



Summary of Business for  
**Council Effectiveness and Statutes Review**  
**Project Board**

Title	<b>Project Manager's Report</b>
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Status	For information
Document type	Project update
Summary	This paper outlines the progress of the project since the last board meeting, covering the working groups, communications, and progress with a review of Regulations of Council
Previous consultation	Last project board meeting 4 November 2013 (solely to look at proposed approach to drafting statutes) and 8 October 2013
Resource implications	Staff time
Risk analysis	See attached risk register
Effective date of introduction	Immediate
Recommendation	<b>The Project Board is note this report</b>

1. Progress report from statutes working group

The statutes working group last met on 15 January to further consider responses from the College's legal advisers Pinsent Masons to a number of queries around the proposed structure and draft wording for the statutes. Subsequently, the working group have developed a paper to present the draft new statutes for consultation with all stakeholders, including Council. This is accompanied by a summary sheet indicating where there the draft diverges from the current statutes, and a document indicating where the Regulations of Council would need to be amended to incorporate measures removed from statutes. These items are presented under item CESP/14/03.

2. Progress report from academic governance working group

A survey of Academic Board members took place in December. The survey closed on 6 January and the results have been shared with the Principal; a summary of the results are appended here. The results will be used to inform the discussions of the first meeting of the AB Working Group which will be set up in February.

3. Progress report from HR department

The HR department are reviewing the key policies that are directly covered by Statute 25 (capability, grievance, disciplinary and redundancy), in consultation with the unions. The capability procedure has been revised, and the department are currently receiving feedback from the UCU regarding changes to the grievance procedure. There is recognition that we need clear performance management frameworks and there will be joint work with the UCU on this. Discussions on this should commence within the next 2 months once we finalise the grievance procedure. Consultation with senior management about the appraisal process will take place at the next Senior Management Team awayday, which will inform the new performance management framework. It is expected that there will be a new appraisal process in place for the 2014-15 appraisal cycle.

4. Communications update

As noted at the Project Board meeting of 8 October 2013, there have been some persistent communication difficulties with the UCU. The UCU appealed to the Information Commissioner's Office in October 2013 over the College's application of section 14 ("Dealing with vexatious requests") of the Freedom of Information Act to a request made by the UCU Governance Working Party about advice received regarding the constitution of Academic Board, in response to the high volume of correspondence being received by Secretariat from this group over various matters relating to the ongoing governance review. The Information Commissioner's Office issued a decision notice on 28 January that the College was correct to apply section 14 of the Act to the request.

The SU sabbatical officers have again declined the invitation to join the working parties and to send a representative to the Project Board, citing (in an email of 5 December 2013) as grounds that that they had requested to send two student representatives to the Board, as mandated by a General Meeting of the Students Union. It is felt that it would be inappropriate to seek student representation by alternative means, as the decision not to join the groups was mandated by a General Meeting of the Students' Union.

#### 5. Regulations of Council

The Secretariat has been reviewing the Regulations of Council since October 2013, noting where they no longer reflect practice and consulting with colleagues in other services as required while drafting revisions that will bring the Regulations up to date. The resulting new set of Regulations will be presented to Council on 19 March 2014. Once these have been approved, work can then begin to draft new Regulations as required by the proposed changes to statute, for consideration by Council on 21 May 2014.