



BISHOP
GROSSETESTE
UNIVERSITY

UNIVERSITY COMMITTEE HANDBOOK

2015-2016

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Subject to Privy Council Approval

INSTRUMENT OF GOVERNMENT

IN EXERCISE OF THE POWERS CONFERRED BY SECTION 129A OF THE EDUCATION REFORM ACT 1988 THE UNIVERSITY COUNCIL OF BISHOP GROSSETESTE UNIVERSITY (HEREINAFTER REFERRED TO AS "THE UNIVERSITY") BEING THE UNIVERSITY OF THE CHARITY OF THE SAME NAME MAKES THE FOLLOWING INSTRUMENT OF GOVERNMENT:

1. INTERPRETATION

In this Instrument, the following words and expressions shall have the meanings indicated in this paragraph -

"Senate"	means the Senate of the University constituted in accordance with the Articles;
"the Academic Staff"	means the Academic Staff of the University;
"the Act"	means the Education Reform Act 1988 as amended;
"the Articles"	means the Articles of Government in accordance with which the University is conducted;
"the Audit Committee"	means a specific committee of Members appointed by the University Council;
"the Charity"	means the Bishop Grosseteste University regulated by the Scheme and the Articles and this Instrument;
"the Church of England"	includes a Church in communion with the Church of England;
"Committee"	means a committee appointed by the University Council;
"the Education Acts"	means the Education Acts as defined in section 578 of the Education Act 1996 and includes any regulations made under the Education Acts;
"University Council"	means the Council of the University constituted as the Council of the University in accordance with the Instrument of Government;
"Vice-Chair"	means the Vice-Chair of the University Council;
"the Funding Council"	means the Higher Education Funding Council for England;

"Member(s)"	means a member or members of the Council of the University;
"the Governance and Nominations Committee"	means a committee appointed by the University Council for the nomination and appointment of the co-opted Members;
"Chair"	means the Chair of the University Council;
"the Scheme"	means the Scheme of the Charity Commissioners dated 30 September 2012;
"the Secretary"	means the person to act as Secretary to the University Council;
"the Staff"	means a member of the Staff at the University whether a member of the Academic or Support Staff;
"Teaching Staff Member"	means a member of Academic Staff appointed as a Member of the University Council;
"Non-Teaching Staff Member"	means a member of Support Staff appointed as a Member of the University Council
"Student(s)"	means a Student or Students duly enrolled at the University;
"Student Member"	means the President for the time being of the Students' Union of the University and one other Student elected by the Students of the University;
"the Students' Union"	means an association of the Students formed to further the educational purposes of the University and the interests of the Students;
"Professional Support Staff"	means a member of the Staff other than a member of the Academic Staff;
"the University"	means Bishop Grosseteste University;
"the Vice-Chancellor"	means the Vice-Chancellor and Chief Executive of the University.

2. NAME AND LOCATION OF THE DESIGNATED INSTITUTION

- 2.1 The Institution shall be called Bishop Grosseteste University. The University Council may by resolution change the name of the University with the consent of the Privy Council.
- 2.2 Subject to or in accordance with the Scheme, the University shall be maintained in buildings provided in or near Lincoln for the purposes of a University conducted in accordance with the provisions of the Education Acts and any Instrument and Articles of Government applying to the University the character of it being a Church of England University.

3. MEMBERSHIP OF THE UNIVERSITY COUNCIL

- 3.1 The University Council shall consist when complete of 18–24 competent persons being:
 - 3.1.1 The Bishop of Lincoln, who may nominate a representative for one or more meetings of the Council;

- 3.1.2 The Vice-Chancellor of the University;
 - 3.1.3 The Deputy Vice-Chancellor of the University
 - 3.1.4 Three persons appointed by the Diocesan Council of the Diocese of Lincoln or any successor body. One of these three appointments can also be made by Lincoln Cathedral;
 - 3.1.5 One person from another higher education institution appointed by the University Council;
 - 3.1.6 One member of the University's Teaching staff elected by the Teaching staff in accordance with rules established from time to time by the University Council;
 - 3.1.7 One member of the University's Non-Teaching Staff elected by the Non-Teaching staff in accordance with rules established from time to time by the University Council;
 - 3.1.8 Two member representatives of the Students of the University, one being the President of the Students' Union as defined in paragraph 1 of the Instrument of Government, and one being elected by the Students in accordance with rules established from time to time by the University Council, and approved under paragraph 9.1 of the Articles of Government;
 - 3.1.9 Six to twelve members co-opted by the University Council under the procedure set out at paragraphs 3.4, 3.5 and 3.6.
- 3.2 A person (other than a person appointed in pursuance of sub-paragraphs 3.1.2, 3.1.3, 3.1.4, 3.1.7, 3.1.8 and 3.1.9) who is:
- 3.2.1 employed at the University: or,
 - 3.2.2 a full-time Student at the University
- is not eligible for appointment as a Member of the University Council.
- 3.3 For the purposes of this paragraph, a person who is not for the time being enrolled as a Student at the University shall be treated as such Student during any period when he or she has been granted leave of absence from the University for the purposes of study or travel or for carrying out the duties of any office held by him or her in the Students' Union at the University.
- 3.4 Subject to sub-paragraphs 3.5, 3.6 and such rules as the University Council shall from time to time promulgate on the matter, the University Council shall co-opt six to twelve Members.
- 3.5 In co-opting Members to the University Council, the University Council must ensure that it maintains a membership whereby a majority of the Members are communicant members of the Church of England such majority deemed to include the Vice-Chancellor and the Diocesan Council nominees (being appointments by an Anglican Foundation) and that a majority of Members also have experience of or capacity in industrial, commercial or employment matters or in the practice of any profession.

- 3.6 No co-opted Member shall be appointed unless his or her appointment has been recommended by the Governance and Nominations Committee of the University Council.

4. APPOINTMENT OF MEMBERS OF THE UNIVERSITY COUNCIL

The University Council shall be composed of communicant members of the Church of England and non-communicant members. The communicant members of the Church of England shall form the majority of the Members of the University Council in order that the established character of the University so far as is practicable is preserved and developed in accordance with the Trust Deed of the University made by the Right Honourable Robert Nisbet Hamilton and Sir Charles Anderson to the Trustees as modified by the Scheme.

5. GOVERNANCE AND NOMINATIONS COMMITTEE

- 5.1 There shall be a Governance and Nominations Committee consisting of six Members of the University Council, comprising:

- The Vice-Chancellor
- A Staff University Council Member (to be selected by University Council)
- 4 other Members of the University Council other than Staff or Student Members (normally including the Chair of the University Council)

If the Chair of the University Council is a Member, he/she will normally also be Chair of the Committee.

The quorum for this Committee shall be three Members one of whom should be the Chair. There shall be no provision for proxies. Should the Chair not be present the Committee may appoint a Chair to act in his or her place.

- 5.2 Every co-opted Member shall be recommended to the University Council by a duly constituted meeting of the Governance and Nominations Committee and thereafter if the Council Members so resolve appointed to the University Council.
- 5.3 The Governance and Nominations Committee shall advise Council Members about the membership of sub-committees of the University Council other than the Governance and Nominations Committee itself.
- 5.4 The Governance and Nominations committee shall advise Members of the University Council about Council membership, Governance and University Council effectiveness issues.
- 5.5 The Secretary shall be responsible for giving notice of the meetings of the Governance and Nominations Committee.

6. TENURE OF OFFICE OF MEMBERS OF THE UNIVERSITY COUNCIL

- 6.1 Except as provided in sub-paragraphs 6.2, 6.3 and 6.4, each Member of the University Council shall hold office for an initial term of four years and thereafter shall be eligible for one re-appointment except that no Member of the University Council shall serve for more than two consecutive terms. Nothing in this clause shall debar a Member from appointment to the University Council if a vacancy occurs in future years, that is, at least one year after the end of the Council Member's second term in office.

- 6.2 The Chair of the University Council as appointed according to the provisions in paragraph 9 shall hold office for an initial term of three years and thereafter shall be eligible for re-appointment for one further term. If the appointed Chair of University Council is already a Member of the University Council, the initial term of office under this paragraph starts from the date of appointment as Chair of the University Council.
- 6.3 The Bishops of Lincoln shall hold office throughout their tenure of the See and the Vice-Chancellor and Deputy Vice-Chancellor shall hold office as Members of the University Council so long as they are the Vice-Chancellor and Deputy Vice-Chancellor respectively. The President of the Students' Union shall hold office as a Member of the University Council so long as he or she is the President.
- 6.4 The elected staff member as provided in sub-paragraph 3.1.6 and the second Student Member elected as provided in sub-paragraph 3.1.8 shall hold office in accordance with rules established from time to time by the University Council.
- 6.5 Any Council Member who has been absent from meetings of the University Council for a period longer than twelve consecutive months except for a reason approved by the Council shall cease to be a Council Member and the office shall thereupon become vacant.
- 6.6 Any Council Member who is judged by the Council to be unable or unfit to discharge the functions of a Member of the University Council shall cease to be a Member and the office shall thereupon become vacant.
- 6.7 Where a Staff or Student Member ceases to be a member of Staff or Student of the University his or her appointment as a Member shall terminate forthwith and the office shall become vacant.
- 6.8 A Member may at any time by notice in writing to the Secretary resign his or her office, which will thereupon become vacant from the date of receipt of the notice or date of his or her resignation specified therein whichever shall be the later.
- 6.9 Where a vacancy occurs, the Secretary shall advise the persons responsible.

7. DECLARATION BY MEMBERS

No person shall be entitled to act as a Member of the University Council until he or she has signed a declaration of willingness to administer the University in accordance with the Instrument and Articles of Government thereof.

8. VACANCIES

Upon the occurrence of a vacancy, the Members shall cause a note thereof to be entered in the minute book of the Governance and Nominations Committee at its next meeting. Every vacancy to be filled by appointment shall be notified as soon as possible to the proper appointing person or body. Any competent Member may be re-appointed subject to the requirement of paragraph 6.1 above.

9. OFFICERS

The first Chair of the University Council under this Instrument of Government shall be the current Chair at the date of its adoption. Thereafter the Council Members shall appoint a Chair in accordance with rules established from time to time by the University Council and shall, at their first meeting in each academic year, elect a Vice-Chair from among themselves who shall be eligible for re-election.

If at any meeting neither the Chair nor the Vice-Chair are present within ten minutes after the time appointed for holding the same or there is no Chair nor Vice-Chair, the Members present shall choose one of their number except for Staff or Student Members as aforesaid to be Chair of the meeting.

10. EXPENSES

The University Council shall determine any expenses to be paid to Members of the University Council.

11. VALIDITY OF PROCEEDINGS

The validity of any proceedings of the University Council or of any Committee of the University Council shall not be affected by a vacancy amongst the Members or by any defect in the appointment or nomination of a Member.

12. ADJOURNMENT OF MEETINGS

There shall be a quorum at the University Council when ten Council Members, of whom at least six shall not be members of the University's staff or student body, are present at a meeting. A Committee meeting is quorate if at least half of its Members are present. If at any time appointed for a meeting, a sufficient number of Members to form a quorum is not present, the meeting shall stand adjourned sine die and a special meeting shall be summoned as soon as conveniently possible. The Members present may choose to hear and comment upon any item of business, but any decision must stand deferred until the next quorate meeting. Any meeting may be adjourned by resolution.

