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Purpose of this document

1. This document provides guidance on the practice of minute writing, in the general context of servicing a committee and the University's 'house style' for agendas and minutes. It considers the framework within which a committee works and recognises how the agenda can help manage the business of a meeting and the writing of the minutes.

2. The guidance is aimed specifically at the secretaries of Council and Senate, and of the standing committees which report to those bodies. However, the approach outlined in this guidance is suitable for use by most committees, sub-committees, boards or working groups and may also be of interest to those who chair committees.

3. The main body of this guidance has been kept as concise as possible. Annotated examples of the standard layout of agendas and minutes are provided in the appendices, and the text highlights other detailed guidance available on the Governance website.

Definition of a committee

4. A committee is a formal group of people within an organisation who are appointed or elected to discharge a defined set of responsibilities. Typically this will require the committee to make a decision on a particular matter, which might be:

   a. to agree something
   b. to approve something
   c. to recommend something for approval by another body
   d. to endorse something approved by another body
   e. to note something.

5. By contrast, informal groups do not have an official status or decision making powers, and their meetings do not require formal minutes or papers.

The purpose of a committee

6. A committee is a means of sharing responsibility for decisions and achieving ownership of them. It may not have the power to make decisions itself on all matters within its remit, but is likely to be able to recommend a decision to a higher authority, such as another committee, Senate or Council. It may also be a means of investigating a matter, with a view to making a decision or recommendation about it.

Terms of reference

7. The terms of reference define the committee’s role and its powers to do or decide something. They should also include other standard information about the workings of the committee, such as its formal constitution, the ‘higher’ University body to which it is responsible, and the minimum number of meetings that it will normally hold in each academic year.

8. Further guidance on the standard required layout of terms of reference is published on the Governance website.

Membership and quoracy

9. People can be appointed or elected as members of a committee:
a. in a representative capacity
b. for their expertise
c. by virtue of the office they hold (commonly known as an 'ex officio' appointment).

10. The committee’s constitution is a formal statement of how the membership is determined and appointed, and the members' periods of office.

11. Council, Senate and their standing committees must each specify a quorum, which is the minimum number of members who must be present at a meeting for the proceedings to be valid. As a minimum, the quorum should be calculated as being one third of the total membership of the committee, including co-opted members but excluding ‘attendees’, rounded up to the nearest whole number.

12. A committee may set a higher number, or stipulate that certain member(s) must be present to form part of the quorum, if it decides that this is necessary to suit its own particular circumstances or responsibilities. Committees should be careful, however, not to devise quoracy rules to a level or complexity which creates a risk that meetings will fail regularly to be quorate.

Roles and responsibilities

13. The Chair and the Secretary of the committee, and the individual members, have their own distinct roles. These need to be discharged effectively in order for the committee to fulfil its responsibilities and to deliver on its terms of reference.

14. Role descriptions for these positions are published on the Governance website.

Notification of dates and times of meetings

15. The dates and times of meetings of Council, Senate and key University committees are listed in the Almanac. This is released annually, normally in the summer term, to give adequate notice of committee meetings for the forthcoming academic year. The Almanac is updated as required throughout the year; please always refer to the website for the latest version. Committee secretaries should notify changes and corrections to the Almanac to the Governance Office.

16. Committee members should be notified by the secretary, or servicing office, of the dates and times of all meetings, and any changes, as soon as the details are known. ‘Outlook’ meeting invitations should be issued electronically where possible, and this is also the most reliable way of notifying members of changes to the schedule of meetings. Sandy Pearson in IT Services, spe@le.ac.uk, can provide technical support for committee secretaries and members, and their PAs, on the most effective way of handling electronic invitations to suit different circumstances.

THE AGENDA

17. The agenda is a list of items of business. It helps to organise and plan the meeting. It also simplifies minute writing, by giving the meeting a proper structure. In constructing the agenda the secretary is likely to refer to a number of sources:

a. the agenda for the corresponding meeting in the previous year, which will identify matters considered as part of the regular annual cycle of committee business
b. a pending file of items notified since the last meeting
c. **significant** matters arising from the minutes of the most recent meeting. These should appear as separate items on the new agenda, rather than under a generic ‘matters arising’ heading, as this will help to manage the committee’s business better.

