

MEETING OF THE BOARD OF SCRUTINY

MINUTES

Wednesday 16 October 2019, 12:15pm

Henry Cavendish Room, Peterhouse

Present:

Dr Karen Ottewell (Chair), Mr Graham Allen (Secretary), Mrs Rachel Rowe (Support Officer), Mr David Goode, Ms Edna Murphy, Mr Francis Knights, Mr Ian Wright, Professor Martin Jones, Dr Timothy Dickens, Dr David Butterfield, Ms Saba Alai and Dr Annamaria Motrescu-Mayes.

The meeting began at 12:18pm.

1. Apologies:

Apologies were received from Dr Richard Mortier.

2. Declarations of Interest:

None.

3. Minutes of Handover meeting on 2 October 2019:

The minutes of the Board Handover meeting held on 2 October 2019 were confirmed as a correct record.

4. Matters arising:

It was confirmed that the Board have arranged the following meetings with Senior Officers to take place in 2020:

- Wednesday 15 January with the Pro-Vice-Chancellor for Strategy & Planning;
- Wednesday 12 February with the Registry; and
- Wednesday 11 March with the Vice-Chancellor.

5. Timetable for Discussion of 24th Report:

The Board's Annual Report will be published today in The Reporter, and is scheduled for Discussion on 5 November.

6. Annual Reports of the Council and General Board:

The Board discussed the draft Reports of the Council and General Board, and began considering potential lines of enquiry and topics to explore for the 25th Report of the Board of Scrutiny.

7. Working groups:

The Board's working group have been confirmed as Finance, Estates, Education, Research, Governance, HR, and Systems & Processes. Members were encouraged to nominate a Coordinator for each Working Group to improve communication and workflow.

8. Timescales for 25th Report:

The Board agreed to aim for a draft version of the 25th Report to be completed by the end of Lent term.

9. Any other business:

None.

10. Preparation for next meeting:

The next Board meeting will be on Wednesday 30 October 2019 at 12:15pm at Peterhouse. The Working Groups were asked to put together a draft work plan, including a list of people to visit, and upload to the shared Google drive by Monday 28 October.

The meeting closed at 1:41pm.

**Rachel Rowe
Support Officer**