

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	Liaise with Chair of ACC to ensure proposed reviews meet our statutory requirements and to ensure that a summary report on Council effectiveness goes to ACC	EJ	30/11/12
12/08	Modify survey to simplify request for examples from experience	EJ	30/11/12
12/09	Draft survey to be prepared for PB for approval by circulation	EJ	05/12/12

Minutes



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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**

AGREED: questions to use in benchmarking exercise. **12/06**

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**