

# MEETING OF THE BOARD OF SCRUTINY

## MINUTES

**Wednesday, 13 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 W Owen Saxton; Dr Oren Scherman; Dr Christina Skott; Dr Brian Sloan; Mr Paul Warren; and Dr Alan Winter.

### 1. Apologies

None.

### 2. Declarations of Interest

None.

### 3. Election of Chairman and Secretary

The Revd Jeremy Caddick and Dr Catherine MacKenzie were elected as Chair and Secretary unanimously.

### 4. 16<sup>th</sup> Annual Report (Discussion)

PW, OS & JC attended the Discussion on Tuesday, 11 October 2011. The following items were discussed:

- i. Comments by speakers;
- ii. Combination Room; and
- iii. Election of next Chancellor.

### 5. Potential Topics of Discussion

The following items were discussed:

- i. Visas and Compliance;
- ii. Finances and financial planning;
- iii. Review of Unified Administrative Service (UAS);
- iv. Review of Information Strategy and Syndicates Services;
- v. International Office;
- vi. Volunteer Selection System (VSS);
- vii. Appeal Payouts, Complaints and the Court of Discipline;
- viii. Senior Academic Promotions;
- ix. Student Numbers; and
- x. University and College Union (UCU).

### 6. Any Other Business

- i. **Balloting process for Regent House:** including electronic voting and role of the Proctors;
- ii. **Remit of the Board;**
- iii. **Childcare:** including rise in cost;
- iv. **Statutes governing the Board:** including election of members; and
- v. **Technical Review of Statutes and Ordinances:** including their remit and proposed changes to date.

**7. Potential Guests for the academic year 2011/12**

- i. Mr Graham Allen, Academic Secretary;
- ii. Professor Jeremy Sanders, PVC for Institutional Affairs;
- iii. Professor Lynn Gladden, PVC for Research;
- iv. Professor Steve Young, PVC for Planning and Resources;
- v. Dr Jennifer Barnes, PVC for International Strategy;
- vi. Dr Jonathan Nicholls, Registry;
- vii. Professor Sir Leszek Borysiewicz, Vice-Chancellor;
- viii. Mr Andrew Reid, Director of Finance; and
- ix. Professor Steve Oliver, Chair of the Information Strategy and Services Syndicate.

**8. Date of Next Meeting:**

Guest: Mr Graham Allen, Academic Secretary  
12.00pm on Thursday, 27 October 2011  
Old Development Room, Emmanuel College