by Academic Board scheduled for March.	Secretary to the Academic Board	March 2014		
Further work to be completed on achieving the skills mix and diversity needed for an effective Council.	Project Board	November away day 2013		

Further work to be undertaken on assessing the size of Council.	Project Board	October meeting 2013		
Further work to be undertaken on assessing how to best to deal with the volume of business Council must consider every year.	Project Board	November away day 2013		