LONDON'S GLOBAL UNIVERSITY

GUIDANCE ON SERVICING UCL FORMAL COMMITTEES

Academic Services
Student and Registry Services
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1. Introduction

Committees are a major feature of university life and play a significant role in the governance of higher education institutions (HEIs).

All HEIs have a hierarchy of formal committees – from the HEI's governing body (the Council) and senior academic authority (the Academic Board or Senate), through other institutional-level committees, to committees operating at subject-specific levels of the institution (such as Faculties and Departments) and typically including learning and teaching committees, Boards of Examiners, *etc*. The various committees within an HEI are likely to operate with differing degrees of formality, but all need to be serviced and managed effectively.

A full list of UCL's currently established formal committees is available on UCL's formal committees web pages. These pages include details of the constitution and membership, terms of reference, reporting lines to other committees and dates of meetings for all of these committees. Electronic copies of non-confidential Minutes of meetings of these committees are also available on these web pages, subject to access restrictions (see section 3.4 below).

Although much of the guidance contained in this document is intended primarily as a resource and reference tool for staff servicing UCL's formal committees, those staff servicing other non-formal UCL committees, steering groups, working groups and faculty and departmental committees will also find the content useful and are encouraged to adopt the general principles outlined herein, where appropriate, for the purpose of servicing their own committees and presenting their own committee documents.

The guidance contained herein should be read in conjunction with the UCL Committees Code of Practice, which includes further details of the essential definitions, principles and procedures governing UCL committee operations, and the Standing Orders for UCL formal committees, which prescribe essential arrangements governing the conduct of business for UCL formal committees.

Academic Services, which is based within UCL Student and Registry Services, is responsible for overseeing UCL committee operations and for promoting the effective communication of information relating to UCL's formal committee system, including: maintaining and disseminating the UCL Committees Code of Practice and Standing Orders for UCL formal committees; maintaining details of UCL's formal committees and overseeing the online storage of Minutes of these committees; and defining policy and good practice guidelines on the preparation and dissemination of committee documents. Any questions on any of the information contained in this guidance, or on any aspects of committee servicing, should be directed to the Academic Support Officer (and Committee Operations Co-ordinator) (contact: Gary Hawes; tel: 28592).

2. UCL committees

2.1 UCL formal committees

UCL's formal committees include:

- committees that are prescribed by UCL's Charter and Statutes, *eg* UCL Council, Academic Board;
- committees that are established by UCL Council (UCL's governing body – see below) and authorised to take decisions according to prescribed terms of reference and/or delegated powers;
- committees that are statutorily required by national legislation, *eg* Health and Safety Committee.

UCL's formal committees differ in size, shape and function. Some play key roles in policy and strategic decision-making within the university (*eg* Academic Committee, Estates Management Committee, Finance Committee, Human Resources Policy Committee), some deal primarily with student affairs and administration (*eg* Joint Staff Student Committee, Scholarships and Student Funding Committee), while others operate mainly in an advisory capacity or to fulfil internal and external statutory requirements (*eg* Audit Committee, Health and Safety Committee).

UCL Council is the governing body of UCL, with overall responsibility for managing the university's property and finances as well as overseeing its mission statement, strategic direction and its long-term academic and business plans.

Academic Board is the senior academic body of UCL and the senior forum for UCL's academic community. It is also a key forum for dissemination of information by the Provost and other senior UCL officers and committees. Academic Board is provided for in the UCL Charter and Statutes rather than formally established by Council as a formal UCL committee.

Academic Committee is responsible on behalf of Academic Board for considering and advising UCL Council on all academic matters and questions affecting the educational policy and processes of UCL.

The establishment and disestablishment of UCL formal committees requires the formal approval of UCL Council. All proposals for the establishment or disestablishment of a UCL formal committee should be submitted for the formal approval of UCL Council by way of the Academic Services officers in the first instance (contact: Gary Hawes).

2.2 Non-formal UCL committees, steering groups and working groups

Operating below the level of UCL's formal committees, there are non-formal committees and other informal bodies such as steering groups and working groups.

Non-formal UCL committees are committees that operate at an institutional level outside the formal UCL committee system. That is to say, they are committees that are not formally established by UCL Council, although some may still perform an important function within the institution and have reporting lines to UCL formal committees.

A **steering group** is a body set up by a UCL committee in order to i) examine a particular issue or issues on a regular basis for the indefinite future, ii) take independent action on behalf of that committee on matters within its prescribed remit, and iii) submit reports to that committee as and when requested.

A **working group** is a body set up by a UCL committee in order to i) examine a particular issue or issues within a predetermined period, or for what is expected to be a finite period, and ii) submit a report thereon to that committee and then be discharged.

2.3 Faculty and Departmental committees

At Faculty and Departmental level, there are a variety of committees that play an important function in decision-making, many of which have reporting lines to UCL formal committees. These include Faculty Teaching Committees (which submit Minutes of their meetings to Education Committee), Departmental Teaching Committees (which submit Minutes of their meetings to Faculty Teaching Committees), programme teaching committees, Faculty Library Committees (which submit their Minutes of meetings to Library Committee) and Departmental Staff Student Consultative Committees (which submit Minutes of their meetings to Departmental Teaching Committees and also to the Joint Staff Student Committee).

2.4 Constitution and terms of reference

All committees should have a 'constitution' and 'terms of reference'.

The 'constitution' of a committee defines its membership according to different categories of membership, or 'constituencies' (see section 2.5 below).

The 'terms of reference' of a committee define its purpose, scope of business and remit.

In order to ensure their continuing fitness for purpose, committees should receive and be given an opportunity to review their constitution/membership and terms of reference annually at their first meeting of the academic session. In fact, this should usually be the first item on the Agenda for the committee's first meeting of the session (see section 5.1 below).

2.5 Categories of committee membership

There are various categories of committee membership, or 'constituencies':

- *'***Ex officio'** indicates a person who is a member by virtue of his or her post;
- **'Appointed'** indicates a person whose membership has been determined either by a senior committee, such as UCL Council or Academic Board, or by the committee itself;
- **'Nominated'** indicates a person whose membership has been put forward or formally approved by another person or body (*eg* a Dean of Faculty or one of UCL's recognised trade unions);
- **'Elected'** indicates a person whose membership is the result of an election;
- **'Co-opted'** indicates a person appointed as an additional member in a personal capacity and usually on a short-term basis (all UCL formal committees of UCL may co-opt members without reference to any other UCL committee or body)
- **'Observer'** indicates a person (*eg* a representative of an organisation which works closely with UCL) who while not a full member of the committee, receives papers and is entitled to attend meetings;
- **'In attendance'** is not a committee membership category but a term used in committee Minutes to introduce a list of persons who are present at the meeting in addition to the members of the committee. Such persons include the Committee Secretary and may also include UCL officers who although not members of the committee, regularly attend its meetings to answer technical questions, *etc,* from committee members. Persons 'in attendance' may also include UCL officers or others who do not attend regularly but have been invited to a particular meeting of the committee to speak to a particular Agenda item.

2.6 Reporting lines

Every UCL committee should have a reporting line, either to a more senior committee or to another committee or body that has delegated part of its responsibilities to the committee concerned. This reporting line is usually effected through submission of the Minutes of the committee's meetings to the senior committee or other committee or body, but in some cases it may involve the submission of an annual or other periodic report on activities within the purview of the committee. The committee's reporting line(s) should be specified in its terms of reference.

With the exception of UCL Council, which is UCL's governing body, the Academic Board and all of UCL's formal committees report to a senior or other committee by submission of the Minutes of their meetings and/or an annual or other periodic report.

3. Committee documents

3.1 General

The principal documents pertaining to the function and business of committees are Agendas, appendix papers (or 'appendices') and Minutes.

The **Agenda** is the first document for any committee meeting and serves as the committee's schedule, listing the items of business and the order in which they are to be considered. Also included on the Agenda is an indication of any appendices that are to be received by the committee, along with any oral reports that are to be given by any members of the committee or attending officers.

Appendices are written reports, notes or other documents that accompany the Agenda and relate to one or more of the items of business listed on it, which the committee is to receive for discussion/decision, formal approval or information.

The **Minutes** are the written formal record of each meeting of the committee. Their purpose is to record clearly and concisely:

- The list of members and other persons present at the meeting;
- The sequence of items of business considered by the committee at the meeting, along with, in relation to these items:
    - any appendix papers (or any other items of information, such as oral reports) received;
    - the key points or matters noted by the committee;
    - the committee's formal decisions (which may include recommendations to another committee) along with any other action(s) agreed;
- Any other items of information that the committee received and noted for the record (*eg* the date(s) of the committee's next meeting(s)).

Minutes are categorised as follows:

Draft – as initially written by the Committee Secretary after the meeting has taken place and before approval by the Chair.

Unconfirmed – draft Minutes that have been agreed by the Chair for circulation to members.