18. The agenda must be laid out in accordance with the University’s standard [agenda template](#) available for download from the Governance website. An example is given in Appendix 1. Certain types of basic information must be shown clearly on the agenda, including:

a. the date, time and location of the meeting

b. whether there is a paper (report) to support an item, and whether it is attached to the circulated agenda or will follow separately. The papers should be numbered as outlined in the agenda template.

Further detailed guidance on producing [reports for committees](#) is published on the Governance website.

c. if a paper is not ready to be sent out when the agenda is first circulated it should still be given a number, and marked ‘to follow’ on the agenda to indicate that it will be sent out separately in a second circulation.

**To Consider and To Receive items**

19. A key detail to be shown on the agenda is a clear indication of what the committee needs to do with each item. This is done by denoting it as TO CONSIDER or TO RECEIVE:

a. items TO CONSIDER require active discussion by the committee in order to come to a view on something. Usually this will result in a specific decision or recommendation being recorded in the minutes

b. items TO RECEIVE do not require active discussion as the committee is not being asked to come to a view on something. Usually the minutes will simply record that the committee has received a particular document or information, or noted certain facts

c. TO RECEIVE items may be further differentiated by being marked with an *. This means that such items are intended for information only and are not expected to be discussed at all unless this is specifically requested by the committee, before the meeting commences. The agenda must not * an item which requires the committee to approve something, as this may be seen as taking the committee’s approval for granted

d. TO CONSIDER items should normally be listed before TO RECEIVE items on the agenda.

**Unreserved and Reserved Business**

20. As a general rule, items containing commercially sensitive information, or sensitive personal information about a named or easily identifiable individual, should be placed in a separate ‘Reserved Business’ section of the agenda.

21. This approach is designed to reflect both Freedom of Information Act and Data Protection Act requirements in committee servicing procedures at the University. The Reserved Business section of the agenda must not be used as a means of restricting access to items of business where there are no reasonable grounds for doing so under paragraph 20 above.
22. Please refer to the section below on ‘Confirmation and circulation of the agenda’ regarding the circulation of reserved agenda items and papers.

23. Comprehensive guidance on the use of Unreserved and Reserved Business is published on the Governance website.

Declarations of interest

24. Individuals with a clear and substantial financial, family or other personal interest in an agenda item for a meeting where they are present must disclose this to the committee. The committee will then decide what level of participation (if any) in the subsequent discussion and decision making process is acceptable on the part of the conflicted member. The outcome of such deliberations should be recorded in the minutes.

25. ‘Declarations of interest’ is the standard first agenda item for all University standing committees. Further guidance on the University policy on the registration and declaration of interests is published on the Governance website.

Date and time of future meetings

26. Having this as a standard item on the agenda is a useful means of reminding the members of the schedule of forthcoming meetings. The dates and time of all future meetings, if known, can be listed on the agenda. If no further meetings have been arranged this item will prompt the committee to decide when its next meeting should take place, and to give the maximum period of notice.

The use of ‘Any other business’

27. ‘Any other business’ is a standard agenda heading, but raising substantive items under this heading is unfair to committee members as they will not be prepared for it, there will be no planned time for discussion, and absent members will not be able to comment. The agenda should indicate that any member who wishes to raise business under this heading is expected to notify the chair or secretary in advance, so that they and the committee are not taken by surprise.

Timed agendas

28. Some committees try to estimate how much time each item of business will take, and then indicate this as part of the item title on the agenda. This can be a useful means of helping to manage the flow of business in the meeting, although reliable estimates can be difficult to achieve in advance and may give a misleading impression of the expected length of the meeting.

29. It is important that timed agendas are not enforced so rigidly that they give the impression of being used to curtail legitimate discussion of key items. Reasonable flexibility will need to be applied if it becomes apparent in the meeting that the time allowed for a particular item is not sufficient for it to be dealt with properly.

Confirmation and circulation of the agenda

30. The agenda should not be released until the chair has confirmed that it is ready to be circulated.

31. The agenda and as many of its supporting papers as possible should be circulated to the members at least seven days before the meeting. Authors will therefore need to be given reasonable notice of the deadline for submission of papers to the committee secretary, and the committee’s annual cycle of business should assist with this. ‘To follow’ papers should be sent out at least two
working days before the meeting. Tabling of papers at the meeting should be avoided wherever possible, for the same reasons as given under ‘Any other business’.

