

# MEETING OF THE BOARD OF SCRUTINY

## MINUTES

**Wednesday 17 May 2017, 9.30am**

**Peter Richards Room, Hughes Hall**

**Present:** Mrs Gwyneth Barton (GBa) (Support Officer), Dr Gemma Burgess (GBu), Mr Gordon Chesterman (GC), Dr Lydia Drumright (LD) (Chair), Dr Simon Frost (SF), Dr Stephen Kell (SK), Dr Carmel McEniery (CMcE), Mr Tim Milner (TM), Dr Cristiano Ristuccia (CR) and Mr Ian Wright (IW).

### **1. Apologies:**

Apologies for absence were received from Ms Saba Alai (SA), Mr David Goode (DG) and Dr Liz Morfoot (LM).

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

None.

### **3. Minutes of Meeting held on 10 March 2017:**

The minutes of the meeting held on 10 March 2017 were confirmed as a correct record.

### **4. Arrangements for Preparation of the Board's Annual Report:**

The Board agreed arrangements for the preparation of its Annual Report, including:

- Topics to be covered
- Membership of working groups to lead on each topic
- The process and timetable for drafting and finalising the Annual Report.

### **5. Dates of Future Board Meetings**

Dates of future Board meetings were confirmed as:

- Wednesday 7 June 2017, 9.30am to 11.30am
- Thursday 22 June 2017, 1.00pm to 3.00pm
- Wednesday 5 July 2017, 9.30am to 11.30am.

A date for a second meeting in July would be canvassed. The venue for all meetings would be Hughes Hall.

The meeting closed at 11.40am.

**Gwyneth Barton  
Support Officer**