13. DELEGATION OF FUNCTIONS AND COMMITTEES

13.1 The University Council may establish Committees for any purpose or function (other than those specifically assigned elsewhere in this Instrument or the Articles) if in the University Council's opinion such purpose or function would be more efficiently undertaken by a Committee. All acts and proceedings of a Committee shall be fully reported to the Members at the next convenient meeting of the University Council.

13.2 The University Council shall establish Governance and Nominations, Remuneration, Audit and Selection Committees as well as a Committee to determine or advise the Council on such employment and financial matters as the Council may remit to it. The membership of the committees shall be drawn from the Council Members which with the following exceptions will not contain Staff or Student Members, save that any Committee shall have power to co-opt a minority of its members from outside the University Council subject to the approval of that body.

- Governance and Nominations Committee: The Vice-Chancellor is a Member and one Staff University Council Member is a Member
- Selection Committee: The Vice-Chancellor will normally be a Member except where the vacancy being discussed is that of Vice-Chancellor /Chief Executive, when he or she shall not normally be a Member.
- Committee determining or advising on issues such as employment and financial matters: The Vice-Chancellor will normally be a Member

13.3 The Remuneration Committee shall advise the University Council about the remuneration and terms and conditions of employment of Holders of Senior Posts including the Vice-Chancellor.

13.4 The Audit Committee shall advise the University Council about reports from internal and external auditors, risk management, and related matters.

13.5 The Selection Committee shall conduct interviews for Senior Posts including the Vice-Chancellor and to advise the University Council about appointments to Senior Posts including that of the Vice-Chancellor.

13.6 In addition to those matters specifically assigned elsewhere in this Instrument or the Articles, the University Council shall not delegate the following matters:

13.6.1 pursuit of the charitable object and the determination of the educational character and mission of the University;

13.6.2 the approval of the annual estimates of income and expenditure;

13.6.3 ensuring the solvency of the University and the safeguarding of its assets;

13.6.4 the process of appointment or dismissal of the Vice-Chancellor;

13.6.5 the varying or revoking of this Instrument or the Articles.

13.7 Any committee to which purposes or function are delegated shall inform the full University Council fully and promptly of any action taken under such authority.

14. APPOINTMENT OF SECRETARY TO THE UNIVERSITY COUNCIL

The University Council shall appoint a Secretary. The Secretary to the University Council is not a Member of the University Council but attends the Council and its Committees with full speaking rights. The University Council may dismiss the Secretary to the University Council from his or her duties as Secretary by means of a resolution. The appointment, grading, suspension and dismissal of the holder of the post of Secretary as Holder of Senior Post at the University is however conducted following consultation with the Vice-Chancellor as per item 3.1.6 of the Articles of the University.

15. VOTING

15.1 There shall be a quorum in the University Council when ten Council Members, of whom at least six shall not be members of the University's staff or student body, are present at a meeting. A Committee meeting is quorate if at least half of its Members are present. In the event that the meeting is inquorate, the Members shall defer all decisions to the next meeting. No decision shall be deferred more than once under this provision.

15.2 Members shall not be bound in their speaking and voting by mandates given to them by other bodies or persons.

15.3 Subject to clause 15.1, every matter shall be determined by the majority of the Council Members present and voting on the question.

If the votes placed are spread equally between the alternatives voted upon, the Chair of the meeting shall have a second or casting vote.

16. APPOINTMENT OF PROXIES

Council/Committee Members may not appoint proxies from among the other Members to vote in their place.

17. ACCESS TO THE PAPERS OF THE UNIVERSITY COUNCIL OR ITS COMMITTEES

17.1 Information relating to meetings of the Members shall be accessible for inspection by Staff and Students of the University. The Secretary to the University Council with the assistance of the Governance Office shall make available on the University website copies of the papers and minutes relating to the University Council meetings, except material which relates to named Staff or Students or which the Members or the appropriate Committee consider to be confidential.

18. NOTICE OF MEETINGS

18.1 The schedule of meetings and period of notice required for convening ordinary meetings of the University Council in any academic year will be determined no later than at the last meeting of the University Council in the preceding academic year. The University Council shall meet no less than once each term.

18.2 The period of notice required for convening an extraordinary meeting of the University Council shall not be shorter than seven working days.

18.3 Subject to clause 15.1, an extraordinary meeting of the University Council may be called by the Chair or by any two University Council Members.

19. DECLARATION OF INTERESTS AND CIRCUMSTANCES REQUIRING THE WITHDRAWAL OF MEMBERS

The University shall maintain a register of interests of Members and Holders of Senior Posts (as defined in the Articles). Except as provided elsewhere in this Instrument and Articles a Member shall withdraw from that part of the meeting of the University Council or a Committee of the University Council at which there is to be discussed any matter in which he or she has any pecuniary, family or personal interest, following his or her declaration of interest to the meeting. The Vice-Chancellor shall withdraw from any meeting where his or her own position is being considered. However, the University Council may consider and vote upon proposals for the University to insure Members against liabilities incurred by them arising out of their office including the payment of any premium by the University. No Council Members may hold any interest in property belonging to the University otherwise than as a trustee for the purpose thereof, or receive any remuneration, or be interested in the supply of works or goods at the cost of the University, except that Staff Members including the Vice-Chancellor and the Deputy Vice-Chancellor may receive salaries or other

emoluments in respect of their employments with the University and Student Members may receive scholarships, grants, other awards and salaries for employment if and as appropriate.

20. PARTICIPATION IN MEETINGS

- 20.1 Unless invited by a resolution of the other Members present at the meeting to remain, any Staff or Student Members shall withdraw from that part of any meeting of the University Council or of any Committee of the University Council at which a named member of staff or prospective member of staff is being considered, especially as regards conditions of service, appointment, promotion, suspension or dismissal. The rights of Staff University Council Members or Student Members to be present and participate in the discussion shall not be unnecessarily withheld.
- 20.2 A Staff Member shall not take part in that part of any meeting of the University Council or any Committee at which his or her remuneration, promotion, suspension, dismissal or retirement is being considered.
- 20.3 A Staff Member to whom notice of the termination of his or her contract with the University has been given or received and a Staff Member who has handed in his or her resignation shall withdraw from that part of any meeting of the University Council at which the termination of his or her contract or the appointment of his or her successor is being considered.
- 20.4 Any Student Member shall withdraw from that part of any meeting of the University Council at which is being considered:
- 20.3.1 his or her own exclusion, withdrawal, suspension or expulsion from the University; or
 - 20.3.2 any business relating to a named student or prospective student; or
 - 20.3.3 any other matter that the University Council (in its absolute discretion) considers would not be in the best interests of the University to be transmitted to the Students at that time.

21. MINUTES AND ACCOUNTS

A minute book and books of accounts shall be provided and kept by the University in either hard copy format or electronically. Statements of account in relation to the University shall be prepared and transmitted to the Charity Commission in accordance with the provisions of the Charities Act 2011 except insofar as the University is exempted by order or regulation.

22. GENERAL POWER TO MAKE REGULATIONS

Within the limits prescribed by this Instrument, the University Council shall have full power from time to time to make regulations for the management of the University and for the conduct of their business including the summoning of meetings, the deposit of money at a proper bank and the custody of documents.

23. COPIES OF THE INSTRUMENT OF GOVERNMENT

A copy of this Instrument, and any rules or bye-laws, shall be given to every University Council Member and shall be available for inspection upon request to every member of Staff and every Student.

24. AMENDMENT OF INSTRUMENT OF GOVERNMENT

This Instrument of Government may be amended or replaced from time to time by resolution of the University Council subject to the approval of the Privy Council or as required by the Privy Council, in accordance with the provisions of Section 129A of the Education Reform Act 1988.

ARTICLES OF GOVERNMENT

IN EXERCISE OF THE POWERS CONFERRED UPON IT BY SECTION 129A OF THE EDUCATION REFORM ACT 1988 THE COUNCIL OF BISHOP GROSSETESTE UNIVERSITY (HEREINAFTER REFERRED TO AS "THE UNIVERSITY") BEING THE UNIVERSITY OF THE CHARITY OF THE SAME NAME MAKES THE FOLLOWING ARTICLES OF GOVERNMENT IN ACCORDANCE WITH WHICH BISHOP GROSSETESTE UNIVERSITY SHALL BE CONDUCTED:

1. INTERPRETATION

In these Articles words and expressions shall have the meanings ascribed to them in paragraph 1 of the Instrument of Government made by the Privy Council on 17th December 2009 and in addition;

"Holders of Senior Posts" means the Vice-Chancellor and Holders of such Senior Posts as the University Council may determine

The Interpretation Act 1978 shall apply for the interpretation of these Articles as it applies for the interpretation of an Act of Parliament.

2. CONDUCT OF THE UNIVERSITY

The University shall be conducted in accordance with the provisions of the Scheme and in accordance with provisions of the Education Acts 1944 to 1988, any subsequent Education Acts, any relevant regulations, orders or directions made by the Secretary of State, or by the Privy Council and subject thereto, in accordance with the provisions of the Instrument, these Articles and any rules or bye-laws made under the Instrument or these Articles.

3. RESPONSIBILITIES OF THE UNIVERSITY COUNCIL, THE VICE-CHANCELLOR, THE CHANCELLOR AND SENATE

3.1 The Members of the University Council are the managing trustees and shall be responsible for:

- 3.1.1 the character of the institution as a Church of England University
- 3.1.2 the determination of the educational character and mission of the University and for oversight of its activities;
- 3.1.3 the effective and efficient use of resources, the solvency of the University and for safeguarding its assets;
- 3.1.4 approving annual estimates of income and expenditure;
- 3.1.5 the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor;

- 3.1.6 following consultation with the Vice-Chancellor, the appointment, grading, suspension, dismissal and for setting a framework for the pay and other conditions of service of the Holders of Senior Posts;
 - 3.1.7 setting a framework for and approving the form of the contract of employment of all other Staff;
 - 3.1.8 effectively monitoring the University's corporate and academic governance, partnerships, quality and data processes, and policies and procedures, using external benchmarks as necessary;
 - 3.1.9 effectively monitoring the University's commercial subsidiaries including BG Lincoln Ltd, and reviewing the strategy and operations of the University's Students' Union (BGSU), providing support and advice as required;
 - 3.1.10 regularly reviewing the continuing appropriateness, complementarity and development of the Council Members' skill sets; the skills matrix of the University Council; and the effectiveness of the Council Committees and the University Council as a whole, also paying attention to succession planning;
 - 3.1.11 promoting equality and diversity amongst the Members of the Council and across the whole University.
- 3.2 Subject to the responsibilities of the University Council, the Vice-Chancellor shall be the Chief Executive of the University and, in accordance with the powers delegated to the Vice-Chancellor by the University Council, shall be responsible for:
- 3.2.1 making proposals to the University Council about the educational character and mission of the University, and for implementing the decisions of the Council;
 - 3.2.2 the organisation, direction and management of the University and leadership of the Staff;
 - 3.2.3 the appointment, assignment, grading, appraisal, suspension, dismissal, and determination - within the framework set by the University Council - of the pay and conditions of service of Staff other than the Holders of Senior Posts;
 - 3.2.4 preparing recommendations for the consideration by the University Council for the appointment, assignment, grading, suspension, dismissal and the determination of the pay and conditions of the Holders of Senior Posts.
 - 3.2.5 the assignment and appraisal of the Holders of Senior Posts subject to the approval of the University Council or any Committee formed by the Council for that purpose;
 - 3.2.6 the determination, after consultation with the Senate and in accordance with the policies of the University Council, of the University's academic activities and for the determination of its other activities;
 - 3.2.7 preparing annual estimates of income and expenditure, for consideration by the University Council, and for the management of budget and resources, within the estimates approved by the Council;
 - 3.2.8 the maintenance of Student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of Students on disciplinary grounds and for implementing decisions to expel Students for academic reasons.

