

# MEETING OF THE BOARD OF SCRUTINY

## MINUTES

**Tuesday 1 August 2017, 12:30pm**

**Seminar Room A, Hughes Hall**

### **Present:**

Dr Lydia Drumright (Chair), Dr Stephen Kell (Secretary), Mrs Rachel Rowe (Support Officer), Mr David Goode, Dr Liz Morfoot, Dr Simon Frost, Dr Carmel McEniery, Mr Tim Milner, Mr Ian Wright, and Mr Gordon Chesterman.

The meeting began at 12:40pm.

### **1. Apologies:**

Apologies for absence were received from Dr Gemma Burgess, Dr Cristiano Ristuccia, and Ms Saba Alai.

### **2. Declarations of Interest:**

There were no declarations of interest.

### **3. Minutes:**

The minutes of the meeting held on 18 July 2017 were confirmed as a correct record.

### **4. Matters Arising:**

A room at Peterhouse has been confirmed for Board of Scrutiny meetings in the new academic year. The Board agreed to continue giving thought to who might be the new Chair and Secretary for the coming year. A Handover meeting will ideally be scheduled before October.

The Board agreed to conduct an exercise in self-scrutiny after the Annual Report has been submitted, to ensure that its operations are running effectively.

### **5. Updates from Working Groups on Drafting Sections of the Annual Report:**

The Board received an update from one of the working groups drafting sections of the Annual Report – Estates and Planning. Some amendments were discussed.

### **6. Agreement of next steps for drafting the Annual Report:**

The working groups will continue to work on their draft sections for the Annual Report. It was agreed to have the Annual Report mostly completed by the next meeting on 15 August, with the aim to signing it off at the last meeting of the year on 30 August. The Report will be sent to the Registry to check for inaccuracies before being submitted to Council.

### **7. Updates from Proctors:**

No updates.

**8. Any Other Business:**

None.

**9. Date of Future Meetings:**

The next meeting will be held on Tuesday 15 August at Hughes Hall in the Peter Richards Room (with lunch).

A final meeting is planned for:

Wednesday 30 August, 12:30-2:30pm, Peter Richards Room (with lunch)

The meeting closed at 2:50pm.

**Rachel Rowe  
Support Officer**