Agenda: CESPB/12/02

Summary of Business for

Council Effectiveness and Statutes Review Project Board

Title	**Terms of reference**
Author/ Comments	Emm Johnstone (E) emm.johnstone@rhul.ac.uk
Date	22 November 2012
Status	**Approved**
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	**CESPB is invited to APPROVE these terms of reference**

Council Effective and Statutes Review Project Board
Terms of reference

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