MEETING OF THE BOARD OF SCRUTINY
MINUTES

Wednesday, 19 January 2012 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 Owen Saxton; Dr Christina Skott; Dr Oren Scherman; Dr Brian Sloan; and Dr Alan Winter.

1. Apologies
Dr Martin Dixon.

2. Declarations of Interest
None.

3. Minutes of Meeting on 24 November 2011
Approved.

4. Matters Arising
None.

5. Guest: Dr Johnathan Nicholls, Registrar
The Board thanked Dr Nicholls for his attendance and the following issues were discussed:
   i. **Vision for the Unified Administrative Service (UAS):** Review of the UAS, and liaison with the rest of the University;
   ii. **Electronic Ballot:** Security, anonymity, and cost effectiveness;
   iii. **UK Border Agency (UKBA), Visas etc:** Equality of process, the balance of responsibility between the individual and the University, and the reimbursement of costs;
   iv. **Publication of information:** Reviews and Reports; Committees; and access to financial information;
   v. **Success criteria for major projects:** Committees, reviews, usability and post-implementation reports;
   vi. **Who counts as an administrator?**; and
   vii. **Early retirement scheme:** to be further discussed by the Board.

6. Any Other Business
None.

7. Date of Next Meeting:
   
   Guest: Professor Steve Young, PVC for Planning Resources
   12.00pm on Wednesday, 1 February 2012
   Old Development Room, Emmanuel College

Emma Easterbrook - Support Officer - 1 February 2012