32. A list must be maintained of those individuals who are not to be sent the reserved business section of the agenda, if there is one, and its accompanying papers. Some committees, for example, have rules about not sending reserved business items to student members. Particular care should be taken with regard to any non-members of the committee who are sent papers ‘for information only’, as they should not gain access to sensitive personal data by this means.

**Electronic versus paper copies**

33. The University operates a standard procedure for the electronic circulation of committee papers, as a secure and economical alternative to issuing paper copies. Committee members are sent an email to their University IT account (external committee members can be set up with an account) containing a link to the papers for the meeting. Members are prompted to log on to a special ‘Committees’ area of the University’s X: drive where all of the individual papers for specific meetings are held as combined PDF files.

34. Committee members can then view the agenda papers on a computer or portable device, or print off a hard copy if they need one. Further guidance on the procedure for the electronic circulation of committee papers is available on the Governance website.

35. Committees should circulate their agenda papers electronically wherever possible, using the standard procedure referred to above. For security reasons papers must not be circulated as e-mail attachments.

36. Internal committee members (ie University staff and students) who still require hard copies of agenda papers should be asked to print off their own set locally inside the University, having first accessed the papers via the X:drive. Committee secretaries are not expected to circulate hard copies to internal members.

37. In the case of external committee members, it should be borne in mind that they may not have easy access to printing facilities, and they should not be expected to incur printing costs on a personal basis. If any such members do request hard copies of the agenda papers it will be appropriate for them to be provided by the committee secretary.

**Security issues**

38. All committee members and committee support staff should be reminded of the need to ensure that confidential or sensitive information contained in both hard copy and digital documents, including the agenda papers for meetings of Council, Senate and their standing committees, are appropriately secured.

39. Accessing these documents on the X: drive using a portable computing device (e.g. a tablet, laptop or smartphone) and holding them on the device presents risks associated with the use of such mobile devices, so adequate security provisions must be place in order to secure the information. This will include up to date anti-virus protection, security patches and protection by a strong password.

40. Advice about virus protection, including free anti-virus programmes for use at home, is available here: [http://www2.le.ac.uk/offices/itservices/ithelp/my-computer/files-and-security/virus-protection](http://www2.le.ac.uk/offices/itservices/ithelp/my-computer/files-and-security/virus-protection)
41. Other measures that need to be applied are: ensuring that any documents are only held on the portable device for the minimum time required; not allowing anyone else to have access to the device or its contents; and appropriately managing the physical security of the device at all times.

TAKING NOTES AT THE MEETING

42. In deciding how to take the notes, keep in mind the purpose of the minutes, which is to:

   a. record decisions made by the committee, and possibly (briefly) the reasons for them
   b. note action required, and by whom
   c. provide a record of those present at the meeting
   d. communicate information to people who weren’t there

43. Brief notes of significant points under each item, including points for and against the final decision, will enable the production of concise summary minutes that comply with the University’s house style.

44. Any confusion over a decision should be resolved at the meeting, and jargon or technical language should also be clarified. If the secretary is confused, it is probable that others are too.

WRITING UP THE MINUTES

45. Minutes are best written within a week of the meeting. If left longer it is possible that follow-up actions will be delayed and that memory of points of detail will fade.

Aim to be concise

46. The minutes must provide a concise, clear and accurate record of the collective view or decision of the committee on each item of business:

   a. items that were TO RECEIVE can usually be turned into a concise minute beginning: ‘The Committee received....’
   b. even minutes of items that were TO CONSIDER should be concise. These can be turned into a short minute beginning ‘The Committee considered...’. Any major points of discussion should be summarised in a short paragraph with the committee’s decision recorded at the end of the minute.

47. It is not usually appropriate for comments that are made at the meeting to be attributed in the minutes to named individuals. This is likely to make the minutes unduly lengthy, individuals may subsequently challenge the accuracy of comments attributed to them, and the collective responsibility of the committee for its decisions can be undermined. However, if an individual member objects strongly to a decision taken by the committee, and asks for this objection to be recorded in the minutes, it will be reasonable for this request to be accepted.

Concluding with the Committee’s decision

48. The minute should conclude with the final view or explicit decision of the committee about the item of business, which can usually be expressed in one of the following forms:

   a. agreed
   b. approved
49. To make the committee’s decisions more visible they should be recorded in bold and located at the end of the minute, for example ‘The Committee approved the policy.’ Multiple decisions should appear in separate paragraphs with the decision located at the end of each paragraph.