Confirmed – Minutes that have been formally approved by the committee at its next scheduled meeting, incorporating any amendments that have been agreed.

3.2 Principles

As a general principle, all committee documents should be considered quasi-legal documents that are publicly accessible. In fact, this should be presumed to be the default position on the grounds that UCL's business should be conducted in an open and transparent manner.

Accordingly, it is important that the documents produced for a committee are:

- Consistent in layout and style;
- Written in good, clear English;
- Are as concise as is consistent with carrying forward the committee's business;

- Identify clearly (i) those issues that require approval or a decision and (ii) decisions and follow-up actions that are agreed by the committee.

3.3 Categories of committee business

Although the guidance set out in this section applies principally to secretaries and officers of UCL's formal committees, all UCL committee secretaries (including secretaries of non-formal committees, steering groups and working groups), are encouraged to apply the guidance contained in this section to the categorisation and presentation of committee business.

The UCL committee system distinguishes the following three categories of committee business:

- Unrestricted (or 'open') business;
- Confidential business;
- Confidential (Reserved) business.

3.3.1 Unrestricted or 'open' business

As a general rule and in accordance with the principles set out in section 3.1 above, as much committee business as possible should be open and unrestricted, and confidential business should be kept to a minimum.

However, there may be certain items of business presented in committee documents which should be restricted to members of the committee only or to a subset of members of the committee, *eg* non-student members, on the grounds of confidentiality.

3.3.2 Confidential and Confidential (Reserved) business

If any items of confidential business are to be considered by a committee, they should not be included in the unrestricted (or 'open') Agenda or Minutes. Instead, they should be included in a separate section of the Agenda which is clearly marked 'Confidential Business' or 'Confidential (Reserved) Business' (see illustrative guidance on presenting confidential business in committee Agendas and Minutes, in sections 6.1 and 6.3 below).

Confidential Business should generally be regarded as any items of business pertaining to sensitive information held by UCL or concerning its interests, where one of the exemptions provided under the Freedom of Information Act (2000) might be deemed to apply. This would normally include information relating to:

- The personal safety of UCL staff and students;
- The security of UCL's property;
- The commercial interests of UCL and its partners;
- Confidential relationships, both personal and commercial

For further information, see 3.4.1 below and http://www.ucl.ac.uk/foi/sensitive-information.

Confidential (Reserved) Business is business from which any student members of the committee are excluded when these items are considered by the committee. This may include items of business which refer to individual members of staff by name (in the context of appointments, promotions, *etc*), in addition to items of business which refer to individual students by name (in the context of admissions, academic assessment, *etc*).

There are a small number of UCL formal committees, most or all of whose business may be regarded as generally confidential. In such cases, the Agenda papers and the subsequent Minutes in their entirety may need to be marked as 'Confidential to the Committee'.

UCL committee secretaries should note that the categorisation of a committee document as confidential is not always a guarantee that it will be exempt from disclosure in the event that a request for disclosure is challenged.

Concerns about whether or not an item of business should be regarded as confidential should be discussed with the Academic Services officers (contact: Gary Hawes; tel: 28592) and/or the UCL Freedom of Information Officer (contact Mr Jon Tomkinson; tel: 45681).

3.4 Access and restrictions on access to committee documents

Committee secretaries should ensure that all committee documents are made accessible as appropriate (see section 3.5 below).

3.4.1 The Freedom of Information Act (2000)

The Freedom of Information Act (2000) gives the public general rights of access to recorded information held by HEIs and other public authorities. This includes committee documents.

The presumption of the Freedom of Information Act legislation is in favour of disclosure, which HEIs and other public authorities can achieve by two routes, both of which are statutory duties:

- responding to direct requests for information, and
- maintaining a Publication Scheme, which specifies what information is readily available and how this information can be obtained.

The Freedom of Information Act (2000) provides 23 exemptions from the right of access to, or disclosure of, certain information. Some of these are designated ‘absolute’, meaning that the duty to provide the information does not apply. Absolute exemptions will necessarily apply to any of the following types of information:

- Information accessible by other means (*eg* public web pages or in an HEI'sPublication Scheme);
- Information supplied by, or relating to, bodies dealing with security matters;
- Court records, and information held in relation to court proceedings;
- Information provided in confidence;
- Information prohibited from disclosure by any other piece of legislation or enactment, *eg* Data Protection Act

However, most of the exemptions are known as ‘qualified’ exemptions, which means that a public interest test is required to be applied to decide whether the public interest in withholding the information will outweigh the public interest in disclosing it. Absolute exemptions will apply to any of the following types of information:

- Information intended for future publication
- Investigations & proceedings conducted by public authorities
- Information relating to Audit Functions

- Information relating to Health And Safety
- Personal information relating to a third party access request
- Information relating to Commercial Interests

UCL has an obligation to respond to a valid request for information within 20 working days of receipt of the request. Responses to Freedom of Information requests are made through the UCL Freedom of Information Officer (contact: Mr Jon Tomkinson; tel: 45681).

Secretaries or officers of **any** UCL committee, steering group or working group who receive requests for the disclosure of any committee documents that are not already publicly available either via UCL's formal committees web pages or any other UCL web pages should ensure that these requests are notified **immediately** to the UCL Freedom of Information Officer.

Requests made under the Freedom of Information Act will be considered by the UCL Freedom of Information Officer on a case-by-case basis. Even when an exemption is applicable, its duration will usually diminish over time, so that what is exempt today may not be so at a future date. A designation of any committee documents or items of committee business as confidential should therefore be considered as an indicator of confidentiality or sensitivity that was applicable *at the time that the document was written*.

In **all** cases, if requests are received for any committee documents that are not already publicly available, the UCL Freedom of Information Officer will consult the committee secretary or officers concerned and offer more specific advice on the implications of disclosure and the possible application of exemptions. This will include requests received for any committee documents (including appendix papers), regardless of whether or not they are marked or deemed confidential.

3.4.2 Availability of UCL committee documents

In observance of the spirit of the Freedom of Information Act, all **confirmed** unrestricted (or 'open') Minutes of UCL's formal committees are made publicly available on UCL's formal committees web pages.

Prior to this, the **unconfirmed** versions of these Minutes are made available on UCL's formal committees web pages– however, access to these is restricted to members of the UCL community only (*ie* all those with a UCL user-id and password) until the Academic Services officers receive notification that the Minutes have been confirmed by the committee concerned at its next scheduled meeting.

Confirmed unrestricted (or 'open') Minutes of UCL formal committees for meetings held prior to 2010-11 are also available on UCL's formal committees web pages – however, as for all unconfirmed unrestricted (or 'open') Minutes, access to these is restricted to members of the UCL community only, reflecting the access arrangements that were in effect at the time that these documents were produced.

Confirmed and unconfirmed Minutes of UCL formal committees that are marked as 'Confidential to the Committee' or which relate to any Confidential or Confidential (Reserved) Business are **not** made available on UCL's formal committees web pages for any sessions, on the presumption that they contain information that disqualifies them from disclosure under one or more of the exemptions provided by the Freedom of Information Act (see section 3.3.2 above).

Other committee documents, *ie* committee Agendas and appendix papers, are not currently made available on UCL's formal committees web pages – although Agendas and appendix papers for meetings of Academic Board are made available to members of Academic Board via the web pages for this committee.

3.5 Distribution

In addition to distributing or making available committee documents to members of the committee, committee secretaries should also consider if there are any other UCL officers who should routinely receive or be given access to the committee's documents for information.

Committee secretaries should ensure that any committee documents referring to confidential or reserved areas of business are distributed or made available only to those persons who are entitled to see them (see guidance at section 3.3.2 above).

3.5.1 Electronic vs hard-copy distribution

In the interests of economy and 'green' principles as well as speed and efficiency of transmission, electronic distribution may be the preferred mode of transmission for committee documents, particularly given the increasing use of laptops, IPads and tablet PCs *etc* by committee members at meetings. In instances where electronic distribution is the preferred mode of transmission, however, committee secretaries will also need to take account of the fact that some committee members will prefer to continue to receive committee documents in hard copy. In light of this, it may be necessary for committee secretaries, for the time being at least, to continue to operate a 'mixed economy' in terms of the distribution of committee documents, where committee documents are made available to members both electronically and in hard copy. However, in consideration of 'green' principles, committee secretaries should consider consulting with the membership of the committee with a view to determining whether there are any committee members who would be content not to continue receiving committee documents in hard copy.

If electronic distribution is used, this should preferably be by way of a shared drive (or 'sharepoint') which can be configured so that only those persons with the appropriate authorisation (including non-members of the committee who routinely receive committee documents for information) can gain access.

Other forms of electronic distribution may include email. Where committee documents are sent by email, they should, wherever possible, be combined into a single PDF file rather than attached as multiple separate files.

Committee documents that are distributed electronically should be given an appropriate filename so that those receiving or accessing them are clear what documents they are. Appendix papers that are distributed electronically should ideally be given the same filename as the reference on the Agenda.