- 3.3 The University has a Chancellor. The Chancellor position at Bishop Grosseteste University is considered as an honorary, ambassadorial, ceremonial figurehead at public events, promoting and encouraging all aspects of the University's mission. The Chancellor's duties notably include the conferment of degrees of the University, which is also normally a non-delegable duty. In an emergency case of vacancy of position of the Chancellor, the Chair of the University Council shall act as Acting Chancellor – Pro Chancellor.
- 3.4 Subject to the provisions of these Articles, to the overall responsibility of the University Council, and to the responsibilities of the Vice-Chancellor, the Senate shall be responsible:
- 3.4.1 for general issues relating to the research, scholarship, teaching and courses at the University, including criteria for the admission of Students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of Students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedures for the expulsion of Students for academic reasons. Such responsibilities shall be subject to the requirements of validating and accrediting bodies;
- 3.4.2 for considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the University Council thereon;
- 3.4.3 for advising on such matters as the University Council or the Vice-Chancellor may refer to the Senate.
- 3.5 The Senate may establish such committees as it considers necessary to enable it to carry out its responsibilities provided that the establishment of such a committee is first approved by the Vice-Chancellor and the University Council. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Senate.
- 3.6 Each term, the Senate shall submit a written report to the Governors on its activities (such as Minutes of Meetings).

4. COMPOSITION OF THE SENATE

- 4.1 The Senate shall consist of no more than thirty members, comprising the Vice-Chancellor (who shall be Chair) and such other numbers of Staff and Students as may from time to time be approved by the University Council. The composition of the Senate, the period of appointment of members, the selection of election arrangements and the procedures of the Senate shall be a matter for the University Council, provided that a majority of members shall be drawn from individuals in senior management positions including the Holders of Senior Posts. Co-options may be admitted.
- 4.2 The Vice-Chancellor may nominate a Deputy Chair from among the members of the Senate to take the Chair in his or her place.

5. APPOINTMENT OF STAFF

- 5.1 Each member of Staff shall serve under a contract of employment with the University. For all Staff the contract shall conform with those Articles relating to dismissal and suspension.

6. CONDUCT OF STAFF

6.1 After consultation with the Staff, the University Council shall make rules relating to the conduct of the Staff.

6.2 Academic Freedom

6.2.1 Staff and Students are reminded that they must at all times be aware of the ethos of the University in that it was established as a Church of England Institution and continues to be so. Consequently they must not undermine this ethos or the values which are based on that ethos.

6.2.2 However, subject, to the above qualification, in making rules under Article 6.1, the University Council shall have regard to the need to ensure that Academic Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy or losing their jobs or any privileges they may have at the University curtailed.

7. SUSPENSION, DISCIPLINE AND DISMISSAL OF STAFF

Following consultation with the Staff and any relevant Staff organisation the University Council shall put in place rules and regulations relating to the suspension, discipline and dismissal of Staff.

8. GRIEVANCE PROCEDURES

After consultation with the Staff, the University Council shall make rules specifying procedures according to which Staff may seek redress of any grievance relating to their employment.

9. STUDENTS

9.1 The Students' Union shall conduct and manage its own affairs and funds in accordance with a constitution reviewed by the University Council and shall present audited accounts annually to the University Council.

9.2 The University Council, after consultation with the Senate and representatives of the Students, shall make rules with respect to the Students, including procedures for suspension and expulsion.

9.3 In exercise of their responsibilities under Article 3.3, the Senate, after consultation with the University Council and representatives of the Students, shall determine procedures for the expulsion of a Student for an unsatisfactory standard of work or other academic reasons.

9.4 The University Council shall make arrangements whereby matters of proper concern to the Students of the University may be submitted by the Students' Union to the Council, the Senate or the Vice-Chancellor as may be appropriate.

10. POSTS SUBJECT TO GENUINE OCCUPATIONAL REQUIREMENT

10.1 The Vice-Chancellor shall be a communicant member of the Church of England or a member of a church which is a member of Churches Together in Britain and Ireland and be committed to the core values of the University.

10.2 The University shall employ a full-time University Chaplain who shall be an ordained priest of the Church of England.

11. FINANCIAL PROCEDURES

Fees

- 11.1 The University Council shall determine the tuition and other fees payable to the University (subject to any terms and conditions attached to grants, loans or other payments paid or made by the appropriate Higher Education Funding Bodies).

Accounts Estimates and Audit

- 11.2 The Council shall keep true accounts and records, and appoint auditors in accordance with the provisions of the Act and shall provide the relevant authority with true accounts at such time and in such form as the relevant authority may direct.
- 11.3 Annual estimates of income and expenditure shall be prepared by the Vice-Chancellor for the consideration and approval of the University Council.
- 11.4 The University Council Members may receive and hold any additional donations or endowments for the general purposes of the University and they may also receive and hold donations or endowments for any special objects connected with the University not inconsistent with or calculated to impede the due workings of these Articles of Government.

12. RULES AND BYE-LAWS

The University Council shall have power to make rules and bye-laws concerning such matters with regard to the government and conduct of the University as it shall think fit. Such rules and bye-laws shall be subject to the provision of these Articles.

13. COPIES OF ARTICLES, SCHEME, RULES AND BYE-LAWS

A copy of these Articles, the Scheme, and any rules or bye-laws, shall be given to every Member of the University Council and shall be available for inspection upon request to every member of Staff and every Student.

14. AMENDMENT OF ARTICLES

These Articles may be amended or replaced from time to time by resolution of the University Council subject to the approval of the Privy Council or as required by the Privy Council, in accordance with the provisions of Section 129A of the Education Reform Act 1988.

BISHOP GROSSETESTE UNIVERISTY

AUDIT COMMITTEE

TERMS OF REFERENCE

Constitution

1. The University Council has established a committee of the Council known as the audit committee.

Membership

2. The committee and its chair shall be appointed by the University Council, from among its own members, and must consist of members with no executive responsibility for the management of the institution. There shall be no fewer than *four* members; a quorum shall be at least *three* members. The chair of the University Council should not be a member of the committee. Members should not have significant interests in the institution.
3. At least one member should have recent and relevant experience in finance, accounting or auditing. The committee may, if it considers it necessary or desirable, co-opt members with particular expertise. No member of the committee may also be a member of the finance committee (or equivalent), unless specifically authorised by the Higher Education Funding Council for England (HEFCE) under the terms of paragraph 32 of the Audit and Accountability Code of Practice. University staffs are not members of the committee.

Term of Office

4. The term of office of members shall be reviewed annually by the University Council subject to the membership requirements in the Instrument and Articles of Government.

Attendance at meetings

5. The Vice Chancellor, Deputy Vice Chancellor, Director of Resources, the head of internal audit, and a representative of the external auditors shall normally attend meetings where business relevant to them is to be discussed. However, at least once a year the committee should meet with the external and internal auditors without any officers present.

Voting

6. Voting:
 - a. All members of the committee shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.

- c. Any member of University staff attending by invitation under paragraph 5 shall not have voting rights.

Frequency of meetings

7. Meetings shall normally be held at least three times each financial year. The external auditors or head of internal audit may request a meeting if they consider it necessary.

Authority

8. The committee is authorised by the University Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.
9. The committee is authorised by the University Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the designated officer and/or chair of the University Council. However, it may not incur direct expenditure in this respect in excess of £3,000, without the prior approval of the University Council.
10. The audit committee will review the audit aspects of the draft annual financial statements. These aspects will include the external audit opinion, the statement of members' responsibilities, the statement of internal control and any relevant issue raised in the external auditors' management letter. The committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the University Council.
11. The Committee is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.

Duties

12. The duties of the committee shall be:
 - a. To advise the University Council on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.
 - b. To discuss with the external auditors, before the audit begins, the nature and scope of the audit.
 - c. To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other matters the external auditors may wish to discuss (in the absence of management where necessary).

- d. To consider and advise the University Council on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.
- e. To review the internal auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; and to promote co-ordination between the internal and external auditors. The committee will ensure that the resources made available for internal audit are sufficient to meet the institution's needs (or make a recommendation to the University Council as appropriate).
- f. To keep under review the effectiveness of the risk management, control and governance arrangements, and in particular to review the external auditors' management letter, the internal auditors' annual report, and management responses.
- g. To monitor the implementation of agreed audit-based recommendations, from whatever source.
- h. To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the Chair of Audit Committee, Vice Chancellor and the HEFCE accounting officers have been informed.
- i. To oversee the institution's policy on fraud and irregularity, including being notified of any action taken under that policy.
- j. To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness (value for money).
- k. To receive any relevant reports from the National Audit Office, HEFCE and other organisations.
- l. To monitor annually the performance and effectiveness of external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the University Council concerning their reappointment, where appropriate.
- m. To consider elements of the annual financial statements in the presence of the external auditors, including the auditors' formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with HEFCE's Accounts Directions.
- n. In the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

Reporting procedures

13. The minutes (or a report) of meetings of the committee will be circulated to all members of the University Council.
14. The committee will prepare an annual report covering the institution's financial year and any significant issues up to the date of preparing the report. The report will be addressed to the University Council and designated officer, summarising the activity for the year. It will give the committee's opinion on the adequacy and effectiveness of the institution's arrangements for the following:
 - risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts).
 - economy, efficiency and effectiveness (value for money).
 - assurances to HEFCE regarding the quality of data.

This opinion should be based on the information presented to the committee. The audit committee annual report should normally be submitted to the University Council before the members' responsibility statement in the annual financial statements is signed.

Clerking arrangements

15. The clerk to the audit committee will be the clerk to the University Council (or other appropriate independent individual).

Membership

Mr David Clements Chair

Dr Anne Craven, Registrar & Secretary (invited)

Ms Jackie Croft

Ms Angela Crowe

Mr Stephen Deville, Director of Resources (invited)

Professor Jayne Mitchell, Deputy Vice Chancellor (invited)

Ms Sally Myers

Revd. Canon Professor Peter Neil, Vice Chancellor (invited)

Mr Jim Smith

Ms Natalie Pickles (invited)

BISHOP GROSSETESTE UNIVERSITY
FINANCE EMPLOYMENT & GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE

Constitution

1. The University Council has established a committee of the Council known as the Finance, Employment and General Purposes Committee.

Membership

2. The Committee and its Chair shall be appointed by the University Council, from among its own members. There shall be no fewer than *five* members; a quorum shall be at least *four* members, *three* of whom must be a full Council Member. The Vice Chancellor shall normally be a member of the Committee. Other staff and student Council Members may not be members of the Committee. Members should not have significant interests in the institution.
3. The Committee shall have the power to co-opt a minority of its members from outside the University Council subject to the approval of the Council. No member of the Committee may also be a member of the Audit Committee, unless specifically authorised by the Higher Education Funding Council for England (HEFCE) under the terms of paragraph 32 of the Audit and Accountability Code of Practice.