**Time and tense**

50. Minutes should be written in the past tense, appropriate to the circumstances:

a. for things that happened at the meeting this can be a simple sentence, such as ‘The Committee agreed to revise the proposal.’

b. for things that happened before the meeting the equivalent sentence would read ‘The Committee noted that at its previous meeting it had agreed to revise the proposal.’

c. for things that were planned to happen after the meeting the equivalent sentence would read ‘The Committee approved the revised proposal which the Chair would outline to Senate.’

d. for things that the committee decided to recommend for approval by a higher body the equivalent sentence would read ‘The Committee agreed to recommend that the proposed policy should be implemented….’

**FORMATTING MINUTES IN THE UNIVERSITY’S HOUSE STYLE**

51. The University’s house style for all its committee minutes is illustrated by example in Appendix 2 and a blank template for minutes is available for download from the Governance website:

a. items in the minutes should normally be in the same order as they were on the agenda, but may be placed in a different order if an item has to be moved into a different section, for example, if it becomes apparent that an unreserved item is actually of a commercially sensitive nature and needs to be recorded in the reserved minutes.

b. each item should be numbered and have a heading. Minutes are numbered from the start of the calendar year and continue in sequence through all the meetings in that year. The minute is prefixed with the year, e.g. 17/M1, 17/M2 etc, to ensure consistency and to allow a reference to 'minute 17/M27', rather than 'minute 4 of the meeting held on 6 July 2017'

c. if the minutes require sub-sections use a., b., c. etc. for the first level and i., ii., iii. etc. for the second level. Page numbering runs sequentially through each section(s) of the minutes

d. items raised under ‘Any other business’ should be recorded under a numbered heading reflecting the specific item. The heading ‘Any other business’ should not appear in the minutes

e. a matter arising from the minutes of the previous meeting should only appear under ‘Minutes of the previous meeting’ if it can be recorded with a short statement. Otherwise it should be a separate numbered minute with its own heading.
Recording follow-up actions and key messages

52. A committee’s decision will often require follow-up action to be taken by a named individual(s). Responsibility for such action should be indicated in capital letters and in square brackets, for example: ‘The Committee approved the new policy and requested the Secretary of the Personnel Committee to prepare a progress report for the next meeting. [ACTION: JOANNE SMITH]’.

53. The secretary must ensure that the need for any follow-up action is communicated to the relevant individual(s) immediately after the meeting. This is particularly important for individuals who were not present at the meeting, and who may have to take action straightaway. A copy of the relevant minute (once approved by the chair) should be provided to them.

54. For some matters the follow-up action may involve a specific requirement for some or all members of the committee to play an active role in conveying, explaining and promoting the decision of the committee to the wider University community. In order for them to do this effectively, members may find it helpful to be provided with a separate note on the “key messages” that they are expected to convey, as this is likely to involve additional or more detailed information than would be included in the minutes.

Attachments to the minutes

55. The minutes should not normally need attachments, unless it is necessary for Senate/Council or another committee to receive detailed information on a particularly significant matter. In such cases a paper may be attached to the minutes as an appendix, using the numbering style illustrated in Appendix 2.

AFTER DRAFTING THE MINUTES

Approval and publication of the minutes

56. The draft minutes should go to the chair for possible amendment and initial approval. Minutes are ‘unconfirmed’ until approved by the committee at its next meeting, but once approved by the chair they should be circulated to the committee for information. This should be done within two weeks of the meeting.

Committee reports to Senate and Council

57. Committees which report to Senate/Council should supply their minutes to Senate/Council in report format, as shown in Appendix 3. This format reorders the minutes into three sections:

   a. matters referred to Senate/Council for approval
   b. matters referred to Senate/Council for information
   c. other matters considered at the meeting.

58. Items in the first two sections require the full text of each minute to be included, so no further editing of the minute is required. For items in the third section only the heading is needed.

Communication between committees

59. Committees should be alert to cases where their discussion of an item is likely to be of close or direct interest to another committee in the University. This is particularly important where one committee has taken a view, or made a decision, about something which may influence another committee’s deliberations on the same topic.
60. In such cases the secretary of the first committee should deposit a copy of the relevant report considered by that committee, and the minute of the resulting discussion or decision, with the secretary of the second committee so that it can be drawn to that committee’s attention at its next available meeting.