Committee secretaries should also ensure when transmitting committee documents electronically, that they make clear to committee members whether or not hard copies of the documents are to follow in the post or are to be tabled at the meeting, so that committee members do not unnecessarily print off their own copies.

If electronic transmission is used, secretaries of UCL formal committees should ensure (for the time being at least and until the Records Office advises otherwise) that they continue to produce hard copies of Agendas, appendix papers and Minutes (including signed Minutes) for submission to the Records Office and for signature by the Chair in confirming the Minutes at the committee's next scheduled meeting (see section 5.8.5 below).

Where committee documents are distributed in hard copy, the following principles should usually apply:

- All pages of Agendas, appendix papers and Minutes should be double-sided;

- Each appendix paper (as well as each annexe*, where applicable) should begin on a new sheet.
  [*The term ‘annexe’ denotes a paper which supplements a main appendix paper.]

Committee secretaries may also wish to use different coloured paper for hard-copy distributions, *eg* green paper, to distinguish the Agenda and Minutes from the accompanying appendix papers, or to distinguish confidential appendix papers from appendix papers that are to be included in the unrestricted (or 'open' agenda).

Colour printing

Where colour printing of appendix papers is required, *eg* for graphs, diagrams, *etc*, it is the responsibility of the originating office to advise the committee secretary concerned. Where committee secretaries do not have access to a colour printer, such advice should be given in sufficient time to permit the committee secretary to make the necessary arrangements for printing through approved UCL print suppliers or elsewhere. Where sufficient advance notice cannot be given, the originating office is responsible for printing sufficient colour copies for passing to the committee secretary concerned, for circulation.

3.6 Retention and Disposal

Committee secretaries should maintain their own up-to-date electronic and/or hard-copy records of committee documents for each meeting of the committee and ensure that these can be made available upon request as appropriate.

If a shared drive or ‘sharepoint’ is used for the dissemination and storage of committee documents, committee secretaries should ensure that these are kept up to date and that folders for individual meetings, as well as files relating to committee documents received at those meetings, are clearly marked.

Any spare or used hard copies of committee documents should be disposed of appropriately. In particular, care should be taken to ensure that any hard copies of confidential committee documents are either shredded or put into the confidential waste.

4. Responsibilities of the Chair and committee members

4.1 Responsibilities of the Chair

The Chair has overall responsibility for the committee's business. In particular, he or she should:

- Fully understand the committee's remit and know the limits of its business and powers;
- Be proactive in taking forward the committee's business;
- Manage the committee's business to ensure that it is conducted as efficiently and effectively as possible, both during and between meetings. For example, he or she should ensure that the size of the committee is as small as is consistent with getting its work done and that its paperwork and the length of its meetings are both kept to the essential minimum;
- Keep the usefulness and fitness for purpose of the committee under review in consultation as necessary with other committee officers.

4.2 Responsibilities of committee members

Members of the committee should:

- Understand the committee's remit and know the limits of its business and powers;
- Be willing and able to attend the committee's meetings. Members have a responsibility to attend. If for any reason members are unable to attend a meeting of the committee, they should ensure that they notify their apologies to the committee Secretary in advance of the meeting. Committee membership is considered to be a non-transferable status. In light of this, it is not normal practice for committee members to nominate a delegate to represent them at a committee meeting in the event that they are not able to attend. The constitution of a committee may provide for *eg* a Dean or other senior UCL officer to nominate a colleague as their representative on the committee. It should be noted, however, that a 'nominee' in this context is a *continuing* member of the committee in place of the senior officer concerned.
- Ensure that they prepare themselves properly for meetings by reading the committee papers in advance, giving them due thought and consulting others where appropriate;
- Ensure that they observe any markings of confidentiality that are applied to committee documents and do not disclose beyond the committee any confidential business or other information that is considered by the committee;
- Ensure that they act, and are perceived to act, impartially in the best interests of UCL and are not influenced by any personal business or social relationship. If members have any pecuniary, personal or family interest in any matter being discussed by the committee, they should declare this conflict of interest normally at the start of the meeting and take no part in the committee's discussion or decision-making on that subject.

5. Role of the Committee Secretary

5.1 General

The Committee Secretary is not normally a member of the committee but nevertheless has a key role to play in its operation. This includes the following responsibilities:

- Detailed management of the committee's business – *eg* scheduling the dates and locations for the committee's meetings in consultation with the Chair and other members; the preparation and distribution of Agendas for meetings; monitoring the progress and scheduling of the committee's business and ensuring that its meetings run smoothly;

- Being thoroughly familiar with the committee's terms of reference, with a view to giving the Chair, members and any other officers concerned with the committee's business appropriate advice when needed;

- Briefing the committee's Chair before meetings to ensure that any difficulties in transacting business are anticipated and appropriate strategies for handling them identified. For some senior committees with a wide range of business, this may best be undertaken by means of a written briefing note prepared by the Secretary in advance of the meeting; for other committees, a briefing meeting alone may be sufficient – each committee may set its own practice in this regard;

- Attending the meeting and taking notes as a basis for producing the formal record, *ie* the Minutes, of the meeting;

- Drafting the Minutes of the meeting and sending these for approval to the Chair of the committee *via* any other committee officer(s) as appropriate;

- Distribution of the Minutes as appropriate and notification of follow-up action arising from the Minutes;

- Ensuring that any reporting relationships between the committee and other committees are observed, *eg* by sending copies of Minutes to, and receiving them from, other committees as appropriate;

- Maintaining up-to-date electronic or hard-copy records of the Minutes of meetings and all appendix papers and other committee documents, *ie* via the committee sharepoint site or shared drive, or Minute Book.

5.2 Scheduling dates of meetings

For UCL formal committees, the Committee Secretary should usually look to ensure that dates of meetings of the committee are planned well in advance. It is good practice to arrange all of the committee's meetings for an entire year ahead, ideally with a view to confirming these at the committee's final meeting of the preceding academic year. In scheduling dates of meetings, the Committee Secretary should take account of the dates of meetings of any committee(s) to which the committee is expected to report (either through submission of its Minutes or of an annual or other periodic report).

As soon as dates of meetings have been confirmed, the Committee Secretary should arrange for rooms (along with any refreshments if these are to be provided) to be booked in good time through the appropriate channels. Secretaries of UCL formal committees should contact the Room and Conference Bookings Office to book rooms for meetings (along with the Refectory if tea, coffee and other refreshments are to be provided).

5.3 Agreeing a schedule of committee business

It is good practice for the Committee Secretary to meet with the Chair and any other relevant committee officers as appropriate prior to the start of each committee session in order to discuss and agree a schedule of committee business for the forthcoming session. This schedule should include i) recurrent items of business, along with any 'one-off' items that the committee has specified should be considered or reviewed at a particular time of the year and ii) an indication of the deadlines for receipt of papers and reports in relation to these items.

Once the schedule of business has been agreed, the Committee Secretary should ensure that it is circulated to members of the committee as well as to any other non-members of the committee who are responsible for contributing items for meetings, so that they are given sufficient notice of any deadlines for receipt of papers or reports.

5.4 Briefing new members of the committee

The Committee Secretary should arrange to provide appropriate briefing for new members on the work of the committee, before new members attend their first meeting.

A number of UCL formal committees include student representatives among their *ex officio* and/or Nominated memberships. In such instances, it is good practice for the Committee Secretary and (where possible) the Chair of the committee to offer private briefings to new student members before the committee's first meeting of the session.

In addition, provided that committee secretaries are notified of the names of incoming elected UCLU student sabbatical officers in advance of the following session, they may provide the students concerned with the date of the last meeting of the committee in the current session and offer them the opportunity to sit in as an observers (effectively 'shadowing' the current UCLU student sabbatical officer representative).

5.5 Preparing the Agenda

A **draft Agenda** should be prepared and sent to the Chair for approval at least ten working days prior to a meeting. In some cases, a Chair may prefer (or the conventions of the committee may dictate) that the draft Agenda be sent to them *via* another key member of the committee or officer.

The Chair may request a **briefing meeting** with the Committee Secretary to discuss an outline Agenda (prior to preparation of the full draft Agenda). However, this will depend on the wishes of the individual Chair. It is good practice for the Committee Secretary either to prepare briefing notes for the Chair to use as an aide-memoire in conducting the meeting or to arrange a briefing meeting with the Chair to run through the items on the Agenda (or both – as the Chair prefers).

A committee can only operate effectively if its documents are produced in time for members to read them and give them proper consideration prior to the meeting. The **finalised Agenda**, as approved by the Chair, along with any accompanying appendix papers should be prepared for copying (where applicable) and distribution so that they reach members at least five working days prior to the meeting.

