MEETING OF THE BOARD OF SCRUTINY
MINUTES

Wednesday, 27 October 2011 at 12.00pm
Old Development Room, Emmanuel College

Present: The Revd Jeremy Caddick (Chair); Dr Catherine MacKenzie (Secretary); Miss Emma Easterbrook (Support Officer); Mr Bruce Beckles; Mr Kevin Coutinho; Mr David Goode; Dr Christina Skott; Dr Brian Sloan; Mr Paul Warren; and Dr Alan Winter.

1. Apologies
   Dr Martin Dixon; and Dr Oren Scherman.

2. Declarations of Interest
   All members declared an interest in the Academic Division.

3. Minutes of Meeting on 13 October 2011
   Approved.

4. Matters Arising
   i. Future Guests: TBC;
   ii. Revision of the Board’s statutes: To be kept under review;
   iii. Voluntary redundancy figures: distributed amongst the Board;
   iv. International Office: To be kept under review; and
   v. Revision of Statutes and Ordinances: To be kept under review.

5. Guest: Mr Graham Allen, Academic Secretary
   The Board thanked Mr Allen for his attendance and the following issues were discussed:
   i. Risk management: student complaints and appeals, the Office of the Independent Adjudicator (OIA), the three stage process, liaison between the Colleges and the University, and the legal process;
   ii. Senior Academic Promotions: including the integration of the new system, the criteria, the role of the University Senior Lectureship (USL), capping of applications within three years, mentoring of applicants, and the appeals process;
   iii. Graduate student numbers and College membership: including financial and academic issues;
   iv. North West Cambridge: possible uses; and

6. Any Other Business
   None.

7. Date of Next Meeting:
   Guest: Professor Jeremy Sanders, PVC for Institutional Affairs
   12.00pm on Thursday, 10 November 2011
   Old Development Room, Emmanuel College

Emma Easterbrook - Support Officer – November 4th 2011