**URGENT BUSINESS BETWEEN MEETINGS**

**Use of ‘Chair’s Action’**

61. In exceptional circumstances there may be a need for the Chair to consider items of business between meetings, under ‘Chair’s Action’, on behalf of the full committee. This helps to ensure that important business is not delayed unnecessarily in cases where no scheduled meeting is imminent.

62. Items considered under Chair’s Action must lie within the committee’s terms of reference and should normally be confined to matters which, in the judgment of the Chair, are routine and likely to be non-controversial, but which for timing reasons cannot be delayed until the next meeting. If the likelihood of needing to consider major and/or controversial items between scheduled meetings is known in advance, the committee may consider explicitly delegating the matter to the Chair at the previous meeting.

63. Where Chair’s Action on a major or controversial item is deemed to be necessary, the Chair should seek the views of members by email before arriving at a decision or, if requested by members and time allows, a Special Meeting may be called. In extreme cases the Chair may have to use discretion on whether to take Chair’s Action – and what action to take – with advice if appropriate from the committee secretary and relevant University officers. All decisions taken under Chair’s Action should be reported to the Committee at its next meeting for information.

**RETENTION OF COMMITTEE PAPERS AND ARCHIVING OF MINUTES**

64. The servicing office should retain copies of committee agendas, agenda papers and minutes for the current calendar year plus the previous six years. At the end of this period agendas and agenda papers should be destroyed but the minutes must be retained indefinitely, in accordance with the University’s records retention schedule. For the standing committees of Senate or Council hard copies of the minutes, signed by the Chair or Secretary, must be deposited with the Registrar & Chief Operating Officer’s Office, from where they will be bound and then regularly archived in the University Library as the official version.

65. Each committee must therefore create and keep up to date a separate ‘Permanent Minute Archive’ folder within its own committee folder on the X: drive. The committee will need one such archive folder for its Unreserved minutes, and (if relevant) a second archive folder for its Reserved minutes.

66. As soon as the committee has formally approved the minutes, the committee secretary must deposit a PDF copy in the relevant archive folder(s). This will form part of the University’s historical record and the minutes should be retained in that location indefinitely. The committee secretary and the servicing office must ensure that appropriate safeguards are in place to prevent the archived minutes from being moved, deleted or otherwise interfered with. This is particularly important when there is a change of committee secretary or responsibility transfers to a different servicing office. It should be covered, for example, as part of the induction arrangements for any new or existing staff who are to be given access to the archive.
COMMITTEE EFFECTIVENESS REVIEWS

67. As part of the University’s commitment to maintain and demonstrate high standards of corporate governance, the standing committees of Senate and Council are required to review their own effectiveness on a regular basis. Committees must undertake such reviews at intervals of no longer than four years, and ideally they should take place every other year.

68. The Governance Office will provide oversight of a rolling programme of effectiveness reviews to ensure that the above cycle is maintained. Each summer the Governance Office will liaise with committee chairs and secretaries in order to agree which committees will be scheduled to undertake an effectiveness review during the next academic year.

69. A standard on-line effectiveness questionnaire, which features an automated facility for collating and analysing committee members’ responses, is available for use by committees as a self-assessment tool.

70. The University’s full Protocol for committee effectiveness reviews is published on the Governance website.

QUESTIONS AND FURTHER ADVICE

71. If you have any questions on this guidance or any particular aspect of committee servicing at the University, please contact the Governance Office as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Cox</td>
<td>Principal Assistant Registrar</td>
<td><a href="mailto:nac1@le.ac.uk">nac1@le.ac.uk</a></td>
<td>0116 252 2718</td>
</tr>
<tr>
<td>Joanne Thomson</td>
<td>Assistant Registrar</td>
<td><a href="mailto:jmt27@le.ac.uk">jmt27@le.ac.uk</a></td>
<td>0116 252 5268</td>
</tr>
<tr>
<td>Vicky Harrison</td>
<td>Governance Office Manager</td>
<td><a href="mailto:vjh10@le.ac.uk">vjh10@le.ac.uk</a></td>
<td>0116 223 1458</td>
</tr>
</tbody>
</table>

Governance Office, first issued April 2012
Updated: January 2014  April 2014
August 2014  June 2016
June 2017 (this edition)
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Meeting to be held on Wednesday 20 September 2017
at 10.30am in Council Room 1, Fielding Johnson Building

AGENDA

Items or papers on the agenda that are marked with an * will only be discussed at the meeting if this is requested specifically by the Committee. Any member who wishes to raise matters for discussion in relation to such items should inform the Chair or Secretary before the meeting commences.

