The Working Party will then work with those involved in management through the University’s committee system to assist them to implement changes which are consistent with the general principles developed through the Review.

Terms of Reference

This Working Party has been established by the Deputy Vice Chancellor and the Chair of the Academic Board as an efficiency review designed to improve decision-making and time management within the University, with the following tasks:

1. to recommend in detail on the future roles, constitutions and reporting lines of committees in the Board/Council and Vice-Chancellorial Committee systems:

2. to recommend general principles/procedures/guidelines (as appropriate), on:

   purpose and design of the committee system
   - the appropriate roles/tasks for standing committees and working parties, as opposed to individuals or other bodies, in the decision-making processes and structures of the University;
   - the elimination of duplication/overlap in the committee system;
   - the establishment of lines of reporting and communication between committees ensuring the efficient flow of business through the Committee system;

   structure of committees within the system
   - the determination of Committee memberships, including the Chair, taking account of the proposed restructuring of the University;

   operation of committees
   - the role and responsibilities/commitments of the Chair;
   - the role and responsibilities/commitments of members;
   - the role and responsibilities of the Executive Officer;
   - the establishment of norms for frequency of meetings;
   - the form and content of agendas;
   - the form and content of minutes;
   - the conduct of meetings.

3. to work with those in key roles in the University to assist them to implement changes to University’s committee system which are consistent with the general principles developed through this review.

4. to recommend ways of encouraging a wide range of members of the University community to participate in the committee system, including the establishment of development programmes to assist participation.

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