MEETING OF THE BOARD OF SCRUTINY

MINUTES

Thursday, 5 March 2015 at 12.00pm
Seminar Room A, Hughes Hall

Present: Dr Mike Franklin (Chair); Dr Samantha Lucy (Secretary); Miss Emma Easterbrook (Support Officer); Dr Andy Bell; Mr David Goode; Dr David Secher; The Revd Canon Hugh Shilson-Thomas; Dr Matthew Vernon; and Dr David Woodman.

1. Apologies
   Dr Paul Beattie; and Mr Bruce Beckles.

2. Declarations of Interest
   None.

3. Minutes of Meeting of 19 February 2015
   Approved.

4. Matters Arising
   None.

5. Guest:
   The Board welcomed Professor Lynn Gladden, Pro-Vice-Chancellor for Research, and the following issues were discussed:
   (i) Grants: including access to data, administration procedures and training for Principal Investigators (PIs);
   (ii) The relationship between University Information Services (UIS) and Unified Administrative Service (UAS);
   (iii) Cambridge Student Information System (CamSIS): including maintenance and upgrading;
   (iv) Research Excellence Framework (REF): including outcome and comparisons with other institutions, publicity in the Times Higher, Unit of Assessments (UOAs), future procedures
and improvements;

(v) **Terms of Reference**: including HR procedures, internal and external review processes and governance structure; and

(vi) **Research**: including diversity and collaboration of research and researchers, historical growth of the University, and management of projects, applications for grants and funding.

### 6. Items under review

(i) **Ms Alison Traub, Director of CUDAR**: to be kept under review.

(ii) **Grant administration**: to be kept under review.

### 7. Any Other Business

(i) **Report writing**: editors and process now established.

(ii) **Future Guests**: to be kept under review.

### 8. Date of Next Meeting:

Guest: Mr Andrew Reid, Director of Finance

Seminar Room A, Hughes Hall

12.00pm on Thursday, 23 April 2015

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Emma Easterbrook

Support Officer

26 March 2015