UNRESERVED BUSINESS

1. Declarations of interest

2. Terms of reference and membership (10 minutes)

TO CONSIDER

The terms of reference and membership for the academic year 2017-18

3. Minutes of the previous meeting (5 minutes)

TO CONSIDER

Minutes of a meeting held on 24 June 2017

a. Approval of the minutes
b. Matters arising

4. New academic building (15 minutes)

TO CONSIDER

A report of a feasibility study into the construction of a new building to house the Department of Architecture and Design

Notes on agenda headings

The following agenda headings are used to inform members what the committee is expected to do with the item of business. They are in order of priority.

Items TO CONSIDER require detailed discussion and normally result in an agreed decision or recommendation. Such items should be the main business of the agenda. The item would normally have an accompanying paper but sometimes a brief statement on the agenda itself will be sufficient.

Items TO RECEIVE provide committee members with information but usually do not require discussion or action. The information may be in the form of an accompanying paper or an oral report, or in a brief statement on the agenda. If necessary the item may be introduced with a brief comment, so long as it is made clear to the committee that a detailed discussion is not intended.
5. **International Student Survey (ISS) (15 minutes)**

TO CONSIDER

An analysis by the Surveys Monitoring Group of the factors behind the University’s latest results in the ISS

GBC/17/30

(referred to this Committee following discussion by the Academic Issues Committee)

6. **Campus clean-up programme (10 minutes)**

TO CONSIDER

A proposed schedule of dates for the campus clean-up programme in 2017-18

GBC/17/31

7. **Renewable Energy Working Party** (5 minutes)

TO RECEIVE

The minutes of a meeting of the Renewable Energy Working Party held on 5 August 2017

GBC/17/32

(To Follow)

8. **Date and time of future meetings**

TO NOTE

The dates and times of future meetings:

- Monday 9 January 2018
- Friday 13 April 2018
- Wednesday 4 July 2018

9. **Any other business** (please notify the Chair in advance of the meeting)
AGENDA

RESERVED BUSINESS (a 17)

10. Appointment of external advisors (5 minutes)

a. TO CONSIDER

The following nomination for the appointment of an external advisor to the University:

<table>
<thead>
<tr>
<th>Area of advice</th>
<th>Name</th>
<th>Appointment dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory safety</td>
<td>Dr Joe Bloggs</td>
<td>1.1.2018-31.12.2019</td>
</tr>
<tr>
<td></td>
<td>HM Safety Watchdog</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Midlands Region</td>
<td></td>
</tr>
</tbody>
</table>

b. TO RECEIVE

Confirmation that, in the light of feedback from the last meeting, the following nomination for the appointment of an external advisor has been withdrawn:

<table>
<thead>
<tr>
<th>Area of advice</th>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food hygiene</td>
<td>Ms D Reynolds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Food preparation consultant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Midshires Education Authority</td>
<td></td>
</tr>
</tbody>
</table>

11. Infringement of littering regulations (20 minutes)

a. TO CONSIDER

Appeal statements from the following individuals against penalties imposed upon them in respect of persistent infringement of the University’s littering regulations:

i. Dr John Doe, Department of Architecture and Design GBC/17/33
ii. Mrs Jane Deeping, Department of Earth Sciences GBC/17/34 (To Follow)

b. TO RECEIVE

Confirmation that the following individual has formally withdrawn his appeal against a penalty imposed upon him in respect of persistent infringement of the University’s littering regulations:

Professor Malcolm Cross, Department of Antiquities

continued/
12. **Dispensation from regulations (5 minutes)**

   **TO CONSIDER**

   A request for a dispensation from regulations to permit the following student, for exceptional reasons, to be admitted directly to the third year of a degree programme

   **College of Sports Science**
   Mr R Transfer
   GBC/17/35

13. **Any other business** (please notify the Chair in advance of the meeting)

    *Total estimated time for this meeting: 1 hour 30 minutes*
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Minutes of a meeting held on
Wednesday 20 September 2017

Present:  
Professor J Smith (Chair)
Mr R Cooper
Professor W Lee
Dr J Porter
Dr T Stanley

Mrs W Jones
Professor M Patel
Dr B Russell

In attendance: Mr A Gill (Secretary) and Mrs J White (for the business recorded in 17/M55)

Apologies for absence were received from Dr A Owen

UNRESERVED BUSINESS

17/M51 DECLARATIONS OF INTEREST

Professor Lee declared an interest in respect of the business transacted under 17/M54 (new academic building).

