

Actions

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| Meeting: | Council Effectiveness and Statutes Review Project Board |
| Date: | Wednesday 24 July 2013 |
| Time: | 10:30-11:30 |
| Venue: | Principal's Meeting Room |

| Minute ref. | Action | Lead | Deadline |
|-------------|---|-------|----------|
| 13/53 | Secretariat to circulate annual survey of members prior to the November away day. | CC | 06/09/13 |
| 13/59 | To arrange a meeting with representatives from Pinsent Masons to further inform decisions about the statute review process. | CC | 31/08/13 |
| 13/62 | To submit a revised paper on the definition of Chair's Action at a subsequent meeting. | CC | TBC |
| 13/63 | To consult the Communications team on the redrafting of the Governance pages. | EJ/CC | 01/08/13 |
| 13/64 | To resubmit the paper regarding Communication with Council at a subsequent meeting. | CC | TBC |
| 13/65 | To ensure a paper is submitted to Council at their October meeting about the College's dialogue with the unions. | EJ | 20/09/13 |

Minutes



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| Meeting: | Council Effectiveness and Statutes Review Project Board |
| Date: | Wednesday 24 July 2013 |
| Time: | 10:30-11:30 |
| Venue: | Principal's Meeting Room |

Present: Mr Stephen Cox (chair) Professor Johannes Zanker
Professor Paul Layzell Ms Christine Cartwright
Mr Simon Higman

Secretary: Dr Emm Johnstone

In Attendance: none

Apologies: Ms Alex Robertson Ms Julia Roberts
Mr Jeremy McIlroy

1 Notes of previous meeting

The minutes of the meeting on 20 May 2013 were approved. **13/51**

2 Matters arising from the minutes

NOTED: that Simon Higman had written to all three unions recognised on campus to invite them to participate in a separate group, outside of the Project's mechanisms, to discuss the Statutes and was waiting for a reply. **13/52**

3 Confirmation of next meeting

This is yet to be scheduled and will not take place before September 2013.

4 Project Manager's report (CESPB/13/17)

To receive a report from the Project Manager including the following appendices; Risk Register (CESPB/13/17a)

AGREED: the annual short survey of members ought to be circulated prior to the November Away Day so that responses could be incorporated into the schedule. The Secretariat would implement this. **13/53**

AGREED: that provisionally agreed Council minutes clearly labelled as unconfirmed would be published as soon as possible after Council meetings, with confirmed minutes later being uploaded. **13/54**

AGREED: that Professor Zanker would continue to serve on the Project Board after the end of his term of office on Council. **13/55**

5 Considering strategy (CESPB/13/18)

To receive an options paper presenting a number of approaches that might increase Council's capacity to consider matters of strategic importance

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| | DISCUSSED: the various options presented to make Council more effective at considering items of strategic importance. | 13/56 |
| | NOTED: that clearly identified topics or themes for each Council meeting would be welcome and then extra items of business could be built in around the major item for discussion. | 13/57 |
| | AGREED: Options 1-3 were avenues which the College ought to continue to pursue and develop. Options 4-6 would require input from Pinsent Masons before any final decisions could be made. | 13/58 |
| | AGREED: to arrange a meeting with representatives from Pinsent Masons, the results of which will inform the subsequent actions of the Project Board. | 13/59 |
| 6 | Statutes review process (CESPB/13/19) <i>To receive a paper outlining the proposed method of approaching the statutes review process</i> | |
| | AGREED: that the advice of Pinsent Masons should be sought regarding specific statutes and brought to both the Statutes Working Group and the Project Board. | 13/60 |
| 7 | Chair's Action (CESPB/13/20) <i>To receive a paper discussing the remit of Chair's action</i> | |
| | DISCUSSED: the proposed definition of Chair's Action was felt to be inaccurate and should be redrafted. | 13/61 |
| | AGREED: to submit a revised version of the paper at a subsequent meeting. | 13/62 |
| 8 | Governance Webpages (CESPB/13/21) <i>To receive an options paper on the restructuring of the governance webpages to allow for publication of minutes</i> | |
| | AGREED: that the Communications team ought to be consulted on this item. | 13/63 |
| 9 | Communication with Council Members (CESPB/13/22) <i>To receive an options paper on how members of the College might communicate with Council members</i> | |
| | AGREED: that as the member of the Board who had proposed this item was absent, the paper would be brought to the next meeting. | 13/64 |
| | AGREED: that Council should receive a paper at their October meeting about the College's dialogue with the unions. | 13/65 |