Term of Office

4. The term of office of members shall be reviewed annually by the University Council subject to the membership requirements in the Instrument and Articles of Government.

Attendance at meetings

5. *The Deputy Vice Chancellor, Director of Resources, Head of Finance, Head of Estates and The Head of Human Resources* shall normally attend meetings where business relevant to him/her is to be discussed. Other invited members of the University may be invited to attend where business relevant to them is to be discussed. Such attendees are not deemed to be members of the Committee.

Voting

6. Voting:
 - a. All members of the Committee shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.
 - c. Any member of University staff attending by invitation under paragraph 5 shall not have voting rights.

Frequency of meetings

7. Meetings shall normally be held at least three times each financial year.

Authority

8. The Committee is authorised to deal with such matters relating to the general administration and the conduct of financial affairs of the University as may be delegated to it by the University Council.
9. The Committee is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.
10. The Committee is authorised to carry out any other duties delegated to it by the University Council.

Duties

11. The duties of the Committee shall be:
 - a. To consider and advise the University Council on the approval of the annual and interim financial statements, and the annual budgets and financial forecasts.
 - b. To deal with and advise the University Council on matters relating to the terms and conditions of service of staff including the appointment, employment, dismissal, establishment, rates of pay and condition of service of staff, with the exception of senior staff for whom the conditions laid down in the Articles of Government may not be delegated.
 - c. To deal with and advise the University Council on matters relating to the strategic development and operational implementation of the University's information systems.
 - d. To deal with and advise the University Council on matters relating to the strategic development of the Estate or any matters of operational significance, including matters of health and safety.

- e. The Committee is authorised to carry out any other duties delegated to it by the University Council.

Reporting procedures

12. The minutes (or a report) of meetings of the Committee will be circulated to all members of the University Council.

Clerking arrangements

13. The Clerk to the Finance, Employment and General Purposes Committee will be the Clerk to the University Council (or other appropriate independent individual).

Membership

Mr David Babb (Chair)
Dr Kevin Brown
Dr Anne Craven, Registrar & Secretary (invited)
Mr Stephen Deville, Director of Resources (invited)
Mr Stephen Lawrence
AVM Gavin Mackay
Professor Jayne Mitchell, Deputy Vice Chancellor (invited)
Revd. Canon Professor Peter Neil, Vice Chancellor
Mr Fred Robson, Head of Estates (invited)
Ms Alison Smith, Head of Human Resources (invited)
Professor Mark Thompson
Ms Natalie Pickles, Clerk (invited)

BISHOP GROSSETESTE UNIVERSITY
GOVERNANCE & NOMINATIONS COMMITTEE

TERMS OF REFERENCE

Constitution

1. The University Council has established a committee of the Council known as the Governance and Nominations Committee.

Membership

2. The Committee and its Chair shall be appointed by the University Council, from among its own members. The Committee shall normally consist of six persons, two of whom shall be the Vice Chancellor and a staff Council Member to be selected by the Council. The Chair of the University Council would normally be a member and, if a member, would normally be the Chair of the Committee. A quorum shall be at least three members. There shall be no provision for proxies. Should the Chair not be present the Committee may appoint a Chair to act in his or her place.

The Committee shall have the power to co-opt a minority of its members from outside the University Council subject to the approval of that Council.

Term of Office

3. The term of office of members shall be reviewed annually by the University Council, subject to the membership requirements in the Instrument and Articles of Government.

Attendance at meetings

4. Members of the senior staff of the University or such other persons as the Committee deem necessary may be invited to attend where business relevant to them is to be discussed. Such persons are not deemed to be members of the Committee.

Voting

5. Voting:
 - a. All members of the Committee shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.

Frequency of meetings

6. Meetings shall normally be held three times each financial year and at least twice each financial year. Additional meetings will be called by the Chair of the University Council as and when required.

Authority

7. The Committee is authorised to seek nominations to co-opted vacancies on the University Council, through members of the University Council, staff and students of the University, and from other sources agreed by the University Council.
8. The Committee is authorised to consider nominations and consult as appropriate. Every co-opted member shall be recommended to the Council Members by a duly constituted meeting of the Committee and thereafter if the Council Members so resolve appointed to the University Council (or its Committees).
9. The Committee is authorised to advise the University Council on the balance of membership and period of tenure in accordance with the needs of the University.
10. The Committee is authorised to make recommendations to the University Council on the renewal of membership, following the expiry of a term of office.
11. The Committee is authorised to advise Council Members about the membership of sub-committees of the University Council other than the Governance and Nominations Committee itself.
12. The Committee is authorised to make recommendations on any other relevant matter referred to the Committee by the University Council.
13. The Committee is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.
14. The Committee is authorised to carry out any other duties delegated to it by the University Council.

Duties

15. The duties of the Committee shall be:
 - a. To advise the University Council about the appointment of co-opted members to the University Council (or its Committees).
 - b. To prepare written descriptions of the role and the capabilities desirable in a new member, based on a full evaluation of the balance of skills and experience of the University Council.

- c. When selecting a new Chair, to produce a full job description, including an assessment of the time commitment expected, recognising the need for availability at unexpected times.
- d. To publicise Council Member vacancies when they arise.
- e. To advise the University Council about the membership of committees of the University Council, other than the Nominations Committee itself.
- f. To carry out any other duties delegated to it by the University Council.
- g. To deal with honorary awards (i.e. honorary graduates and university fellows).

Reporting procedures

- 16. The minutes (or a report) of meetings of the Committee will be circulated to all members of the University Council.

Clerking arrangements

- 17. The Clerk to the Governance and Nominations Committee will be the University Registrar and Secretary (or other appropriate independent individual). The Clerk shall be responsible for giving notice of the meetings of the Committee.

Membership

Mr David Head, (Chair)
Dr Anne Craven, Registrar & Secretary (invited)
Ms Sandra Grattrick
Mr Graham Meeson
Professor Jayne Mitchell, Deputy Vice Chancellor (invited)
Mr Roger Mosey
Revd. Canon Professor Peter Neil, Vice Chancellor (invited)
Ms Jasmit Phull
Mrs Natalie Pickles, clerk (invited)

BISHOP GROSSETESTE UNIVERSITY
REMUNERATION COMMITTEE
TERMS OF REFERENCE

Constitution

1. The University Council has established a Committee of the University Council known as the Remuneration Committee.

Membership

2. The Committee and its Chair shall be appointed by the University Council, from among its own members. The Committee shall include the Chair of the University Council, who would normally be the Chair of the Committee, and at least three other lay/independent members (not necessarily members of the University Council). The Vice Chancellor would not normally be a member. The Chair of the Audit and the Finance, Employment and General Purposes Committee would normally be a member. Council Members elected to represent the staff, the SU President and the Deputy Vice Chancellors may not be members of the Committee. A quorum shall be at least three members, one of whom should be the Chair or Vice Chair.

Term of Office

3. The term of office of members shall be reviewed annually by the University Council subject to any membership requirements in the Instrument and Articles of Government.

Attendance at meetings

4. A representative from Human Resources will normally be in attendance. No other persons may attend meetings unless invited to do so by the Committee.

Voting

5. Voting:
 - a. All members of the Committee shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.

Frequency of meetings

6. Meetings shall normally be held at least twice each financial year. Additional meetings will be called by the Chair of the Council as and when required.

Authority

7. The Committee is authorised to determine and review the salaries, terms and conditions (and where appropriate, severance payments) of the head of the institution and such other members of staff as the University Council deems appropriate.

8. If considering severance arrangements for senior staff, the Committee must represent the public interest and avoid inappropriate use of public funds. The Committee should be careful not to agree to a severance package which staff, students and the public might deem excessive. Contracts of employment for senior staff should specify periods of notice of not more than 12 months, and should not provide for pension enhancements.

In the case of senior staff earning *at or above the level of disclosure of higher paid staff as required by HEFCE*, the institutional policy on Severance Payments to Senior Staff shall apply.

9. The Committee is authorised to make recommendations on any other relevant matter referred to the Committee by the University Council.
10. The Committee is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.
11. The Committee is authorised to carry out any other duties delegated to it by the University Council.

Duties

12. The duties of the Committee shall be:
 - a. to seek comparative information on salaries and other benefits and conditions of service in the higher education sector.
 - b. to advise the University Council that the remuneration of senior staff, including the Vice Chancellor, has been determined following due process - normally this will include salaries elsewhere, performance related and nationally agreed cost of living increases.
 - c. to recommend to the University Council any proposal for significant change to terms and conditions of employment of senior staff, including the Vice Chancellor.
 - d. to carry out any other duties delegated to it by the University Council.

Reporting procedures

13. The Committee's report to the University Council should provide sufficient detail of the broad criteria and policies against which decisions have been made.

Clerking arrangements

14. The Committee will appoint a Clerk.

Membership

Mr Roger Mosey, (Chair)

Mr David Babb

Mr David Clements

Ms Angela Crowe

Mr Tony Hill

Revd. Canon Professor Peter Neil, Vice Chancellor (invited)

Ms Alison Smith, Head of Human Resources (invited)

Mr Mark Thompson

BISHOP GROSSETESTE UNIVERSITY

SELECTION COMMITTEE

TERMS OF REFERENCE

Constitution

1. The University Council has established a committee of the University Council known as the Selection Committee.

Membership

2. The Committee and its Chair shall be appointed by the University Council, from among its own members. The Committee shall normally consist of the same members as the Remuneration Committee. The Chair of the University Council would normally be the Chair of the Committee. A quorum shall be at least three members, one of whom should be the Chair.

The Committee shall have the power to co-opt a minority of its members from outside the University Council subject to the approval of the Council.

Term of Office

3. The term of office of members shall be reviewed annually by the University Council subject to any membership requirements in the Instrument and Articles of Government.

Attendance at meetings

4. No other persons may attend meetings unless invited to do so by the Committee.

Voting

5. Voting:
 - a. All members of the Committee shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.

Frequency of meetings

6. A Selection Committee will be called by the Chairman of the University Council, as and when required.

Authority

7. The Committee is authorised to interview candidates for, and to select, appointments to senior posts in the University.
8. The Committee is authorised to make recommendations on any other relevant matter referred to the Committee by the University Council.
9. The Committee is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.
10. The Committee is authorised to carry out any other duties delegated to it by the University Council.

Duties

11. The duties of the Committee shall be:
 - a. To advise the University Council about the selection and recruitment of senior staff, including the Vice Chancellor.
 - b. to carry out any other duties delegated to it by the University Council.