The Committee Secretary should ensure that colleagues who are responsible for contributing items for an Agenda are given sufficient notice of any deadlines for receipt of papers. Despite the Committee Secretary's best efforts in this regard, however, there will occasionally be papers that are not received in time for circulation by the set deadline. Where necessary in order to ensure that the bulk of the committee papers for the meeting are sent out on time, any late papers should be clearly marked “To follow” on the Agenda and circulated as soon

as possible with an explanatory covering note or notice cross-referencing them to the relevant Agenda item. However, no papers should normally be circulated less than two working days (48 hours) before a meeting. In the event that a paper is received by the Committee Secretary less than two working days before the meeting, the paper must be accompanied by an explanation from the submitting officer of any exceptional grounds for allowing the paper to be forwarded to the Committee. The Committee Secretary will then ask the committee Chair to decide the matter.

5.6 Material to take to the meeting

The Committee Secretary should take the following items with them to the meeting:

- Spare copies of all committee documents.

- Minutes of the previous meeting, for the Chair's signature. Once the committee has approved and confirmed them at the meeting, the Chair should be asked to sign the Minutes and include the date of signature, at the foot of the final page.

- List of apologies for absence. To be read out by the Chair or the Committee Secretary at the beginning of the meeting.

- Attendance sheet. In the case of large committees, or in instances where the Committee Secretary may be unable to identify certain members, a list of the names of committee members may be useful to register the attendance of members and others in attendance.

- Reference material. The terms of reference and constitution of the committee should be on hand, along with any standing orders (*ie* regulations governing the proceedings of that particular committee). The Committee Secretary should also have to hand a diary/calendar, details of dates of future meetings of the committee and of future meetings of senior committees to which the committee might report.

5.7 Conduct of meetings

- Room arrangements. The Committee Secretary should aim to arrive in good time before the start of the meeting to ensure that tables and chairs are properly laid out, the room ventilated as necessary, debris from any previous meetings or functions is cleared away if necessary, *etc*.

- Preparation for start of meeting. The committee secretary should ideally take a seat next to the Chair's seat. The committee secretary's papers should be arranged for ease of reference.

- Briefing of Chair immediately before start of meeting. New members and/or any non-members attending to make oral reports, *etc*, should be pointed out to the Chair as necessary. The Chair should also be informed of any members who have given their apologies for the meeting. An indication should be given to the Chair when all members expected to attend the meeting have arrived or if there are members who have yet to arrive.

- Quorum. The quorum for meetings of UCL's formal committees (*ie* the minimum number of committee members who must be present in order for a meeting to proceed) should normally be not less than half of the total membership of the committee. However, the UCL Regulations for Management define a different quorum for Council and Academic Board.

- Attendance sheet. Where applicable, this should be passed around the table shortly after the start of the meeting.

- Signing of previous meeting's Minutes. When the committee has approved and confirmed the Minutes of the previous meeting, these should be passed to the Chair for signature. Alternatively, the Chair may prefer to sign the Minutes after the meeting.

- Notetaking. The Committee Secretary should not try to take down everything that is said but should keep listening all the time and continually assess what needs to be noted and record all decisions that are made along with actions that are agreed. If necessary, he/she should ask members to clarify important points that are made during the course of discussion.

- Involvement in proceedings. The Committee Secretary should (i) ensure that the Chair or any other member is not giving wrong advice to the committee, (ii) provide information and guide the committee as appropriate, (iii) try not to get into disputes, (iv) not evade difficult questions but admit ignorance if necessary.

5.8 Action following the meeting

- Leaving the room. The Committee Secretary should be the last to leave the room, after collecting any committee papers, personal possessions, *etc*, that may have been left behind.

- Confirmed signed Minutes of the previous meeting. For all UCL formal committees, these, along with all appendix papers, should be sent to the Records Office (contact: Robert Winckworth) within three working days of the conclusion of the meeting. Any amendments agreed by the committee in approving and confirming the Minutes should be included. If any amendments agreed are too extensive to be incorporated by way of handwritten annotations, the Committee Secretary may wish to incorporate the amendments in a reproduced set of Minutes that should be sent to the Chair for signing and dating retrospectively.

- Room bookings. If the committee agreed a date for its next meeting, a room booking (along with any refreshment bookings if these are to be provided) should be made and a note issued to members to confirm the date and venue of the meeting.

5.9 Preparing the Minutes

Minutes should be drafted as a matter of priority as soon as possible after the meeting and sent to the Chair for approval. As a general principle, committee secretaries should aim to issue Minutes of meetings no more than 10 working days after the date of the meeting.

As with Agenda papers, a Chair may prefer (or the committee's conventions may dictate) that the draft Minutes be sent to her or him *via* another member of the committee or committee officer.

Once the Chair has approved the draft, the unconfirmed Minutes should then be issued to members of the committee and to any other UCL officers as appropriate.

5.10 Requirements of secretaries of UCL formal committees

The following requirements apply to secretaries of UCL's formal committees.

5.10.1 Proposed amendments to the committee's name, constitution or terms of reference

Any proposed amendments to the name, constitution or terms of reference of UCL formal committees should be notified to the Academic Services officers (contact: Gary Hawes).

5.10.2 Changes in membership; dates of meetings

Any changes in membership which do not require the amendment of a UCL formal committee's constitution should be notified to the Academic Services officers (contact: Gary Hawes), so that the membership details on UCL's formal committees web pages can be kept up to date. Details of dates of meetings and any changes to these should also be notified to the Academic Services officers.

5.10.3 Cases for the continued service of long-serving members

In order to encourage a balance between continuity of committee membership (with the steady growth in knowledge of a committee's business which this implies) and the opportunity for regular fresh input, all UCL committees are required to submit a case for any of their non-student members, other than ex officio members, to serve for more than six consecutive years (except where length of service is prescribed by Statute or Regulation for Management). Accordingly, secretaries of UCL formal committees are asked annually to submit to the Academic Services officers (contact: Gary Hawes) brief statements in support of the continued service beyond the normal maximum period of any members who have reached or exceeded six years' service.

UCL is committed to creating equality of opportunity and promoting diversity. In line with this and in order to ensure that committee structures and processes take account of and are informed by a wide representation of views and perspectives, officers of UCL committees are encouraged to (i) take all reasonable steps to replace long-serving members or to fill impending casual vacancies with staff from under-represented groups, and (ii) confirm annually to the Academic Services officers that this consideration has been taken into account in reviewing the long-serving membership of committees. Progress in promoting diversity in the make-up of UCL committees is reviewed annually by the Academic Services officers in consultation with the Head of Equalities and Diversity, and an annual report is submitted to the Equalities and Diversity Committee.

5.10.4 Submission of committee documents for storage on UCL's formal committees web pages

Secretaries of UCL formal committees should submit electronically (preferably as a PDF file) to the Academic Services officers (contact – Gary Hawes) the unconfirmed Minutes of meetings as soon as these have been approved by the Chair (*ie* prior to the next meeting of the committee).

Upon receiving unconfirmed committee Minutes from committee secretaries, Academic Services officers will arrange for these to be stored on UCL's formal committees web pages according to the access restrictions that are highlighted in section 3.4 above.

All unconfirmed committee Minutes that are stored on UCL's formal committees web pages in accordance with the above arrangements will be flagged as 'Unconfirmed' and made available only to members of the UCL community (*ie* persons with a valid UCL user-id and password) until the Academic Services officers receive notification that they have been formally approved and confirmed by the committee at its next meeting.

Committee secretaries should ensure that they notify the Academic Services officers (contact – Gary Hawes) when the unconfirmed Minutes have been confirmed and signed by the committee at its next meeting, and in instances where any amendments have been agreed, supply an electronic version to the Academic Services officers (contact – Gary Hawes) incorporating these amendments.

5.10.5 Submission of committee documents to the Records Office

Although UCL's formal committees web pages serve as a repository for electronic versions of Minutes of UCL's formal committees, secretaries of these committees are still required to send hard copies of all confirmed, signed Minutes and related appendix papers to the UCL Records Office, for storage in perpetuity.

Secretaries of UCL formal committees should submit to the UCL Records Office (contact: Robert Winckworth) a hard copy of the confirmed signed Minutes of each meeting within three working days of their confirmation and signing at the next meeting of the committee.

All confirmed signed committee Minutes submitted to the Records Office should be **full** sets, including any sections marked as 'Confidential business' or 'Confidential (Reserved) business)' and all appendix papers referred to in the Minutes.

The confirmed signed Minutes submitted to the Records Office should incorporate any amendments agreed by the committee in the process of approving and confirming the Minutes. Where any amendments agreed by the committee are relatively minor, *eg* typographical errors or deletion/addition of words, it may be possible to incorporate these on the signed Minutes as handwritten corrections. However, in cases where any amendments agreed by the committee are more substantial, it may be necessary to reproduce the Minutes to incorporate the amendments, with a view to resubmitting these to the Chair for signing.

6. Presentation of committee documents

6.1 Presentation of the Agenda

On the next few pages you will see an illustrative example of how to present an Agenda according to the house style for UCL formal committees. The Agenda is for a fictitious committee, the Jeremy Bentham Scholarship Committee.

