

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



| Title                          | Terms of reference  |
|--------------------------------|---|
| Author/ Comments               | Emm Johnstone<br>(E) emm.johnstone@rhul.ac.uk   |
| Date                           | 22 November 2012  |
| Status                         | <b>Approved</b>   |
| Document type                  | Document for approval   |
| Summary                        | This paper lays out the suggested terms of reference for the project board                      |
| Previous consultation          | None  |
| Resource implications          | Staffing (approved by Planning and Resources Committee)   |
| Risk analysis                  | There are risks to the College's reputation if the review process is not appropriately governed |
| Effective date of introduction | Immediate   |
| Recommendation                 | <b>CESPB is invited to APPROVE these terms of reference</b>                                     |

**Terms of reference**

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Council has a responsibility to ensure that it as the governing body offers effective strategic direction to the College, ensures financial sustainability and holds the senior management team to account for the efficient and effective running of the College.

**Terms of reference for this project board**

- to review the effectiveness of Council in fulfilling this role, to make recommendations to Council that will lead to improvements in the effectiveness and efficiency of Council, and to review the Statutes, Ordinances and Regulations in order that these serve the best interests of the College.

*Practicalities*

The review process will be guided by a Project Board, who will manage the project on behalf of the Council.

The Council Effectiveness and Statutes Review Project Board (CESPB) will:

- be responsible for driving the review process through two phases, these being the Council Effectiveness Review and the Statutes Review
- receive reports from and direct the work of a Project Manager, who will oversee and co-ordinate the project delivery team
- make decisions regarding the direction, scope, pace and quality of the review process
- comment on, and ultimately approve for further circulation, drafts of reports for Council and of new Statutes
- ensure that the review process is given due scrutiny and support by Council and by the College community
- work to deliver a clearly articulated effective and efficient governance structure that is well understood by Council, the SMT, and the College more widely

*Frequency:* Every six weeks or as required if project progress or key risks change status

*Chair:* Chair of Council, Stephen Cox for Effectiveness Review (phase 1) to Mar 2013, Principal, Paul Layzell for Statutes Review (phase 2) Mar 2013-Dec 2013

*Secretary:* Project Manager, Emm Johnstone

*Membership:* Lay member of Council, Jeremy McIlroy  
Elected member of Council, Johannes Zanker  
Registrar and Secretary and Director of Operations, Simon Higman  
Director of Strategic Development, Julia Roberts  
Human Resources Manager, Alex Robertson  
Governance Assistant, Christine Cartwright