

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, Registry

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