A template for secretaries of UCL formal committees to use as a basis for drafting Agendas according to the house style illustrated on the following pages is available to download at http://www.ucl.ac.uk/ras/acs/governance/committees/Agenda_Template.doc

- The **order of business** on the Agenda should normally be categorised as follows:

  - ***Preliminary Business***
    This comprises the routine business to be dealt with initially before the main business of the meeting and should include:

    1) Any matters relating to the constitution, membership or terms of reference of the committee (NB. the committee should usually receive and note its constitution, membership and terms of reference at its first meeting of each session);

    2) Approval of the Minutes of the previous meeting – the Chair should be asked to sign and date a hard copy of the previous meeting's Minutes to confirm them as a true record;

    3) Matters Arising from the previous meeting's Minutes – these should include any minor items of follow-up information arising from the previous meeting's Minutes which are not expected to require discussion. Any more substantive matters arising that are expected to require discussion should be included as separate items on the Agenda.

  - ***Business for Discussion***
    These are the main items of business of the meeting and should include substantive major issues which the committee is expected to discuss and on which decisions are required ('decisions' in this context includes recommendations to other committees).

  - ***Other Business for Approval or Information***
    These should include other items of business that the committee is expected to approve 'on the nod' and which are not expected to require substantive discussion, along with items of information that the committee is expected to note and which do not require decision. Included in this section of the Agenda should be the reporting any items of action taken by the Chair on the committee's behalf since the committee's previous meeting.

  - ***Confidential Business*** [where applicable]
    This should include confidential business to be seen by members of the committee only (including any student members) and should be contained in a separate section of the Agenda marked 'Confidential business', to be circulated to all members, including student members. Guidance on what items should be regarded as 'Confidential business' is set out at section 3.3.2 above.

- ***Confidential (Reserved) Business*** [where applicable]
  This should include any confidential and/or sensitive material which should not be seen by any student members of the committee and should be contained in a separate section of the Agenda marked 'Confidential (Reserved) business', to be circulated to all non-student members of the committee. Guidance on what items should be regarded as 'Confidential (Reserved) business' is set out at section 3.3.2 above.

- **Numbering of items** always starts with 1, 2, 3, *etc*, and then returns to 1, 2, 3, *etc*, for subsequent Agenda papers (unlike with Minutes, which follow-on sequentially from the previous meeting and then return to 1, 2, 3, *etc* for the start of each new academic session).

- **The Agenda should make it clear what action the committee is expected to take (*eg* To receive, To note, To confirm, To discuss, To approve) in relation to each item of business** and any appendix papers or other information that are to be received.

- Although **relevant background information** may be noted on the Agenda under item headings, this **should be kept to a minimum.** Substantive relevant background information should instead be contained in appendix papers.

- **All appendix papers referred to in the Agenda should be given a unique reference number** that makes them easy to locate should they be needed for future reference purposes – for example, JBSC 2-3 (12-13), which indicates that the document is the third appendix paper issued for the second meeting of the Jeremy Bentham Scholarship Committee (JBSC) held during the 2012-13 session. Any annexes to appendix papers should also be numbered, *eg* Annex 1, Annex 2, *etc*.

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Meeting to be held on
Thursday 1 November 2012 at 2.00pm
in the Committee Room

A G E N D A

Key to abbreviations
AB Academic Board
JBSC Jeremy Bentham Scholarships Committee
SRP Scholarships Review Panel

Preliminary Business

1 CONSTITUTION AND 2012-13 MEMBERSHIP; TERMS OF REFERENCE

To receive:

1.1 The constitution and 2012-13 membership and terms of reference of the Committee at JBSC 1-1 (12-13).

2 MINUTES OF THE MEETING OF 19 JUNE 2012

To confirm:

2.1 The Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.22-29, 19.6.12]*.

3 MATTERS ARISING FROM THE MINUTES
[see also item 4 below]

3A Scholarships for third-year students
[JBSC Min. 24, 19.6.12]

To note:

3A.1 The Scholarships Office has confirmed with the Donors that Jeremy Bentham Scholarships are only available currently to first- and second-year students but that this will be an item for discussion on the Agenda for the next scheduled meeting with the Donors, which will not now take place until March 2013.

Comment [UCL1]: The name of the Committee along with the date, time and venue of the meeting should be clearly stated.

Comment [UCL2]: It is helpful to include a key to all abbreviations used in the Agenda.

Comment [UCL3]: See section 6.1 on the previous page for definition of the section headings.

Comment [UCL4]: Introduces any appendix papers or other information (such as an oral report) which the Committee is expected to receive for information or discussion. If section headings are not used on the Agenda, it might be helpful to indicate 'To receive for information', 'To receive for discussion' or 'To receive for approval' as appropriate.

Comment [UCL5]: Introduces the previous meeting's Minutes, which will usually have been issued previously and which are to be confirmed by the Committee and signed by the Chair.

Comment [UCL6]: It is helpful to include a reference to the previous meeting's Minutes.

Comment [UCL7]: Indicates a matter arising that is included as a separate item on the Agenda.

Comment [UCL8]: It is helpful to include the Minute reference of any matters arising from previous Minutes.

Comment [UCL9]: 'To note' can be used to introduce any information that is brief enough to be included on the Agenda rather than in a separate appendix paper or in an oral report given at the meeting.

3B Induction arrangements for third-year students *[JBSC Min. 25, 19.6.11]*

To receive:

3B.1 An oral report by Dr Alice Cooper, Scholarships Tutor.

Comment [UCL10]: If an oral report is to be received, the name of the member or attending officer responsible for giving the report should be indicated.

Business for Discussion

4 FINANCIAL MATTERS *[JBSC Min. 26, 19.6.12]*

To receive:

4.1 A report at JBSC 1-2 (12-13) introduced by Ms Susan Broom, the Financial Accountant, who will be in attendance for this item.

Comment [UCL11]: Any members or attending officers who are expected to introduce, present or speak to the appendix paper or item in question should be indicated.

5 JEREMY BENTHAM SCHOLARSHIP APPLICATIONS

To receive:

5.1 A report at JBSC 1-3 (12-13) introduced by Dr Alistair Partridge, Head of the Scholarships Office.

Comment [UCL12]: See section 6.1 on the preceding page for a guidance on appendix numbering.

Other Business for Approval or Information

6 JEREMY BENTHAM SCHOLARSHIPS COMMITTEE – ANNUAL REPORT 2011-12

To receive:

6.1 The Jeremy Bentham Scholarships Committee Annual Report 2010-11 at JBSC 1-4 (12-13).

7 ACTION TAKEN BY THE CHAIR ON BEHALF OF THE COMMITTEE

To receive:

7.1 A report at JBSC 1-5 (12-13) on action taken by the Chair on behalf of the Committee since the Committee's previous meeting.

8 LIST OF JEREMY BENTHAM SCHOLARSHIP RECIPIENTS

To receive:

8.1 An updated list of Jeremy Bentham Scholarship recipients since the scholarship scheme's inception in 1965-66, at *JBSC 1-6 (12-13).[1]

Comment [UCL13]: If an appendix reference is preceded by an asterisk, this indicates that the appendix paper is not, for whatever reason (*eg* for the sake of economy) being issued with the Agenda, but is available on request to the Secretary or via the Committee's SharePoint site (if applicable). An explanatory footnote should be included, as per the example at the foot of the page.

[1] An appendix reference preceded by an asterisk indicates that for the sake of economy, the document is not being issued with the Agenda, but is available either on request to the Secretary or via the Committee's SharePoint site at http://www.ucl.ac.uk/sharepoint/jbsc.

9 JEREMY BENTHAM SOCIETY ANNUAL DINNER

To receive:

9.1 A letter from the Jeremy Bentham Society, giving details of the forthcoming Annual Dinner which will take place on 12 December 2012, at JBSC 1-7 (12-13).

10 ANY OTHER BUSINESS

11 DATES OF NEXT MEETINGS

To note:

11.1 The next meetings of JBSC are scheduled as follows:

Tuesday 19 March 2013, 2pm, Committee Room
Tuesday 14 June 2013, 2pm, Committee Room

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
24 October 2012

Comment [UCL14]: The Secretary's name and contact details should always be clearly stated at the end of the Minutes The date indicated should be the actual date of the Minutes' circulation.

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Meeting to be held on
Thursday 1 November 2012 at 2.00pm
in the Committee Room

CONFIDENTIAL BUSINESS

Comment [UCL15]: Where applicable, the Agenda for Confidential Business should be on a separate page from the open Agenda.

A G E N D A

12 CONFIDENTIAL MINUTES OF 19 JUNE 2012 MEETING

To confirm:

Comment [UCL16]: Where applicable, the Committee should be asked to confirm the Confidential Minutes of the previous meeting.

12.1 The Confidential Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.30-33, 2012-13]*.

13 MATTERS ARISING FROM THE MINUTES *[see item 14 below]*

Comment [UCL17]: Where applicable, any Matters Arising from the previous meeting's Confidential Minutes should be indicated.

