

# 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 up-grading;
- (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

**Emma Easterbrook**

**Support Officer**

**26 March 2015**