Reporting procedures

12. The Committee will report to the University Council each time it meets.

Clerking arrangements

13. The Committee will appoint a Clerk from amongst its own members.

Membership

Ms Angela Crowe
Mr Tony Hill
Mr Christopher Lawson
Mr Roger Mosey
Revd. Canon Professor Peter Neil, Vice Chancellor (invited)
Ms Jasmit Phull
Mr Mark Thompson
Clerk

BISHOP GROSSETESTE UNIVERSITY
2014-19 STRATEGY SPONSOR BOARD
TERMS OF REFERENCE

Constitution

1. The University Council has established a Committee of the Council known as the 2014-19 Strategy Sponsor Board.

Membership

2. The Board and its chair shall be appointed by the University Council, from among the University and members of the University Council. There shall be no fewer than six members; a quorum shall be at least four members. The chair of the Board should be the chair of the University Council or his / her nominee.
3. Membership of the Board shall normally consist of the Chair of Council, Chair of Finance, Employment and General Purposes Committee, one other Council member. The Vice Chancellor, Deputy Vice Chancellor and the Director of Resources will also normally be members. The Board may, if it considers it necessary or desirable, co-opt members with particular expertise.

Term of Office

4. The term of office of members shall be reviewed annually by the University Council subject to the membership requirements in the Instrument and Articles of Government.

Voting

6. Voting:
 - a. All members of the Board shall be entitled to vote.
 - b. In the event of an equal vote on any matter, the Chair shall have a second and casting vote.
 - c. Any co-opted member of the Board in attendance shall not have voting rights.

Frequency of meetings

7. Meetings shall normally be held at least three times each academic year.

Authority

8. The Board is authorised by the University Council to investigate matters relating to the implementation of the 2014-19 Strategy. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Board.
9. The Board will receive updates from the Strategy Programme Board comprising the full Senior Leadership Team to review the progress of the implementation of the strategy and change programme.
10. The Board is authorised to carry out any other duties delegated to it by the University Council.
11. The Board is not authorised to deal with any matters which are specified in the Instrument and Articles of Government as being the prerogative of the whole University Council or other committees or authorities.

Duties

12. The duties of the Board shall be:
 - a. To deal with and advise the University Council on matters relating to the implementation of the University's 2014 to 2019 Strategy.
 - b. The Board is authorised to carry out any other duties delegated to it by the University Council.

Reporting procedures

13. The minutes (or a report) of meetings of the Board will be circulated to all members of the University Council.
14. The Board will report progress of the strategy implementation and formal change programme to the University Council on a termly basis.

Clerking arrangements

15. The clerk to the Strategy Sponsor Board will be the clerk to the University Council (or other appropriate independent individual).

Membership

Mr David Head (chair)

Mr David Babb

Dr Anne Craven, Registrar & Secretary (invited)

Mr Stephen Deville, Director of Resources (invited)

Mr Graham Killey, Planning and Performance Manager (invited)

Professor Jayne Mitchell, Deputy Vice Chancellor (invited)

Mr Roger Mosey

Ms Sally Myers

Revd. Canon Professor Peter Neil, Vice Chancellor (invited)

Ms Natalie Pickles (clerk)

BISHOP GROSSETESTE UNIVERSITY

SENATE

TERMS OF REFERENCE

The Senate shall be accountable to the University Council for overseeing and advising on all matters relating to academic policy, strategy and planning including: research; scholarship; teaching and learning; the academic portfolio; the content of the curriculum; the assessment of students; student admissions, progress and awards. The Senate shall be responsible for the monitoring and maintenance of the quality and standards of all academic provision and for the confirmation of the adequacy of the resources needed for its support.

In order to assist it in the discharge of its responsibilities, the Senate may establish such committees, working groups and standing groups as it considers necessary, subject to the approval of the Vice Chancellor and University Council.

More specifically it shall

- (i) function as the highest approval organ for the University's academic matters unless having delegated its powers to another committee such as the Academic Enhancement Committee;
- (ii) give approval, following advice from the Portfolio Implementation Team and exceptionally SLT, for the withdrawal of existing programmes and the approval of newly validated programmes;
- (iii) receive advice from relevant committees on proposals for changes to existing programmes;
- (iv) consider and discuss the reports of the School Boards on the health of academic provision; note and respond to any cross-University issues identified by annual monitoring and confirm that the process of Annual Review has been carried out in accordance with regulations;
- (v) consider and discuss issues arising from External Examiners' reports and the responses of programme teams, identifying and responding to any cross-University issues;
- (vi) receive and discuss, and if necessary act upon, reports of external reviews of academic provision;
- (vii) approve recommendations from the School Boards for nominations for External Examiners and, exceptionally, their removal;
- (viii) approve academic regulations and codes of practice, including changes and/or additions to current regulations and codes in the light of reports on their sufficiency, appropriateness and application;
- (ix) review the policy and procedures for the appointment of readers and professors;

- (x) receive the minutes from the sub committees and reports from working groups;
- (xi) monitor the effectiveness of the operation of the sub-committees and the standing groups reporting to them;
- (xii) oversee all partnership matters and collaborative provision;
- (xiii) advise on such matters as the University Council or Vice Chancellor may from time to time refer to it;
- (xiv) take cognisance of the University policies in respect of Disability, Equality, Race, Sexual Discrimination and Religious Belief in the consideration of its agenda.

Membership

Ex-officio members –

Name	Role
Peter Neil	Vice Chancellor (Chair)
Jayne Mitchell	Deputy Vice Chancellor
Steve Deville	Director of Resources
Ruth Sayers	Executive Dean: Learning, Teaching & International
David Rae	Executive Dean: Research & Knowledge Exchange (From Oct 2015)
Graham Basten	Head of School of Social Sciences
Nick Gee	Head of School of Teacher Development
Andrew Jackson	Head of School of Humanities
Andrew Tofts	Regulatory Compliance Manager
Graham Meeson	Academic Staff University Council Member elected by teaching staff
John Sharp	Head of Doctoral Studies
Chris Atkin	Professor of Higher Education

School of Humanities

Viv Kerridge	Academic member of staff not an HoD (July 2015 to July 2018)
Craig Spence	Academic member of staff not an HoD (July 2015 to July 2018)

School of Social Sciences

Sacha Mason	Academic member of staff not an HoD (Nov 2013 to Nov 2016)
Olivia Sagan	Academic member of staff not an HoD (Nov 2013 to Nov 2016)

School of TD

Pat Beckley	Academic member of staff not an HoD (Nov 2013 to Nov 2016)
Shaun Thompson	Academic member of staff not an HoD (July 2015 to July 2018)

Student members

Becca Smith	Students' Union President
Gareth Hughes	Students' Union Vice President Academic Affairs
Lewis Smith	Students' Union Officer
Unassigned	Students' Union Officer

Officer:	Anne Craven	Registrar and Secretary
Minuting Secretary:	Aaron Smith	Executive Assistant to the Registrar and Secretary

One-third of the total actual membership of the Senate shall constitute a quorum. In the absence of a quorum, no business shall be transacted at the time other than the adjournment of the meeting. In this circumstance, urgent business may be carried out electronically or by Chair's Action after the meeting.

BISHOP GROSSETESTE UNIVERISTY
REVISED STRUCTURE OF LEADERSHIP
SENIOR LEADERSHIP TEAM (SLT)
CORPORATE LEADERSHIP TEAM (CLT)
TERMS OF REFERENCE

Background

The Senior Leadership Team (SLT) and the Corporate Leadership Team (CLT), in their respective formats, have been in operation for some time; the former has met on a weekly basis and has dealt with both strategic and operational matters. Meetings of CLT have been on a monthly basis and have focused on issues of institutional importance, some introduced by SLT, others at the request of members of the group. The CLT has tended to be a forum for information dissemination; it is not always evident that the information distributed at CLT is effectively cascaded among teams evenly across the institution.

The introduction of the five-year strategy necessitates a more structured way of working and the time is right for us to take a look at the business being conducted in the various committees and leadership teams. The underlying priorities are to ensure good governance and to maximise participation in and ownership of leadership of decision-making within the institution.

The following changes are proposed to the structure and *modus operandi* of SLT and CLT:

Senior Leadership Team (SLT)

Membership of this group is ex officio, based on the current structure of senior posts (senior posts are defined as those currently appointed by University Council).

Vice Chancellor (Chair)
Deputy Vice Chancellor
Registrar and Secretary
Executive Dean (LTI)
Executive Dean (RKE)
Director of Resources
Director of Enterprise
In attendance: Planning and Performance manager; Secretary PA to VC
Others may be invited on an <i>ad hoc</i> basis

Terms of Reference

The Vice Chancellor has delegated powers from University Council to lead the strategic direction of the institution. The role of SLT is to advise the Vice Chancellor, as senior accountable officer, on the strategic direction, leadership and performance of the institution.

SLT is responsible for:

- providing strategic leadership, direction and management of the University;
- ensuring that University Council is supported in decision-making in line with the Strategy and policies;
- monitoring, measuring and evaluating the University’s performance in relation to the Strategy;
- identifying, evaluating and managing risks faced by the University;
- setting and monitoring budgets for approval by University Council;
- overseeing the annual planning process;
- identifying, pursuing and evaluating commercial development and partnership issues;
- overseeing HR issues.

Schedule of meetings

Meetings will be held twice per month:

Meeting 1	Core business – agenda set on annual cycle
Meeting 2	Following from Strategy Programme Board Single issue meetings (including): <ul style="list-style-type: none"> • Recruitment • QAA HER preparations • Ofsted preparations • Financial issues • Data issues • External partnerships • Specific projects

Corporate Leadership Team (CLT)

Vice Chancellor (Chair)
Deputy Vice Chancellor
Registrar and Secretary
Executive Dean (LTI)
Executive Dean (RKE)
Director of Resources
Director of Enterprise
Head of School (TD)
Head of School (Humanities)
Head of School (Soc Sci)
Head of Quality
Head of IT
Head of Finance
Head of Estates
Head of Human Resources
Head of Careers, Employability and Enterprise
Head of Student Support
Head of Admissions and Recruitment
Head of Library Services
Head of Marketing
Planning and Performance Manager
Clerk, Governance & Compliance Manager
Chaplain/Dean of Chapel
SU president
Secretariat: PA to VC
Others may be invited on an <i>ad hoc</i> basis

Terms of Reference

The role of CLT is to take responsibility for the corporate leadership of the institution and to take operational responsibility for implementation of strategies and policies. CLT members are responsible for leading their own individual areas but, more importantly, for working as a corporate member of a team to ensure that the whole institution is led consistently.

CLT is responsible for:

- developing strategies, policies and annual plans in relation to the Strategy;
- monitoring, measuring and evaluating the University's performance;
- identifying, monitoring and managing risks to the institution;]
- ensuring that targets are achieved;
- managing all activities in respective areas of responsibility;
- maximising the resources available and ensuring effective efficient and economic use;

- setting and monitoring annual budget in line with strategic priorities;
- ensuring that agreed change/culture management programme is embedded across the institution;
- playing a full part in corporate management of the organisation.

Schedule of Meetings

CLT will meet on a monthly basis. The business for CLT meetings will complement the business of SLT.

Academic Forum

It is proposed to introduce an Academic Forum to complement the work undertaken both by SLT and CLT and to provide a space for creative discussion of academic issues, outwith the governance structure.

Proposed Membership

Executive Deans
Professors and Readers
Heads of School
Management teams of schools
Academic co-ordinators
Academic members of staff

This group will be chaired on a rotational basis, as agreed by the membership. This requires further discussion.