14 COMMERCIAL OPPORTUNITIES *[JBSC Min. 33, 19.6.12]*

To receive:

14.1 A report at JBSC 1-8 (12-13) introduced by the Chair.

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
24 October 2012

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Meeting to be held on
Thursday 1 November 2012 at 2.00pm
in the Committee Room

CONFIDENTIAL (RESERVED) BUSINESS

Comment [UCL18]: Where applicable, the Agenda for Confidential (Reserved) Business should be on a separate page from the open Agenda.

A G E N D A

15 CONFIDENTIAL (RESERVED) MINUTES OF 19 JUNE 2012 MEETING

To confirm:

Comment [UCL19]: Where applicable, the Committee should be asked to confirm the Confidential (Reserved) Minutes of the previous meeting.

15.1 The Confidential (Reserved) Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.34-36, 2012-13]*.

16 MATTERS ARISING FROM THE MINUTES

Comment [UCL20]: Where applicable, any Matters Arising from the previous meeting's Confidential Minutes should be indicated.

17 STUDENT DISCIPLINARY MATTER

To receive:

17.1 An oral report by Professor Derek Small, Director of Student Affairs.

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
24 October 2012

6.2 Presentation of appendix papers

On the next few pages you will see an illustrative example of how to present an appendix paper according to the house style for UCL formal committees. The appendix paper is for the fictitious Jeremy Bentham Scholarship Committee and relates to one of the items of business listed on the illustrative Agenda that is set out in section 6.1 above.

A template for secretaries of UCL formal committees to use – or to send to other UCL officers as appropriate to use – as a basis for drafting appendix papers according to the house style illustrated on the following pages is available to download at http://www.ucl.ac.uk/ras/acs/governance/committees/Appendix_paper_template

General

- As a general principle, **appendix papers** are expected to be **self-sufficient documents** – that is to say, they should include all of the substantive relevant background information that the committee requires to consider the matter to which the paper refers.

- Appendix papers received by a committee **should be brief, clear and to the point**, normally taking up no more than four sides of A4 paper and, if possible, less.

- Wherever possible, **detailed supporting information should be placed in one or more annexes to the appendix paper, rather than in the main text**. However, the annexes themselves should be kept as concise as possible.

Summary box

- The **top of the first page should include an introductory (boxed) section** which includes the following information:

  - ***A brief summary of the content of the paper*** – for example, to seek the committee's approval for a course of action which the paper is proposing; to provide an update report on developments within a certain area of activity since the committee's previous meeting, *etc*.

  - ***A statement of the action that the committee is being asked to take*** – in many cases this will read simply 'to note' (as, for example, in the case of an update report for the committee's information). Where the committee is being asked to approve the report or a recommendation or proposal contained therein, this will usually be in the format 'That the Committee approve….'

  - ***The name of the author(s)*** (in the case of a 'to note' appendix paper) ***and/or the proponent(s)*** (in the case of an appendix paper making a recommendation or proposal). Although it may often be the case (as in the example on page 28) that the Author and Proponent are the same officer, this may not always be the case. In instances where an appendix paper has been written by an officer (or officers) but the proposal contained therein has been put forward in the name of another senior officer (or officers), then authorship of the appendix paper should be credited separately.

Content

- In the process of drafting appendix papers that outline proposals or recommendations, authors will also wish to bare in mind the following points in order to ensure that these are fully addressed in the paper where applicable:

- Are there any other UCL officers who need to be consulted in the process of drafting the proposal or recommendation?

- Will the proposal or recommendation outlined in the paper give rise to any changes to any UCL policy documents (*eg* policy statements in the UCL Academic Manual) or regulations (eg UCL Academic Regualtions) that will need to be referred to other UCL officers for action?

- Are there any financial, IT, space or other resource issues or implications that need to be taken into account?

- Does the decision of the committee that is being asked to consider the proposal need to be referred to another committee or body for formal approval?

(NB. The points above are not exhaustive. Chairs and secretaries of committees will wish to liaise to agree their own list of relevant questions/issues that authors should be asked to bear in mind when drafting appendix papers for consideration by the committee, and issue guidance on this accordingly.)

- **It may be helpful to categorise the information contained in the appendix paper** under the following sub-headings (or other sub-headings as appropriate):

  - ***Background*** – setting out any background information which helps to give context to the appendix paper. This might include the text of a previous Minute if the appendix paper relates to an item that has been considered previously by the committee.

  - ***Issues*** (or ***Developments***) – summarising any key issues relating to the proposal (or developments if the appendix paper is providing an update report on an area of activity since the previous meeting). Other sub-headings may be used as appropriate. **.**

  - ***Proposal(s)*** – setting out any proposals that the committee is being asked to discuss and/or approve.

Numbering of appendices

- Once the appendix paper is received from the author**, the information in the header, *ie* the appendix number, should be added by the Committee Secretary**.

Jeremy Bentham Scholarship Applications 2012-13

Summary:
This paper provides the Committee with an update report on preparations for this year's round of Jeremy Bentham Scholarship applications and includes a proposal for the setting up of a small working group charged with giving preliminary consideration to the applications with a view to drawing up a shortlist of candidates for consideration by the Committee at its meeting in the Spring Term 2013. Full details of the proposed membership and terms of reference of the working group are set out at Annex 1.

Action proposed to the Committee:
To note the following report and approve the proposal to set up an Applications Working Group.

Author/Proponent:
Head of the Scholarships Office

Background

1. Jeremy Bentham Scholarships are advertised each year in August in relevant publications as well as on the Jeremy Bentham website and the UCL Jobs web pages. The deadline for receipt of applications each year is 30 November. In addition to being advertised in the usual publications (the *Times Higher Education Supplement*, *Scholarship Opportunities for Prospective Undergraduates*), this year's round of applications was also advertised in the new publication, *Philosophy Yesterday and Today*.

2. The 2012-13 round of Scholarship applications were advertised alongside and will be subject to the revised eligibility criteria for Jeremy Bentham Scholarship awards, which were agreed by JBSC at its meeting on 19 June 2012.

3. Applications for Jeremy Bentham Scholarships are processed by the UCL Scholarships Office, which is also responsible for writing to the applicants' referees to obtain reference letters ahead of consideration of the applications by the Jeremy Bentham Scholarships Committee (JBSC) at its meeting in the Spring Term.

Issues

4. So far, a total of 52 applications have been received for this year's round of Jeremy Bentham Scholarship applications (compared to 25 for the previous year). Of these, three are ineligible, as they do not meet the basic qualification criteria for award of Jeremy Bentham Scholarships. The Scholarships Office feels that the marked increase in applications for this year's round of scholarships is broadly attributable to the revised criteria that were agreed by JBSC at its June 2012 meeting, which now permits applications from those wishing to study in subject areas that could be described as non-traditional.

5. Owing to the higher volume applications this year relative to the previous year, the Scholarships Office has proposed to set up an Applications Working Group, comprising a subgroup of members of the JBSC, which will be charged with giving preliminary consideration to this year's pool of applications with a view to recommending a shortlist of candidates for award of Jeremy Bentham Scholarships for consideration by JBSC at its meeting in the Spring Term 2013. It is hoped that such an arrangement will help to expedite the process of giving consideration to the pool of applications, particularly in terms of helping to ensure that the Jeremy Bentham Scholarships Committee receives all

of the information it requires to make a proper judgment of each applicant and requesting additional information and evidence in respect of any application, if necessary.

6. The Chair of the JBSC has been consulted on this proposal, and it has received his approval in principle, subject to its consideration by the Committee at its meeting on 1 November 2011.

Proposal

7. That an Applications Working Group be set up with immediate effect with the membership and terms of reference set out at Annex 1.

Alistair Partridge
Head of the Scholarships Office
October 2012

Applications Working Group

Proposed membership

Mr Alistair Partridge (Chair)
Mr Paul Beadle
Dr Alice Cooper
Dr Janet Leslie
Professor Derek Small
Professor Sheila Waterstone

Proposed terms of reference

1) To receive and give consideration to applications for Jeremy Bentham Scholarships prior to these being received by the Jeremy Bentham Scholarships Committee at its meeting in the Spring Term.

2) To ensure that the Jeremy Bentham Scholarships Committee receives all of the information it requires to make a proper judgment of each applicant and to request additional information and evidence in respect of any application, if necessary.

3) To submit a report to the Jeremy Bentham Scholarships Committee giving an indication of which of the applicants it considers should be shortlisted for award of Jeremy Bentham Scholarships and (briefly) the grounds for this.

6.3 Presentation of the Minutes

On the next few pages you will see an illustrative example of how to present Minutes according to the house style for UCL formal committees. Again, the Minutes are for a fictitious committee, the Jeremy Bentham Scholarship Committee.

Since the Minutes are derived from the Agenda document, secretaries of UCL formal committees should use the Agenda as a basis for drafting the Minutes of the meeting according to the house style illustrated on the following pages.

