

HANDOVER MEETING OF THE BOARD OF SCRUTINY

MINUTES

**Wednesday 6 October 2021, 10:30am
at the West Lodge/Maitland Room, Downing College**

Present:

Mr Graham Allen (Outgoing Chair, Incoming Secretary), Professor Richard Mortier (Incoming Chair), Mrs Rachel Rowe (Support Officer), Dr John Fawcett, Mr Gavin Flynn, Dr Gilly Carr, Dr Mark Smith, Dr Rob Doubleday, Dr Orsola Rath Spivack, Ms Jocelyn Wyburd and Dr Mark Purcell.

The meeting began at 10:32am.

1. Election of Chair and Secretary:

Dr John Fawcett conducted the election of the Chair. Professor Richard Mortier was elected unanimously by the Board and took the Chair. The election of the Secretary was then held. Mr Graham Allen was nominated and elected unanimously.

2. Welcome to new members and introductions:

The Board welcomed the four new members in attendance – Dr Rob Doubleday, Dr Orsola Rath Spivack, Ms Jocelyn Wyburd, and Dr Mark Purcell.

3. Apologies:

Apologies were received from Dr Seb Falk and Professor Martin Jones (outgoing member). Dr David Butterfield was not in attendance.

4. Declarations of Interest:

None.

5. Minutes of the meeting held on 29 September 2021:

The minutes were confirmed as a correct record.

6. Matters arising:

Mr Graham Allen confirmed that he has agreed to serve for two years, and the other new members will serve for four years. A Grace to that effect will be published in early Michaelmas term.

7. 26th Report timetable for publication and Discussion:

The Board's 26th Report was submitted on Monday 4 October. The Report will go to Council on 18 October and then to a Discussion provisionally planned for 9 November. Graham Allen agreed to attend the Discussion as the Chair who presided over the Report.

8. Preliminary discussion of work plan for 2021-22:

a.) Time, format and frequency of meetings:

After discussion, the Board agreed to reduce the number of full Board meetings to three per term, which will include a mixture of remote and in-person meetings. Nine provisional dates were agreed, including three dates which the Vice-Chancellor, the Registry and the Pro-Vice-Chancellor for Strategy & Planning will be invited to attend (see Item 10).

b.) Working Groups:

The Board agreed to continue operating via seven Working Groups – Estates, Finance, Governance, Education, HR, Research, and Systems & Processes – with the group memberships being decided via the shared Google Drive before the next meeting.

c.) Meetings with Senior Officers:

The Secretary will liaise with the offices of the Vice-Chancellor, the Registry, and the Pro-Vice-Chancellor for Strategy & Planning and invite them to attend the provisional dates agreed (see Item 10).

9 . Any Other Business:

None.

10. Date of next full Board meeting:

The provisionally-agreed dates of the full Board meetings for 2021-22 are as follows:

Michaelmas:

Thursday 28 October, 9.30-10.30am (via Zoom)

Thursday 2 December, 10-11.30am (at Downing)

Lent:

Thursday 3 February, 12-2pm (at Downing, with guest invited and lunch served)

Thursday 3 March, 12-2pm (at Downing, with guest invited and lunch served)

Tuesday 22 March, 12-2pm (at Downing, with guest invited and lunch served)

Easter:

Thursday 28 April, 12-2pm (at Downing, with lunch served)

Tuesday 24 May, 12-1pm (via Zoom)

Monday 27 June, 10-11.30am (at Downing)

The meeting closed at 11:32am.

Rachel Rowe
Support Officer