17/M52 TERMS OF REFERENCE AND MEMBERSHIP

The Committee considered its terms of reference and membership for 2017-18.

The Committee noted them as a statement of its own purpose.

17/M53 MINUTES OF THE PREVIOUS MEETING

The Committee considered the minutes of a meeting held on 24 June 2017.

The Committee approved them as a correct record.

Arising from minute 17/M33 (campus clean-up programme), the Committee noted a report from the Director of Cleaning that the new procedures had been implemented and were operating well.

17/M54 NEW ACADEMIC BUILDING

The Committee considered a report of a feasibility study into the construction of a new building to house the School of Architecture and Building, conducted by external consultants in the spring term 2018.

The Committee noted that concerns had been expressed by the department over certain proposed design features for the new building, but was informed that the consultants would be able address these concerns at the detailed design stage.

continued/
The Committee recommended the report for formal approval by Senate, and agreed that the section of the report which dealt specifically with the funding aspects of the project (attached as appendix GBC/17/M54 App.) would be referred for detailed consideration by the Finance Committee. [ACTION: MR A GILL]

17/M55  INTERNATIONAL STUDENT SURVEY (ISS)

The Committee considered an analysis by the Surveys Monitoring Group of the factors behind the University’s latest results in the ISS, and the outcome of an earlier discussion of the findings by the Academic Issues Committee.

The Committee noted that most of the key factors identified by the Surveys Monitoring Group had also featured prominently in the analysis of the latest National Student Survey results, which suggested strongly than a small number of significant concerns were being voiced by large numbers of students across the University.

The Committee agreed that the ISS analysis would be forwarded for detailed consideration by the Academic Policy Committee, and requested the Chair of the Surveys Monitoring Group to brief the Chair of APC on concerns voiced by students with specific regard to essay feedback. [ACTION: MR A GILL, MRS J WHITE]

17/M56  CAMPUS CLEAN-UP PROGRAMME

The Committee considered the proposed schedule of dates for the campus clean-up programme in 2017-18.

The Committee noted that the programme had been positively received by staff and students during 2016-17, its first year of operation, and the programme for 2017-18 had been extended to cover the Oadby Student Village.

The Committee approved the proposed schedule of dates for the campus clean-up programme in 2017-18.

17/M57  RENEWABLE ENERGY WORKING PARTY

The Committee received the minutes of a meeting of the Renewable Energy Working Party held on 5 August 2017.

17/M58  DATES AND TIMES OF FUTURE MEETINGS

The Committee noted dates and times of future meetings:
- Monday 9 January 2018
- Friday 13 April 2018
- Wednesday 4 July 2018
RESERVED BUSINESS

17/M59

APPOINTMENT OF EXTERNAL ADVISORS

a. The Committee considered the following nomination for the appointment of an external advisor to the University.

<table>
<thead>
<tr>
<th>Area of advice</th>
<th>Name</th>
<th>Appointment dates</th>
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<tbody>
<tr>
<td>Laboratory safety</td>
<td>Dr Joe Bloggs</td>
<td>1.1.2018-31.12.2019</td>
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<tr>
<td></td>
<td>East Midlands Region</td>
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</tbody>
</table>

The Committee recommended the nomination for final approval by Senate, but agreed that the Chair would write to the Director of Laboratories to express concern at the very late submission of the nomination. [ACTION: PROFESSOR J SMITH]

b. The Committee noted that, in the light of feedback from the last meeting, the following nomination for the appointment of an external advisor had been withdrawn:

<table>
<thead>
<tr>
<th>Area of advice</th>
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<tr>
<td>Food hygiene</td>
<td>Ms D Reynolds</td>
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<td>Midshires Education Authority</td>
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17/M60

INFRINGEMENT OF LITTERING REGULATIONS

a. The Committee considered appeal statements from the following individuals against penalties imposed upon them in respect of persistent infringement of the University’s littering regulations:

i. Dr John Doe, School of Architecture and Construction

ii. Mrs Jane Deeping, Department of Earth Sciences

The Committee noted that both individuals had received three written warnings in respect of previous littering offences, and their appeal statements contained no explanation for the fact that they had continued to drop large amounts of litter all over the campus.