- **Numbering of Minutes** runs consecutively throughout the session rather than returning to 1, 2, 3, *etc*, for each set of Minutes. For example, if in a first meeting of a session the minute numbering ran from 1-12, the Minutes of the next meeting in the same session would begin with 13, 14, *etc*.

- The Minutes should record the **list of members present** at the meeting in alphabetical order of surname, with the Chair listed first. If a person attended in place of a member, his or her name should be listed with the name of the member for whom they are deputising shown in brackets. Non-members who attended the meeting or part of the meeting should be shown separately under the heading 'In attendance:' and, in cases where they attended for only part of the meeting, the Minute number(s) of the item(s) of business for which they were in attendance. The Committee Secretary's name should normally be included in the details of those in attendance (unless he or she is a member of the committee). The details of those in attendance should be followed by the names of members from whom apologies were received (see next page for illustrative guidance).

- The **order of Minutes** should usually follow the actual chronology of business discussed at the meeting, although sometimes it may be appropriate to arrange the Minutes into a more coherent order regardless of the actual chronology.

- **All information recorded in the Minutes should be written in the past tense** – *eg* 'It was noted that...', 'The dates of the next meetings of the Committee were scheduled as follows...'

- **Minuting discussion.** It is recommended that Minutes should at least give a flavour or summary of the discussion leading to a decision or resolution – however, the need for brevity should be the key consideration. Any discussion should be minuted as concisely as possible and should not attempt to be a transcript of every comment made. Also, you should bear in mind when minuting discussion that the committee Minutes will have an audience beyond the immediate membership of the committee and may be requested by external agencies and bodies under the Freedom of Information Act (2000) (see section 3.4.1 above). Only in exceptional circumstances should statements in the Minutes be attributed to named individual committee members. In most cases, the impersonal 'It was noted', 'It was agreed', etc, should be used. An example of exceptional circumstances would be when a member asked for his or her disagreement with a committee's decision to be recorded.

- **Minuting decisions and follow-up actions.** Minutes should clearly record any decisions or follow-up actions agreed by the committee along with an indication of the name(s) of the person(s) responsible for effecting the decision or follow-up action.

- **Summary of required action arising from the Minutes.** Required action arising from decisions and follow-up actions recorded in the Minutes should be distilled and summarised on a covering Action Sheet, together with an indication of the person(s) responsible for each action and the due date for the action to be taken – as indicated in the following illustrative guidance.

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Tuesday 1 November 2011

SUMMARY OF ACTIONS ARISING FROM THE MINUTES

Minute	Action required	Person(s) responsible	Due date
4.7	To inform the AB officers of the that it be recommended to AB that the number of offers of Jeremy Bentham Scholarships made in respect of the 2012-13 round of applicants be increased from 10 to 15, with a view to reviewing the position again at the end of 2012-13 session in the light of the next year's financial statement.	Mr Alex Able	Immediately
4.8	To explore options with the Development Office for targeting former Jeremy Bentham scholars as part of a general fund-raising appeal, with a view to reporting back to the next meeting of JBSC.	Mr Alastair Partridge	19 March 2013
5.6	To incorporate the noted amendment to the Applications Working Group terms of reference.	Mr Alex Able	Immediately
5.7	To review the operation of the Applications Working Group.	Mr Alex Able	14 June 2013
5.8	To receive a report from the Head of the Scholarships Office on recent application trends in relation to Jeremy Bentham Scholarships	Mr Alistair Partridge	19 March 2013

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Tuesday 1 November 2011

Draft M I N U T E S

Comment [UCL21]: Minutes should be indicated as draft until approved by the Chair.

PRESENT:
Professor James Harrison *(Chair)*
Dr Alice Cooper
Mr Alistair Partridge
Professor Derek Small
Professor Nigel Tufnel
Professor Sheila Waterstone

In attendance:
Mr Alex Able (Secretary); Ms Susan Broom (Financial Accountant - for Minute 4 only).

Apologies for absence were received from Mr Paul Beadle and Dr Janet Leslie.

Comment [UCL22]: Minutes should record a list of members present, any persons in attendance and those members who submitted their apologies for absence.

Key to abbreviations	
AB	Academic Board
JBSC	Jeremy Bentham Scholarships Committee
SRP	Scholarships Review Panel

1 CONSTITUTION AND 2012-13 MEMBERSHIP; TERMS OF REFERENCE

Received:

Comment [UCL23]: Introduces any items of business, including appendix papers and/or oral reports, that were received by the Committee at the meeting (see also comment [UCL24] below).

1.1 At JBSC 1-1 (12-13), the constitution and 2012-13 membership and terms of reference of the Committee.

Reported:

Comment [UCL24]: Introduces information that was not presented on the Agenda but which was reported orally or otherwise at the meeting in the context of giving an oral report or introducing an appendix paper (see also below)

1.2 The Chair welcomed the following new members to their first meeting: Professor Derek Small and Professor Nigel Tufnel.

1.3 There was currently a vacancy on JBSC for a Lay Member appointed by Council. The JBSC officers were in the process of investigating possibilities for filling this vacancy in time for the JBSC's next scheduled meeting.

2 MINUTES OF THE MEETING OF 19 JUNE 2012

Confirmed:

Comment [UCL25]: Introduces the previous meeting's Minutes that were approved and confirmed by the Committee. (Any amendments agreed by the Committee in confirming the Minutes should be indicated as '…subject to the following amendments:…')

2.1 The Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.22-29, 19.6.12]*.

3 MATTERS ARISING FROM THE MINUTES
[see also Minute 4 below]

3A Scholarships for third-year students
[JBSC Min. 24, 19.6.12]

Noted:

Comment [UCL26]: Introduces any relevant background information that was included on the Agenda and which was noted by the Committee.

3A.1 The Scholarships Office had confirmed with the Donors that Jeremy Bentham Scholarships were only available currently to first- and second-year students but that this would be an item for discussion on the Agenda for the next scheduled meeting with the Donors, which would not now take place until March 2013.

3B Induction arrangements for third-year students
[JBSC Min. 25, 19.6.12]

Received:

3B.1 An oral report by Dr Alice Cooper, Scholarships Tutor.

Reported:

3B.2 The new induction arrangements agreed at JBSC's previous meeting (JBSC 3-4 (11-12))[1] had come into effect for the 2011-12 cohort of Jeremy Bentham Scholars, and initial feedback from the students had been extremely favourable. In particular, students had welcomed the three-day 'retreat' at Fortly Manor, near Newquay in North Cornwall as an opportunity to meet, socialise and interact with current students in an informal setting.

Comment [UCL27]: An appendix reference not underlined indicates that the document was issued previously to the Committee and was not reissued with the Agenda (an explanatory footnote should be used, as per the example at the foot of the page).

3B.3 The Scholarships Office would continue to review its induction programme periodically to ensure that it continued to be of value to students.

4 FINANCIAL MATTERS
[JBSC Min. 26, 19.6.11]

Received:

4.1 At JBSC 1-2 (12-13), a report introduced by the Financial Accountant.

Reported:

4.2 The latest financial statement for the Scholarship Fund indicated an encouraging position for 2012-13 and beyond. The estimated funds available for scholarships amounted to just over £150k, which was around £40k more than had been forecast at the previous meeting of JBSC.

4.3 The increase in the amount of funds available for Scholarships was attributable to gains on investments assets during the last financial year along with the fact that a number of first-year Scholars had been forced to resign their Scholarships early at the end of their first year, on personal grounds. In addition, the Fund had benefited recently from a significant donation of £25k from a former Jeremy Bentham Scholar.

[1] An appendix reference not underlined indicates that the document, issued previously to the Committee and filed with the Minutes of a previous meeting, was not reissued with the Agenda

4.4 In light of this of and other recent donations from former Jeremy Bentham Scholars, the Chair, in consultation with the Financial Accountant and the Head of the Scholarships Office, had proposed recommending to AB that the number of offers of Jeremy Bentham Scholarships made in respect of the 2012-13 round of applicants be increased from 10 to 20.

Discussion:

4.5 While the latest financial statement for the Scholarship Fund indicated a favourable position for the year ahead, it would be premature at this stage to consider increasing the number of offers of Jeremy Bentham Scholarships in 2012-13. Instead, it was proposed that there should be a more modest increase in the number of offers made, from 10 to 15, with a view to reviewing the position again at the end of the 2012-13 session in the light of the next year's financial statement.

4.6 Given the recent donations that had been made by former Jeremy Bentham Scholars, it would be desirable to explore options for approaching former Jeremy Bentham Scholars as part of a general fund-raising appeal. The Head of the Scholarships Office agreed to raise this suggestion with the Development Office with a view to reporting back to the next meeting of JBSC.