BISHOP GROSSETESTE UNIVERISTY
DIVERSITY AND EQUALITY COMMITTEE
TERMS OF REFERENCE

Terms of Reference

- To promote equality of opportunity and equality and diversity within the University.
- To monitor progress against targets identified in the action plans of policies related to diversity and equality, and publish monitoring reports, as appropriate.
- To monitor the effectiveness and impact of the Diversity and Equality Policy and related policies.
- To recommend improvements and amendments to processes and policies where these are deemed to be necessary.
- To identify and disseminate good practice in the University and the wider community.
- To disseminate information to University colleagues within the individual member's areas of representation.
- Committee quoracy is to be one third of the membership, plus one.

Frequency of Meetings

The Committee will meet once each term.

Reporting Line

Minutes from the meetings are received by Senate.

In addition, the Committee will publish an Annual Report for Senate, Senior Leadership Team (SLT) and the University Council. The Committee will refer any suggested improvements or amendments to processes and policies, to the colleague or committee deemed to be most appropriate.

Membership

Alison Smith	Head of Human Resources (Chair)	Ex-Officio
Anne Craven	Registrar and Secretary	Ex-Officio
Peter Green	Dean of Chapel and Chaplain	Ex-Officio
Phil Davis	Head of Student Advice	Ex-Officio
Richard Corn	One member of the University Council	Ex-Officio
Wayne Dyble	International Manager	Ex-Officio
Celia Hird	Data Analyst	Ex-Officio
Claudia Capancioni	Member of academic staff from Humanities	

Julia Lindley-Baker	Member of academic staff from Social Sciences
Karen Elvidge	Member of academic staff from Teacher Development
John Sharp	Representative for Research
Craig Stacey	Representative from Professional Support Staff
Allison Lawrence	Representative from BG Enterprise
Gareth Hughes	Students' Union Vice President Academic Affairs
Shannon Flaherty	Students' Union Welfare and Diversity Officer
Heather Cornwell	Students' Union Liberations Officer

Members (other than ex-officio) will have a tenure of three years, unless they are re-elected by the committee. Students' Union Officers will serve on the committee for the duration of their elected term of office.

Minuting Secretary:	Aaron Smith
Co-opted:	Yvonne Hill

BISHOP GROSSETESTE UNIVERSITY
ACADEMIC ENHANCEMENT COMMITTEE
TERMS OF REFERENCE

The AEC shall be responsible to the Senate for the development, monitoring and review of the academic portfolio and the maintenance and enhancement of standards across the academic provision of the University. The AEC shall undertake detailed scrutiny of documentation relating to quality assurance, enhancement and regulation on behalf of Senate and report its recommendations to Senate and be responsible to the Senate for the maintenance and enhancement of the student learning experience

Terms of reference

- (i) Oversee the arrangements for validation, revalidation and accreditation and scrutinise proposals for new programmes and changes to existing proposals up to and including revalidation;
- (ii) oversee the arrangements for, and monitor and evaluate the processes and outcomes of periodic and annual monitoring and of external inspections and audits including external examiner reports. Initiate and monitor the implementation of responses to these outcomes;
- (iii) review the currency and appropriateness of the University academic regulations, codes of practice and procedures including for registration, progress, admission, assessment, suspension or termination of students;
- (iv) oversee and develop the University's engagement with such bodies as the Higher Education Academy (HEA), National Teaching Fellowship Scheme (NTFS), etc.
- (v) commission, approve and monitor the implementation of the Learning, Teaching and Assessment Strategy;
- (vi) receive and consider reports from internal and external recognition and/or accreditation by PSRBs;
- (vii) monitor the outcomes of reviews, inspections and audits and their impact on learning teaching and assessment;
- (viii) consider such matters as may be referred to it by Senate and its sub-committees and make recommendations as appropriate;
- (ix) take cognisance of the University policies in respect of issues of diversity, equality and inclusion in the consideration of its agenda;
- (x) receive annual reports from those areas of activity impacting upon student experience.

Membership 2015-16

Professor Jayne Mitchell (Chair)

Professor David Rae

Dr Ruth Sayers

Dr Anne Craven

Dr Claire Thomson

Phil Davis

Dr Kate Adams

Emma Sansby

Eve Stuart

Becca Smith

Gareth Hughes

Lucy Camsell

Isaac Hudson

Adam Selby

Deputy Vice Chancellor

Executive Dean of Research and Knowledge Exchange

Executive Dean of Learning, Teaching & International

Registrar & Secretary

Head of Quality and Student Experience

Head of Student Advice & Learning Development

Head of Research

Head of Library Services

BGU Enterprise Representative

Student Union President

Students' Union Vice President, Student Voice

Undergraduate Student Representative

Undergraduate Student Representative

Postgraduate Student Representative.

School of Teacher Development

Dr Nick Gee

Rachael Paige

Professor Chris Atkin

Head of School, Teacher Development

Member of Academic Staff from the School of Teacher Development

Member of Academic Staff from the School of Teacher Development

School of Humanities

Dr Andrew Jackson

Dr Jon Begley

Dr Claire Hubbard-Hall

Head of School, Humanities

Member of Academic Staff from the School of Humanities

Member of Academic Staff from the School of Humanities

School of Social Sciences

Dr Graham Basten

Elizabeth Hopkins

Alison Riley

Head of School, Social Sciences

Member of Academic Staff from the School of Social Sciences

Member of Academic Staff from the School of Social Sciences

Officers: Andrew Tofts Regulatory Compliance Manager (Quality Assurance and Enhancement)
Yvonne Des-Forges Academic Quality Manager

Minutes Secretary:

Leanne Chancellor Executive Assistant to the Deputy Vice Chancellor

BISHOP GROSSETESTE UNIVERSITY

PORTFOLIO MANAGEMENT GROUP

TERMS OF REFERENCE

The Portfolio Management Group is responsible to the Senior Leadership Team for strategic oversight of the University's academic portfolio. The Portfolio Management Group shall undertake scrutiny of data, management information and reports relating to initial proposals, performance monitoring and withdrawal of all aspects of the academic portfolio.

The Portfolio Management Group reports its recommendations to the Senior Leadership Team, Senate and its sub-committees.

Terms of reference

1. Determine, annually, institutional priorities for managing the academic portfolio;
2. Oversee the arrangements for scrutiny of the 'business case', including due diligence checks, and make recommendations to the Senior Leaderships team and Senate for
 - a. the development of new programmes, short courses, subjects and qualifications,
 - b. withdrawal and/or suspension of existing programmes, subjects and qualifications
 - c. the development of new arrangements for the delivery of learning with others;
 - d. withdrawal and/or suspension of arrangements for the delivery of learning opportunities with others
3. Oversee the planning and implementation of arrangements for the 'teach-out' of programmes, short course, subjects and qualifications being withdrawn or suspended and the managed exit from arrangements for the delivery of learning with others;
4. Regularly review the financial and academic performance of the University's portfolio (existing programmes, subjects, qualifications and arrangements for the delivery of learning with others);
5. Consider and act upon management information (e.g. trend and market analysis, financial, recruitment, completion and performance data) in exercising its decision-making and forming recommendations;
6. Receive the outcomes of relevant reviews, inspections and audits and consider their impact on the academic portfolio;
7. Consider such matters as may be referred to it by Senate and its sub-committees and make recommendations as appropriate;

8. Take cognisance of the University policies in respect of issues of diversity, equality and inclusion in the consideration of its agenda;
9. Receive reports from those areas of activity impacting upon the management of the academic portfolio.

Portfolio Management Group

Membership 2015-2016

Professor Jayne Mitchell (Chair)	Deputy Vice Chancellor
Dr Claire Thomson	Head of Centre for Enhancement of Learning and Teaching (CELT)
Dr Kate Adams	Head of Research Centre
Andrew Tofts	Regulatory Compliance Manager (Quality Assurance and Enhancement)
Dr Nick Gee	Head of School, Teacher Development
Dr Andrew Jackson	Head of School, Humanities
Dr Graham Basten	Head of School, Social Sciences
Karen Richardson	Head of Student Recruitment and Admissions
Barrie Shipley	Head of Finance
Jean MacIntyre	Head of Innovation
Wayne Dyble	International Manager

Officers: Dr Grahame Killey Planning and Performance Manager

Minutes Secretary: Leanne Chancellor Executive Assistant to the Deputy Vice-Chancellor

Terms of Reference and Membership will be reviewed annually, or more frequently at the request of the Senior Leadership Team.



BG FOUNDATION FUND MANAGEMENT AND DISBURSEMENT COMMITTEE

TERMS OF REFERENCE

Purpose

To oversee the work of the BG Foundation Fund

The committee is empowered to:

- Oversee the administration of the grant-making process within the boundaries and parameters set by the Senior Leadership Team (SLT)
- Consider each application for funding
- Award grants to successful applicants to the fund and allocate the sub pots of funds available for distribution
- Award up to £5,000 to the Students' Union each year to support transport costs for SU Sports Societies
- Monitor patterns in applications to the fund
- Monitor levels of available funds
- Provide an annual progress report about the Foundation Fund to the SLT
- Champion the work of the Foundation Fund throughout the University and externally to the prospective donors, existing supporters and the wider community.

Membership

- Membership consists of a cross section of internal staff representing different areas of the University, a member of the University Council, two student union representatives, and at least two external contacts
- All members, other than the BGSU representative, are nominated and appointed by the SLT.
- The Committee Chair is a member of the University Council. This appointment is made by the University Council.
- Should the Chair not be able to attend the meeting the Committee should be chaired by the Director of Enterprise in their absence.

Membership of the committee comprises representatives as follows:

- **University Council (Chair)**
- Member of the Finance Team
- 1 x representative from each of the 3 schools
- 2 x representatives from BG Students' Union (SU Manager + 1 Sabbatical Officer)
- External member x2 (one of which to be from the alumni community)
- 2 x support staff

In Attendance: Alumni and Development Officer (Administrator); Director of Enterprise

Accountability

The Management and Disbursement Committee have delegated powers to make decisions within the parameters laid down by the SLT on an annual basis. SLT will determine the value of the total annual award and the areas of focus for disbursement in any given year. The Disbursement Committee is then empowered to make disbursement decisions independently within these parameters.

Working Methods.

Assessment Panels comprising three committee members shall receive copies of any applications for consideration and grading.

The Committee shall meet, face to face, termly to approve applications for funding based on the grading and comments received from the panel(s). The ultimate decision to award (or otherwise) shall sit with the committee. Email and other communications shall take place between meetings if required. A quorum will consist of five members of the committee.

The Administrator is not a full member of the Committee. S/he provides support and advice to the Committee, facilitates the schedule of meetings, prepares associated paperwork and allocates applications to assessment panel members. S/he provides support and advice to applicants but cannot be a member of an assessment panel.

Approved – May 2015

Terms of Reference drafted by Alumni Development Officer and the Director of Enterprise

**HEALTH AND SAFETY COMMITTEE
TERMS OF REFERENCE
ACADEMIC YEAR 2015/2016**

Terms of Reference

- To advise the University on matters of health and safety policy and to recommend any action necessary to ensure the health and safety of staff, students and members of the public.
- To promote a culture across the University to be aware of and engaged with health and safety issues.
- To keep under review the University's legal obligations and health and safety measures.
- To monitor the development of safety policies and procedures and the integration of health and safety into the academic provision.
- To review health and safety training and communications.
- To monitor the inclusion of health and safety matters in University documentation.
- To provide reports, at least on an annual basis to FE & GP Committee, CLT and as appropriate to other committees.
- To undertake periodic audit of the embedding of health and safety policies and procedures across the institution.

