

Actions

Meeting:	Council Effectiveness and Statutes Review Project Board
Date:	Tuesday 8 October 2013
Time:	12:00-13:30
Venue:	International Building room 146

Minute ref.	Action	Lead	Deadline
13/68	A guide explaining proposed changes to statute to be prepared for the benefit of all stakeholders to be engaged through the consultation process.	EJ	20/11/13
13/72	The proposed definition of Chair's action to be put before Council.	EJ	20/11/13
13/75	A paper to be prepared for Council presenting proposals regarding communication channels between members of College and Council members.	EJ	20/11/13
13/78	A letter to be drafted in reply to the email of 1 October from UCU and SU jointly.	SH	18/10/13

Minutes

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Present: Mr Stephen Cox (chair) Professor Johannes Zanker
 Professor Paul Layzell Mr Jeremy McIlroy
 Mr Simon Higman Ms Alex Robertson

Secretary: Dr Emm Johnstone

In Attendance: Mrs Laura Gibbs Ms Cheryl Newsome

Apologies: Ms Christine Cartwright Ms Julia Roberts

1 Notes of previous meeting

The minutes of the meeting on 24 July 2013 were approved. **13/66**

2 Matters arising from the minutes

None.

3 Confirmation of next meeting **13/67**

This is yet to be scheduled but will take place before the Council meeting in November.

4 Project Manager's report (CESPB/13/24)

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

Terms of reference for statutes working group (CESPB/13/24a)

Annual survey for members (CESPB/13/24b)

2010 survey report (CESPB/13/24c)

Risk Register (CESPB/13/24d)

AGREED: the timescale and milestones proposed for the statutes review process. **13/68**
 The draft new version will be circulated to members of the project board before being sent to lawyers, with a meeting called specifically to discuss the draft if required. A covering paper that explains the reasons for all proposed changes will be prepared to assist in consultations.

AGREED: the timescale and approach proposed for the academic review process. **13/69**
 The project board will be consulted regarding the proposed survey of Academic Board members before any survey is undertaken.

AGREED: the annual survey for members is to be circulated at the November Council meeting. **13/70**

AGREED: the report on the 2010 Council effectiveness survey is to be published on the project website. **13/71**

5 Protocols for Chair's action (CESPB/13/25)

To receive a paper discussing the protocols for Chair's action

AGREED: the proposed definition of Chair's action, subject to Council approval at its next meeting. **13/72**

6 Communication with Council members (CESPB/13/26)

To receive an options paper on how members of the College might communicate with Council members

NOTED: that the paper outlined a number of operational approaches that might be taken to improve the communication between members of College and Council members. **13/73**

NOTED: that Council members should be given the opportunity to consider which channels of communication they would value being strengthened, to increase the openness and accessibility of Council while also supporting the principle and practice of collective action by Council members. **13/74**

AGREED: that a paper should be prepared for the November Council meeting presenting a number of options for strengthening communication opportunities. The paper is to be circulated to members of the Project Board for comment before being sent to Council. **13/75**

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[REDACTED]

8 Any other business

NOTED: a letter had been received by the Chair of Council and the Principal from the UCU jointly with the SU sabbatical officers, requesting a number of changes to the operation of the project and its board. These were not felt to be appropriate at this stage of the work. A letter will be drafted in response. **13/78**