The Committee agreed to reject both appeals, and requested the Secretary to notify this outcome to the two individuals concerned. [ACTION: MR A GILL]
b. The Committee noted that Professor Malcolm Cross, Department of Antiquities, had formally withdrawn his appeal against a penalty imposed upon him in respect of persistent infringement of the littering regulations.

17/M61 DISPENSATION FROM REGULATIONS

The Committee considered a request for a dispensation from regulations to permit the following student, for the most exceptional reasons, to be admitted directly to the third year of a degree programme:

College of Sports Science
Mr R Transfer

The Committee approved the dispensation.
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Report of a meeting held on Wednesday 20 September 2017

Present:

Professor J Smith (Chair)
Mr R Cooper
Professor W Lee
Dr J Porter
Mrs W Jones
Professor M Patel
Dr B Russell
Dr T Stanley

In attendance: Mr A Gill (Secretary) and Mrs J White (for the business recorded in 17/M55)

Apologies for absence were received from Dr A Owen

UNRESERVED BUSINESS

a. Matters referred to Senate for approval

17/M54 NEW ACADEMIC BUILDING

The Committee considered a report of a feasibility study into the construction of a new building to house the School of Architecture and Building, conducted by external consultants in the spring term 2018.

The Committee noted that concerns had been expressed by the department over certain proposed design features for the new building, but was informed that the consultants would be able address these concerns at the detailed design stage.

The Committee recommended the report for formal approval by Senate, and agreed that the section of the report which dealt specifically with the funding aspects of the project (GBC/17/M54 App.) would be referred for detailed consideration by the Finance Committee.

b. Matters referred to Senate for information

17/M55 INTERNATIONAL STUDENT SURVEY (ISS)

The Committee considered an analysis by the Surveys Monitoring Group of the factors behind the University’s latest results in the ISS, and the outcome of an earlier discussion of the findings by the Academic Issues Committee.

The Committee noted that most of the key factors identified by the Surveys Monitoring Group had also featured prominently in the analysis of the latest National Student Survey results, which suggested strongly than a small number of significant concerns were being voiced by large numbers of students across the University.

continued/
The Committee agreed that the ISS analysis would be forwarded for detailed consideration by the Academic Policy Committee, and requested the Chair of the Surveys Monitoring Group to brief the Chair of APC on concerns voiced by students with specific regard to essay feedback. [ACTION: MR A GILL, MRS J WHITE]

17/M56 CAMPUS CLEAN-UP PROGRAMME

The Committee considered the proposed schedule of dates for the campus clean-up programme in 2017-18.

The Committee noted that the programme had been positively received by staff and students during 2016-17, its first year of operation, and the programme for 2017-18 had been extended to cover the Oadby Student Village.

The Committee approved the proposed schedule of dates for the campus clean-up programme in 2017-18.

c. Other matters considered at the meeting

17/M51 DECLARATIONS OF INTEREST
17/M52 TERMS OF REFERENCE AND MEMBERSHIP
17/M53 MINUTES OF THE PREVIOUS MEETING
17/M57 RENEWABLE ENERGY WORKING PARTY
17/M58 DATES AND TIMES OF FUTURE MEETINGS
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Report of a meeting held on
Wednesday 20 September 2017

RESERVED BUSINESS

a. Matters referred to Senate for approval or ratification

17/M59a APPOINTMENT OF EXTERNAL ADVISORS

a. The Committee considered the following nomination for the appointment of an external advisor to the University.

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The Committee recommended the nomination for final approval by Senate, but agreed that the Chair would write to the Director of Laboratories to express concern at the very late submission of the nomination. [ACTION: PROFESSOR J SMITH]

b. Matters referred to Senate for information

17/M59b APPOINTMENT OF EXTERNAL ADVISORS

b. The Committee noted that, in the light of feedback from the last meeting, the following nomination for the appointment of an external advisor had been withdrawn:

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17/M60 DISPENSATION FROM REGULATIONS

The Committee considered a request for a dispensation from regulations to permit the following student, for the most exceptional reasons, to be admitted directly to the third year of a degree programme:

College of Sports Science
Mr R Transfer

The Committee approved the dispensation.

c. Other matters considered at the meeting

17/M61 INFRINGEMENT OF LITTERING REGULATIONS

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