Membership

Ex officio:

Registrar and Secretary (Chair)

Anne Craven

Director of Resources

Steve Deville

Head of Estates (or representative)

Fred Robson

Competent Person

External Health and Safety expert

Senior Porter

Nigel Barker

Union Representatives

Craig Spence (UCU)

Kath Purchase (UNISON)

Students' Union Manager

Abigail Rogers

Nominated members:

Three Professional Support Staff

(James Price/Phil Davis/Vacancy)

School of Teacher Development (Pat Beckley)

School of Humanities (Claudia Capancioni)

School of Social Sciences (Graham Meeson)

Term of office is 3 years for nominated members.

Officer: Emma Brice, PA to the Director of Resources.

Reporting line

SLT and FE & GP Committee.

BISHOP GROSSETESTE UNIVERSITY
INTERNATIONALISATION COMMITTEE
TERMS OF REFERENCE

The Internationalisation Committee shall be responsible to the Academic Enhancement Committee for the development, review and monitoring of International activities across the University. The Committee will meet four times a year and will receive minutes and reports from the International Operational Group. The Committee will oversee the implementation of the Internationalisation Strategy and will take a particular interest in securing a high quality experience for students and staff involved in international projects and activities.

Terms of Reference

- (i) Develop an institutional view of the University's current international priorities and future opportunities;
- (ii) Take a strategic overview of international activities and make recommendations on the future direction of projects, portfolio development, recruitment activity and the student experience;
- (iii) Review and monitor progress against the Internationalisation Strategy actions and targets on a quarterly basis;
- (iv) Advise on appropriate internal benchmarking for the Internationalisation Strategy and Business Plan;
- (v) Give consideration to proposals for the creation of new international partnerships, subsidiaries or any other substantive overseas delivery;
- (vi) Oversee compliance issues with regard to the recruitment of International Students;
- (vii) Identify and provide advice on ethical issues relating to international work, especially collaborations, partnerships and student and staff experience;
- (viii) Advise the Portfolio Management Team, Research Committee and Academic Engagement Committee of areas where an international perspective is relevant;
- (ix) Convene time-limited task and finish groups, as required, to enable the Committee to harness expertise to inform future direction.

Membership

Executive Dean Learning, Teaching and International (Chair)
International Manager
International Office Administrator (Officer)
Registrar and Secretary
Executive Dean Research and Knowledge Exchange
Head of Student Advice and Learning Development
Head of Recruitment and Admissions
Head of Marketing
Academic Quality Manager
Student Administration Manager

School Representatives

Head of School of Humanities
Head of School of Teacher Development
Head of School of Social Sciences
Academic rep from TD
Academic rep from Social Sciences
Academic rep from Humanities
Schools Office Manager
International Student Representatives x2

BISHOP GROSSETESTE UNIVERISTY
QUALITY ASSURANCE COMMITTEE
TERMS OF REFERENCE

Terms of Reference

The Quality Assurance Committee shall be accountable to the Academic Enhancement Committee for advising on all matters relating to Quality Assurance. The Committee is responsible for updating, implementing and monitoring the processes aligned to the QAA UK Quality Code and any professional standards relevant to the University's courses, and also for reviewing the University's Quality Assurance processes as to their regulatory compliance, effectiveness, efficiency and impartiality. The Committee has the External Examining Oversight Group reporting to it, and it liaises regularly with the Academic Schools and Registry.

Specifically the Committee will:

- ensure, on behalf of AEC, that the procedures for assuring academic standards and the quality of learning opportunities of the University's awards are maintained; this comprises those awards delivered by the University and also those delivered through recognised academic partnerships
- review the University's academic regulations and recommend them for approval by AEC and the Senate
- maintain oversight of the validation of new programmes and partnerships, and the review of the University's quality assurance processes by:
 - overseeing the production of annual subject/programme reports (AMRs) by academic and professional services teams, and reviewing a sample (to be selected by the QA Committee) of them, paying specific attention to standards and the quality of learning opportunities as conveyed by issues discussed in the reports.
 - receiving annual subject/programme reports from academic Schools and partner colleges for validated programmes
 - ratifying the decisions of the External Examining Oversight Group
 - receiving a summary of comments made by External Examiners in their annual reports, making recommendations to AEC, Schools and professional support services, and overseeing action taken by subject teams in response to recommendations
 - monitoring and advising AEC on response to the requirements of relevant external PSRBs, and requirements of the QAA
 - reviewing proposals for minor amendments to existing modules, subjects and programmes, and reviewing their effect on the subject/programme as appropriate
 - after the Portfolio Management Group's having approved a subject or programme proposal for development, working with the academic Schools and assuring the quality of proposals for new subjects and programmes, incl. the assessing of due diligence and risk as appropriate; and by recommending these proposals for the University's validation processes and AEC
 - coordinating School involvement in quality related events, incl. validations, periodic subject reviews, periodic reviews of professional services and annual visits to partner colleges
 - reviewing reports on and results of the University's quality assurance processes, incl. reports from validations and reviews, identifying issues and trends as well as good practice and evaluating the effectiveness and efficiency; and by reporting to AEC on these

- reviewing the University's quality assurance processes and procedures, incl. those described in Codes of Practice, and ensuring their development as appropriate
- overseeing the University's quality assurance processes concerning academic partnerships.
- provide an annual report to AEC on progress and achievements made against the Committee's terms of reference

Membership

University Registrar and Secretary (Chair)

At least one academic staff representative from each School

Head of Quality and Student Experience

Regulatory Compliance Manager

Representative of Student Advice and Learning Development

Student Representative

Representative from the Students' Union

Members are required to provide a named deputy should they be unable to attend.

The Committee will ask relevant staff to attend as appropriate e.g. International Manager and Marketing Manager.

Officer: Academic Quality Manager

Minuting Secretary: Representative of the Registry

Quoracy constitutes one third of the membership; a minimum of three members.

BISHOP GROSSETESTE UNIVERISTY

JOINT BOARD OF STUDIES

TERMS OF REFERENCE

The Joint Board of Studies provides a forum for strategic discourse between Bishop Grosseteste University and collaborative partners offering provision leading to an award of Bishop Grosseteste University under the terms of a collaborative agreement. The Joint Board is responsible for overseeing the relationship between the University and the partner organisations and for the standards and quality of the awards of the University delivered by the partner organisations. The Joint Board does not have executive powers but may make recommendations to the Academic Enhancement Committee of the University.

More specifically the Joint Board is responsible for:

- considering development plans for the collaborative portfolio
- overseeing the contractual relationships governing collaborative provision
- considering any institution-level issues arising from the partner Self Evaluation or Quality Enhancement Reports, Periodic Reviews, collaborative Institutional Audits, QAA or other external agency reviews
- considering the relevant Higher Education strategies of partner institutions
- supporting appropriate over-sight of operational management of collaborative programmes at School Board level, including the receipt of Programme Committee minutes.
- developing/facilitating supportive and joint activities – e.g. dissemination of good practice in learning, teaching and assessment, growth of scholarly activities, shared social events
- consideration and agreement of administrative procedures relating to collaborative provision

Membership

The membership will comprise representatives of the University and the partner organisations as follows:

University staff

- Deputy Vice Chancellor (Chair)
- Registrar/Secretary of the University responsible for collaborative provision (if different from the Chair);
- Executive Dean, Learning, Teaching and International
- Head(s) of the relevant academic School(s) and Professional Support Services;
- School representative for collaborative provision with oversight of link tutors.

Partner Organisations

- Principal, or deputy, of the partner organisation (only required for specifically designated event);
- Person with responsibility for the provision of higher education within the partner organisation;
- Registrar, Quality Officer or equivalent;
- Students on BGU programmes.

Frequency of Meetings

The Joint Board of Studies should normally meet at least three times in each academic year. One meeting will be specifically designated for attendance by the Principals, or deputy, of the partner organisations.

Reporting Line

The Joint Board of Studies reports to the Academic Enhancement Committee of the University.

JOINT BOARD OF STUDIES – SUPPLEMENT TO TERMS OF REFERENCE

The Joint Board of Studies will focus on three main areas of activity to develop and strengthen relationships between the University and collaborative partners; these will focus on the key aspects of strategy, operations and enhancement.

Agenda items:

Operations (October/November meeting)

- Clear lines of communication
- Development of Collaborative Handbook
- Public information issues
- Inform of changes to codes of practice
- Progression routes
- Schedule of development issues; monitor of effectiveness and ways to improve (standing item)
- Performance issues (standing item)
- Student engagement (standing item)

Strategy (Principals, or deputy, of the partner organisations - March/April meeting)

- Clear lines of communication
- Review of partnership agreements
- Public information issues
- Trends across the partnerships
- Progression routes – development of new programmes
- Data on admissions, recruitment and retention

- Schedule of development issues; monitor of effectiveness and ways to improve (standing item)
- Performance issues (standing item)
- Student engagement (standing item)

Enhancement (June/July meeting)

- Developmental – teaching and learning, assessment issues, student handbooks and feedback from moderation
- Enhancement
- Staff Development
- Trends across the partnerships
- Schedule of development issues to monitor how effective these are and what has taken place, ways to improve (standing item)
- Regular discussions and review of partnership agreements (standing item)
- Performance issues (standing item)
- Student engagement (standing item)

BISHOP GROSSETESTE UNIVERISTY
LEARNING AND TEACHING COMMITTEE
TERMS OF REFERENCE

Terms of Reference

The Learning and Teaching Committee will be accountable to the Academic Enhancement Committee for advising on all matters relating to Learning, Teaching, Assessment and Student Engagement. The group is responsible for updating, implementing and monitoring the Learning, Teaching and Assessment Strategy. The group has four sub-groups reporting to it, and it commissions these groups with regular tasks. The group also liaises regularly with the Academic Schools, QASD, eLearning, Learning Development and the Centre for Enhancement in Learning and Teaching.

Specifically, the group will:

1. Work alongside the Centre for Enhancement in Learning and Teaching to develop a culture of excellence in teaching, learning and assessment practices
2. Promote and communicate Enhancement in Learning and Teaching
3. Advise the Academic Enhancement Committee on learning, teaching and assessment developments and respond to commissions from this committee
4. Develop, implement and monitor the Learning, Teaching and Assessment Strategy
5. Monitor the implementation of the personal development planning, student engagement and Graduate Attributes processes
6. Discuss, formulate and promote strategic initiatives which enhance the student experience as it relates to teaching and learning
7. Promote specific innovations in learning, teaching and assessment, embracing new pedagogies and technologies in support of the enhancement of the student experience
8. Provide leadership in the dissemination of good practice
9. Maintain oversight of relevant performance data associated with learning, teaching, assessment and the student experience
10. Proactively engage with any high level issues or themes arising from the National Student Survey, and other internal and external student satisfaction surveys
11. Work with the Centre for Enhancement in Learning and Teaching to implement a programme of professional staff development

12. Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning and teaching.
13. Contribute to the development of strategic learning and teaching development within School plans
14. Commission the work of four standing sub-groups. Receive notes from these groups and reports from the Chairs at each meeting.

