

SENATE BUSINESS COMMITTEE**Minutes of the meeting of 24 August 2022**

Present: Karl Leydecker (Chair), Akua Agyeman, Kirsty Kiezebrink, Graeme Nixon, Tracey Slaven, Ruth Taylor, Neil Vargesson, Zeray Yihdego and Rachael Bernard (Clerk)

Apologies for absence were received from: Abbe Brown, Marion Campbell, Cheryl Dowie and Georgios Leontidis

532. Approval of the minutes of the meeting held on 19 April 2022

532.1 The Committee approved the minutes of the meeting held on 19 April 2022

533. Remit & Composition 2022/23

533.1 The Committee considered the Remit and Composition for the forthcoming academic year.

533.2 The Committee noted various routine amendments reflecting organisational changes which had, or would be occurring, in the near future and which were reflected in the composition of the Committee.

533.3 It was agreed that further changes were possible to optimise efficiency of the Committee and balance the workloads of members.

533.4 In considering the composition it was agreed that further amendments were likely to be appropriate to reflect outcomes from the Senate Effectiveness Review (SER), still formally making their way through the governance processes. Specifically, the Committee noted the intention of the SER that SBC should continue in its role but should be slimmed down.

533.5 Regarding reducing the *ex officio* membership, the Committee agreed that the involvement of so many of the Education Deans was not necessary and that the Vice-Principal (Education) would be able to cover necessary input in this area. Similar duplication could also be removed on the research side.

533.6 The Committee agreed that one of the Senate Assessors should continue to be a member of the Committee.

533.7 The Committee were in agreement that the ratio of elected to *ex officio* members could be reduced to at least six:six. It was anticipated that a reduction in the number of elected members might alleviate some of the difficulties associated with securing representation.

534. Draft Agenda for the meeting of the Senate on 21 September 2022

- 534.1 In approving the agenda for the forthcoming Senate, the Committee discussed and agreed:
- that priority on the agenda should be given to the substantive academic items
 - It was noted that in addition to the UEC items on the draft agenda there would also be an item on the structure of academic year 2023/24
 - Issues from the Senate meeting in May relating to the chairing of the UEC and QAC would be addressed in the report from UEC.
 - The Committee agreed that the presentation on the Digital Strategy should be moved to the November meeting.
 - In order to ensure full and appropriate consideration of all items, the Committee agreed that it would be appropriate to schedule an additional meeting soon after the meeting on

21 September. This additional meeting would focus on the revisions to the standing orders (see minute 534 below) and other governance related issues.

535. Revised Standing Orders

- 535.1 As required by the meeting of Senate in May, the Committee considered the proposed revisions to the Senate Standing Orders in the context of the feedback from Senate.
- 535.2 The advice from the Data Protection Officer regarding recordings of meetings was discussed. The Committee agreed with the advice that recordings should not be published. Meetings would continue to be recorded for the purpose of the writing the minutes, but the recording would not be made widely available. Any dispute, following publication of the draft minute, would be decided by the University Secretary.
- 535.3 It was agreed that any Teams Chat would not form part of the minute as the hybrid nature of the meetings would mean that members attending in person may not have access to the chat. Written answers to questions to the Principal would be included in the formal minute.
- 535.4 The Committee agreed that meeting timings should be changed back to ending at 4 p.m. with the intention of avoiding the rush at the end of the meeting.
- 535.5 It was further agreed that comments raised regarding representation of constituencies vs the any university staff and the role of the Secretary could be absorbed into the sense of the draft.

536. Update on Revisions to Senate Committees Terms of Reference

- 536.1 As noted in minute 534 above, the outstanding issues regarding the UEC and sub-committees would be covered in the appropriate report from UEC.
- 536.2 As it had already been agreed that an additional meeting would be held to consider the revisions to the Standing Orders, it was further agreed that this would be an appropriate place for general governance issues to be considered.

537. Schedule of Business for Senate 2022/23

- 537.1 The Committee noted the forward plan of business for Senate in 2022/23. It was agreed to amend the plan to make a clear differentiation between items being considered for academic input and those requiring approval.
- 537.2 it was further noted that the updated version should be amended to reflect the rescheduling of item originally envisaged for the September meeting which would now be included in November.

538. Dates of meetings in 2022/23

- 538.1 The Committee noted that the next meetings to be held in 2022/23 would be:
- Wednesday 12 October 2022 at 2.05 p.m.
 - Wednesday 18 January 2023 at 1.35 p.m.
 - Wednesday 29 March 2023 at 2.05 p.m.
 - Wednesday 17 May 2023 at 3.05 p.m.