RESOLVED:

4.7 That it be recommended to AB that the number of offers of Jeremy Bentham Scholarships made in respect of the 2012-13 round of applicants be increased from 10 to 15, with a view to reviewing the position again at the end of 2012-13 session in the light of the next year's financial statement.
ACTION: Mr Alex Able (to inform AB officers)

4.8 That options be explored with the Development Office for targeting former Jeremy Bentham scholars as part of a general fund-raising appeal, with a view to reporting back to the next meeting of JBSC.
ACTION: Mr Alistair Partridge

5 JEREMY BENTHAM SCHOLARSHIP APPLICATIONS

Received:

5.1 At JBSC 1-3 (12-13), a report introduced by the Head of the Scholarships Office.

Reported:

5.2 The 2012-13 round of Scholarship applications would be subject to the revised eligibility criteria which had been agreed by JBSC at its meeting on 19 June 2012 *[JBSC Min.27, 19.6.12 refers]*.

5.3 Given the increasing popularity of the Scholarships, as evidenced by the very high number of applications received so far for this year's round of applications (52), the Scholarships Office had proposed setting up an Applications Working Group, with proposed membership and terms of reference as set out at Annex 1 of JBSC 1-3 (12-13). The Working Group would be charged with giving preliminary consideration to the 2012-13 pool of applications and submitting a report, including a recommended shortlist of candidates, to JBSC's next scheduled meeting in the Spring Term 2013.

Comment [UCL28]: Introduces the main points arising from the Committee's discussion at the meeting. See advice in section 6.3.

Comment [UCL29]: Alternatively, the main points of discussion could be introduced by a Minute along the lines of 'The following main points were raised during discussion:' and listed underneath as bullet points – as in the example at Minute 5 below.

Comment [UCL30]: Introduces the main decisions agreed by the Committee. Where a resolution is made on the recommendation of another committee, this should be indicated, eg '***RESOLVED: [on the recommendation of Governance Committee]***). Resolutions should normally be worded in the form 'That approval be given', 'That the matter be reviewed', etc.

Comment [UCL31]: The name(s) of the person(s) responsible for taking follow-up action relating to a particular Minute should be indicated underneath the relevant Minute along with any specified action where this is necessarily explicit in the relevant Minute.

Comment [UCL32]: It is helpful to include cross-references to previous relevant Minutes where applicable.

5.4 Subject to JBSC's approval of the above proposal, the Applications Working Group would aim to convene its first meeting sometime during the second or third week of February 2013.

Discussion:

5.5 The following main points were raised during discussion:

Comment [UCL33]: See comment [UCL31] above.

- Although the consensus of members of JBSC was that the establishment of an Applications Working Group was a sensible suggestion for streamlining the process of giving consideration to applications for Jeremy Bentham Scholarships, it would be important to ensure that the right of decision with regard to all applications would continue to rest with JBSC. In light of this, it was agreed that the Working Group should operate for the 2012-13 round of applications on a trial basis only and be subject to review thereafter;

- Members of JBSC suggested the following amendments to the proposed terms of reference of the Applications Working Group at JBSC 1-3 (12-13) as follows:

  - Clause 1 should be amended to read 'To receive and give preliminary consideration to applications…'
  - Clause 3 should be amended to read 'To submit a report to the Jeremy Bentham Scholarships Committee giving an indication of which of the applicants it considers should be shortlisted for award of Jeremy Bentham Scholarships and (briefly) the grounds for this'.

- It would be helpful for the Committee to receive a report from the Head of the Scholarships Office on recent application trends in relation to Jeremy Bentham Scholarships at its next scheduled meeting.

RESOLVED:

5.6 That the membership and terms of reference of the Applications Working Group, as set out at JBSC 1-3 (12-13), be approved, subject to incorporation of the amendments set out in the second bullet point of Minute 5.5 above.
ACTION: Mr Alex Able (to incorporate amendment to the Working Group's terms of reference)

5.7 That the operation of the Applications Working Group be reviewed at JBSC's last meeting of the current session.
ACTION: Mr Alex Able (to note for Agenda for JBSC's June 2013 meeting)

5.8 That the Committee receive a report from the Head of the Scholarships Office on recent application trends in relation to Jeremy Bentham Scholarships, at its next scheduled meeting.
ACTION: Mr Alistair Partridge

6 JEREMY BENTHAM SCHOLARSHIPS COMMITTEE – ANNUAL REPORT 2011-12

Received:

6.1 At JBSC 1-4 (12-13), the Jeremy Bentham Scholarships Committee Annual Report 2011-12, for forwarding to the next scheduled meeting of AB on 26 November 2012 for formal approval.

RESOLVED:

6.2 That the Jeremy Bentham Scholarships Committee Annual Report 2011-12 at JBSC 1-4 (12-13) be approved and forwarded to the next meeting of AB on 26 November 2012.

7 ACTION TAKEN BY THE CHAIR ON BEHALF OF THE COMMITTEE

Received:

7.1 At JBSC 1-5 (12-13), a report on action taken by the Chair on behalf of the Committee since the Committee's previous meeting.

8 LIST OF JEREMY BENTHAM SCHOLARSHIP RECIPIENTS

***Received*:**

8.1 At JBSC 1-6 (12-13), the updated list of Jeremy Bentham Scholarship recipients since the scholarship scheme's inception in 1965-66.

9 JEREMY BENTHAM SOCIETY ANNUAL DINNER

***Received*:**

9.1 At JBSC 1-7 (12-13), a letter from the Jeremy Bentham Society, giving details of the forthcoming Annual Dinner which would take place on 12 December 2012.

10 ANY OTHER BUSINESS

10A Jeremy Bentham on BBC4

Comment [UCL34]: Any items received and reported at the meeting under Any Other Business should be recorded in the Minutes using the same conventions as for other Minutes.

Received:

10A.1 An oral report from the Chair.

Reported:

10A.2 A documentary on the life and works of Jeremy Bentham, featuring contributions from Jeremy Bentham Scholars past and present, would be broadcast on BBC4 on the evening of Sunday 25 November 2012 as part of the BBC's 'Philosophy Night'.

11 DATES OF NEXT MEETINGS

Noted:

11.1 The next meetings of JBSC were scheduled as follows:

Tuesday 19 March 2013, 2pm, Committee Room
Tuesday 14 June 2013, 2pm, Committee Room

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
10 November 2012

Comment [UCL35]: As per the Agenda, the Secretary's name and contact details should always be clearly stated at the end of the Minutes The date indicated should be the actual date of the Minutes' circulation.

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Tuesday 1 November 2011

CONFIDENTIAL BUSINESS

Comment [UCL36]: Any items of Confidential Business should be contained in a separate section of the Minutes that should be clearly marked 'Confidential Business'.

Draft M I N U T E S

12 CONFIDENTIAL MINUTES OF 19 JUNE 2012 MEETING

Confirmed:

12.1 The Confidential Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.30-33, 19.6.12]*.

13 MATTERS ARISING *[see Minute 14 below]*

14 COMMERCIAL OPPORTUNITIES *[JBSC Min. 33, 19.6.12]*

Received:

14.1 A report at JBSC 1-8 (12-13) introduced by the Chair.

Reported:

14.2 The Chair of JBSC and the Head of the Scholarships Office had recently met with the Chief Executive of Taylor King Publishers to discuss commercial opportunities for publishing some of the work that has been produced by Jeremy Bentham Scholars. Both the Chair of JBSC and the Head of the Scholarships Office would be meeting again with representatives of Taylor King Publishers in the near future with a view to confirming further details.

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
10 November 2012

LONDON'S GLOBAL UNIVERSITY

JEREMY BENTHAM SCHOLARSHIPS COMMITTEE

Tuesday 1 November 2011

CONFIDENTIAL (RESERVED) BUSINESS

Comment [UCL37]: Any items of Confidential (Reserved) Business should be contained in a separate section of the Minutes that should be clearly marked 'Confidential (Reserved) Business'.

Draft M I N U T E S

15 CONFIDENTIAL (RESERVED) MINUTES OF 19 JUNE 2012 MEETING

Confirmed:

15.1 The Confidential (Reserved) Minutes of the meeting of JBSC held on 19 June 2012 *[JBSC Mins.34-36, 19.6.12]*.

16 MATTERS ARISING

Received:

16.1 There were no matters arising from the previous meeting's Confidential (Reserved) Minutes.

17 STUDENT DISCIPLINARY MATTER

Received:

17.1 An oral report by the Director of Student Affairs.

Reported:

17.2 A second-year Jeremy Bentham Scholarship student had been accused of a serious offence which had allegedly taken place during the Fresher's Week fair and which would require the student disciplinary procedures to be invoked. In the event that the student was found guilty of the alleged offence in question, this would have implications for her right to continue to hold a Jeremy Bentham Scholarship.

17.3 The Director of Student Affairs would keep the Committee informed of developments.

ALEX ABLE
Senior Academic Support Officer
Academic Services
Student and Registry Services
[telephone 020 7679 8592, UCL extension 28592, email: a.able@ucl.ac.uk]
10 November 2012