Membership

Name	Role
Chris Atkin	Cluster Lead, School of TD
Graham Basten	Head of School of Social Sciences
Anne Craven	Registrar and Secretary
Phil Davis	Head of Student Advice and Learning Development
Dennis Eluyefa	Senior Lecturer in Drama
Nick Gee	Head of School of Teacher Development
Andrew Jackson	Head of School of Humanities
Grahame Killey	Planning and Performance Manager
Allison Lawrence	Head of Careers, Employability and Enterprise
Joseph Levell	Student Engagement Facilitator
Jean MacIntyre	Head of Innovation
Sacha Mason	Academic Co-ordinator for Applied Studies
Graham Meeson	Head of Department of Education Studies
Rachael Paige	Head of Programmes: Primary and Early Years
David Rae	Executive Dean: Research & Knowledge Exchange
Ben Samuels	Acting Head of eLearning
Emma Sansby	Head of Library Services
Ruth Sayers	Executive Dean: Learning, Teaching & International
Claire Thomson	Head of CELT (From Feb 2016)
Andrew Tofts	Teacher Development Support Manager
Emma Young	Learning Development Tutor

Student members

Becca Smith	Students' Union President
Gareth Hughes	Students' Union Vice President Academic Affairs

Officer:

Minuting Secretary: Sharon Maidens Acting PA to Executive Deans

BISHOP GROSSETESTE UNIVERSITY

RESEARCH COMMITTEE

TERMS OF REFERENCE

Remit

The Research Committee advises the Academic Enhancement Committee (AEC) on the development, promotion and performance of research and innovation and on the assurance of the quality of the postgraduate research student experience.

Terms of reference

The Research Committee is a sub-committee of AEC and will report as a standing item on the AEC agenda.

1. The Committee shall develop the research strategy of the University, within the framework approved by Council and set out in the Strategic Plan, and shall keep under review the research activities of the University in order to encourage and facilitate research of the highest quality.
2. The Committee will receive regular reports from the University Research Ethics Standing Group as part of its overall responsibility for ensuring that research undertaken by members of the University is conducted in an ethically sound manner, in accordance with the University's Research Ethics Policy.
3. The Committee shall oversee and promote the development and integration of the University's knowledge exchange and impact strategy with its commitment to research excellence.
4. The Committee will oversee the University's preparations for all research assessment exercises (i.e. REF 2020) and advise AEC on research assessment strategy and process.
5. The Committee shall support the development of a strong and supportive research culture throughout the University ensuring the dissemination of good practice in research.
6. The Committee shall be responsible for ensuring effective governance structures are in place for research and the use of all research funds and grants for which the University is accountable.
7. The Committee shall have overall responsibility for the development of the University's strategy and policy in relation to postgraduate research student activity including the strategy provision of the Research Development Framework.
8. To promote the interests and appropriate representation of the postgraduate research community.
9. To consider and advise AEC on relevant data from University and external student surveys with specific regard to the quality of the learning experience on research degrees.
10. To receive and consider the minutes and reports from the Research Committee's Subcommittees.

Mode of Operation

Research Committee meets once per term. Working groups may be formed to undertake specific tasks under the Committee's terms of reference and ad hoc items which may periodically arise.

Subcommittees of the Research Committee are:

The University Research Ethics Standing Group

REF Strategy Group¹

Doctoral Programme Committee

Research Students Committee

Membership (up to 18)

Ex officio (6)

Executive Dean for Research and Knowledge Exchange or their nominee (Chair) (1)

University's Professoriate (4)

Chair of the Research Ethics Standing Group (1)

Appointed (12)

Two members of academic staff from each School nominated by the Head of School (6)

Two postgraduate research students (one a nominee of the Students' Union) (2)

One nominee from Library Services (1)

The Chair may co-opt up to three additional members for specific purposes or stated periods (3)

¹ As constituted by the Research Committee during preparations for assessment of research e.g. REF 2020

BISHOP GROSSETESTE UNIVERSITY

SCHOOL BOARD HUMANITIES

TERMS OF REFERENCE

Terms of Reference

- (i) take a holistic view of the student learning experience in order to assure and enhance the quality of learning opportunities
- (ii) ensure appropriate standards are in place by monitoring the process for external examining within the School, recommending new external examiners to the sub-committee of Academic Board and ensuring School systems are in place for monitoring the effective implementation of academic regulations and codes of practice
- (iii) contribute to and monitor School strategic planning;
- (iv) maintain a review of the currency and relevance of the academic portfolio and, within the parameters of the University College's strategic plans, propose the development of new programmes of study and/or the modification of existing programmes in order to meet them;
- (v) exceptionally, recommend to Academic Board the withdrawal of existing programmes with due regard to safeguarding the interest of students enrolled on them;
- (vi) monitor and evaluate the process and outcomes of annual monitoring, at programme, department and School level, including the provision of appropriate resources and academic-related support for students
- (vii) monitor and review the operational arrangements pertaining to the School including (but not limited to) timetabling, staff workload, administrative and technical support, academic portfolio;
- (viii) Receive reports on periodic review and external reviews, audits and inspections, ensuring that actions are appropriately completed.
- (ix) monitor quality and enhance learning opportunities for those programmes relevant to the School's portfolio which are delivered by collaborative partners, receiving the minutes from and being represented upon the Board of Studies and embedding collaborative provision in the School's systems for quality assurance and enhancement

- (x) monitor the process and outcomes of feedback from students to enhance the overall student learning experience
- (xi) consider such matters as may be referred to it by Academic Board and other committees, making recommendations as appropriate
- (xii) receive the minutes from sub-committees of the School Board, making and receiving recommendations as needed;
- (xiii) review statistical information and performance indicators relating to recruitment, admissions, retention, progression and awards;
- (xiv) monitor the process for assuring the School of the accuracy and appropriateness of published information
- (xv) review and monitor the research, scholarly activity and staff development in the School and any third stream activities being undertaken or planned;
- (xvi) take cognisance of the University College policies in respect of diversity and inclusion in the consideration of its agenda.

Membership School of Humanities

Head of School (Chair)

Academic Co-ordinator for English

Academic Co-ordinator for Theology

Academic Co-ordinator for Applied Drama and Drama in the Community

Academic Co-ordinator for History & Archaeology

Academic Co-ordinator for Visual Arts

Academic Co-ordinator for Sociology

Academic Co-ordinator for Music

Academic Co-ordinator for Flexible and Distributed Learning

Academic Co-ordinator for Business and Enterprise

Student Representatives

School Administrator

BISHOP GROSSETESTE UNIVERSITY
SCHOOL OF SOCIAL SCIENCES
SCHOOL EXECUTIVE COMMITTEE (SEC)
TERMS OF REFERENCE

Terms of Reference 2015/16

- (i) take a holistic view of the student learning experience in order to assure and enhance the quality of learning opportunities
- (ii) contribute to and monitor School strategic planning;
- (iii) maintain a review of the currency and relevance of the academic portfolio and, within the parameters of the University College's strategic plans, propose the development of new programmes of study and/or the modification of existing programmes in order to meet them;
- (iv) exceptionally, recommend to Academic Board the withdrawal of existing programmes with due regard to safeguarding the interest of students enrolled on them;
- (v) review statistical information and performance indicators relating to recruitment, admissions, retention, progression and awards;
- (vi) monitor the process for assuring the School of the accuracy and appropriateness of published information
- (vii) review and monitor the research, scholarly activity and staff development in the School and any third stream activities being undertaken or planned;
- (viii) take cognisance of the University College policies in respect of diversity and inclusion in the consideration of its agenda.

Membership School of Social Sciences

Head of School (Chair)

Associate Head of School – Deputy Chair

Academic Co-ordinator for Early Childhood

Academic Co-ordinator for Sport

Academic Co-ordinator for Mathematics

Academic Co-ordinator for Flexible and Distributed Learning

Academic Co-ordinator for Applied Studies

Academic Co-ordinator for Education Studies

Academic Co-ordinator for Psychology

Academic Co-ordinator for SENI

Academic Co-ordinator for Health and Social Care

Academic Co-ordinator for Counselling

School Administrator

BISHOP GROSSETESTE UNIVERSITY
SCHOOL OF TEACHER DEVELOPMENT SCHOOL BOARD 2015-2016
TERMS OF REFERENCE

The School Board shall:

- (i) take a holistic view of the student learning experience in order to assure and enhance the quality of learning opportunities;
- (ii) ensure appropriate standards are in place by monitoring the process for external examining within the School, recommending new external examiners to the sub-committee of Academic Enhancement Committee and ensuring School systems are in place for monitoring the effective implementation of academic regulations and codes of practice;
- (iii) ensure compliance with the requirements in place for the professional accreditation of relevant programmes within the School's portfolio;
- (iv) contribute to and monitor School strategic planning;
- (v) maintain a review of the currency and relevance of the academic portfolio and, within the parameters of the University strategic plans, propose the development of new programmes of study and/or the modification of existing programmes in order to meet them;
- (vi) exceptionally, recommend to Academic Enhancement Committee the withdrawal of existing programmes with due regard to safeguarding the interest of students enrolled on them; monitor and evaluate the process and outcomes of annual monitoring, at programme and School level, including the provision of appropriate resources and academic-related support for students;
- (vii) monitor and review the operational arrangements pertaining to the School including (but not limited to) timetabling, staff workload, administrative and technical support, academic portfolio;
- (viii) receive reports on periodic review and external reviews, audits and inspections, ensuring that actions are appropriately completed;
- (ix) monitor quality and enhance learning opportunities for those programmes relevant to the School's portfolio which are delivered by collaborative partners, receiving the minutes from and being represented upon the Board of Studies and embedding collaborative provision in the School's systems for quality assurance and enhancement;
- (x) monitor the process and outcomes of feedback from students to enhance the overall student learning experience;
- (xi) consider such matters as may be referred to it by Academic Enhancement Committee and other committees, making recommendations as appropriate;
- (xii) receive the minutes from sub-committees of the School Board, making and receiving recommendations as needed;
- (xiii) review statistical information and performance indicators relating to recruitment, admissions, retention, progression and awards;
- (xiv) monitor the process for assuring the School of the accuracy and appropriateness of published information;
- (xv) review and monitor the research, scholarly activity and staff development in the School and any third stream activities being undertaken or planned;
- (xvi) take cognisance of the University policies in respect of diversity and inclusion in the consideration of its agenda.

Membership of the School Board for the School of Teacher Development 2015 - 2016

Dr Nick Gee	Head of School	Chair
Elaine Howell	School Professional Services Officer	Officer
Stephen Smith	Head of Partnerships	
Rachael Paige	Head of Programmes: Primary and Early Years	
Dr Steven Puttick	Head of Programmes: Secondary, FE and PDE	
Andrew Tofts	Regulatory Compliance and Teacher Development Support Manager	
Professor Chris Atkin	Professor of Higher Education	
Rebecca Geeson	Course Leader: Undergraduate	
Sue Lambert	Course Leader: PGCE Primary/EYTS	
Sally Newton	Regional ITT Leader	
Dr Jenny Wynn	Course Leader: PGCE Secondary	
Dr Yvonne Hill	Course Leader: PDE	
Al Muir	Academic	
Angela Barley	Academic	
Antony Luby	Academic	
Gary Markham	New College Stamford	
Jill Stubbs	PGCE Secondary Science	
Sophie Kemp	BA (Hons) Primary Education with QTS	
TBN	Representative from a Partner School	

