# Appendix 1

### UNIVERSITY OF LEICESTER

### GENERAL BUSINESS COMMITTEE

Meeting to be held on Wednesday 21 September 2016 at 10.30am in Council Room 1, Fielding Johnson Building

### AGENDA

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

# UNRESERVED BUSINESS

- Declarations of interest
- 2. Terms of reference and membership

**TO CONSIDER** 

The terms of reference and membership for the academic year 2016-17

GBC/16/27

GBC/16/28

3. Minutes of the previous meeting

TO CONSIDER

Minutes of a meeting held on 24 June 2016

- a. Approval of the minutes
- b. Matters arising
- 4. New academic building

# TO CONSIDER

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

GBC/16/29

continued/

Notes on agenda headings

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

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

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

Commented [n a 1]: University title: upper case, bold, centred, Calibri 11pt

Commented [n a 2]: Committee title: upper case, bold, centred, Calibri 14pt

**Commented [n a 3]:** Date, time and place: lower case, bold, centred, Calibri 11pt

**Commented [n a 4]:** Optional heading denotes that less important items will not be discussed unless requested by the Committee

Commented [n a 5]: Agenda and section title for UNRESERVED BUSINESS: upper case, bold, centred, Calibri 11pt. Not needed if agenda has only unreserved business.

Commented [n a 6]: Standard first item.

**Commented [n a 7]:** Terms of reference and membership appear on the agenda for the first meeting of the academic year only.

Commented [n a 8]: Agenda items numbered sequentially.

Commented [n a 9]: Standard unique numbering system for attachments to the agenda – numbered from start of calendar year. Upper case, bold, Calibri 11pt.

Commented [n a 10]: Item introduced with a heading in upper case indicating the Committee's task to CONSIDER or TO RECEIVE. See notes below.

**Commented [n a 11]:** 'continued' ensures that members understand that there is more.

2

21 SEPTEMBER 2016 (UNRESERVED BUSINESS)

Commented [n a 12]: Top of second and subsequent pages: committee title, page number, date and (if appropriate) section in heading as shown. Upper case, bold, Calibri 11pt

5. International Student Survey (ISS)

TO CONSIDER

An analysis by the Surveys Monitoring Group of the factors behind the University's latest results in the ISS GBC/16/30 (referred to this Committee following discussion by the Academic Issues Committee)

**Commented [n a 13]:** Cross referral of items of mutual interest between committees helps to ensure wider awareness of key developments

Commented [n a 14]: Item will not be discussed unless

**Commented [n a 15]:** GBC/16/32 is not available to be attached to the agenda and so will follow in a second circulation of papers

6. Campus clean-up programme

TO CONSIDER

A proposed schedule of dates for the campus clean-up programme in 2013-14 GBC/16/31

7. Renewable Energy Working Party\*

TO RECEIVE

The minutes of a meeting of the Renewable Energy Working Party held on 5 August 2016

specifically requested by the Committee before the meeting commences

GBC/16/32 (To Follow)

8. Date and time of future meetings

TO NOTE

The dates and times of future meetings:

Monday 9 January 2017 Friday 14 April 2017 Wednesday 5 July 2017

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

**Commented [n a 16]:** It is best to set some limitation on 'any other business' to prevent abuse.

## UNIVERSITY OF LEICESTER

## **GENERAL BUSINESS COMMITTEE**

Meeting to be held on Wednesday 21 September 2016 at 10.30am in Council Room 1, Fielding Johnson Building

### AGENDA

### RESERVED BUSINESS

# 10. Appointment of external advisors

a. TO CONSIDER

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

Area of adviceNameAppointment datesLaboratory safetyDr Joe Bloggs1.1.2017-31.12.2019

HM Safety Watchdog East Midlands Region

b. TO RECEIVE

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

Area of advice Name
Food hygiene Ms D Reynolds

Food preparation consultant

Midshires Education

Authority

# 11. Infringement of littering regulations

a. TO CONSIDER

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

i. Dr John Doe, Department of Architecture and Design
 ii. Mrs Jane Deeping, Department of Earth Sciences
 GBC/16/34
 (To Follow)

# b. TO RECEIVE

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

Professor Malcolm Cross, Department of Antiquities

continued/

**Commented [n a 17]:** Headings repeated at the top of the RESERVED BUSINESS section, if there is one.

Commented [n a 18]: Numbering continues from unreserved section.

Commented [n a 19]: Lower case letters with full stop should be used to indicate subsections of an item.

21 SEPTEMBER 2016 (RESERVED BUSINESS) **Commented [n a 20]:** Page numbering continues from UNRESERVED section.

# 12. Dispensation from regulations

TO CONSIDER

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

**College of Sports Science** 

Mr R Transfer GBC/16/35

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

# Appendix 2

### UNIVERSITY OF LEICESTER

# **GENERAL BUSINESS COMMITTEE**

Minutes of a meeting held on Wednesday 21 September 2016

Present:

Professor J Smith (Chair)

Mr R Cooper Mrs W Jones Professor W Lee Professor M Patel Dr J Porter Dr B Russell

Dr T Stanley

In attendance: Mr A Gill (Secretary) and Mrs J White (for the business recorded in 16/M55)

Apologies for absence were received from Dr A Owen

### UNRESERVED BUSINESS

16/M51 **DECLARATIONS OF INTEREST** 

> Professor Lee declared an interest in respect of the business transacted under 16/M54.

16/M52 TERMS OF REFERENCE AND MEMBERSHIP

The Committee considered its terms of reference and membership for 2016-17.

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

16/M53 MINUTES OF THE PREVIOUS MEETING

The Committee considered the minutes of a meeting held on 24 June 2016.

The Committee approved them as a correct record.

Arising from minute 16/M33 (campus clean-up programme), the Committee noted a report from the Director of Cleaning that the new procedures had been implemented and were operating well.

16/M54 **NEW ACADEMIC BUILDING** 

> The Committee considered a report of a feasibility study into the construction of a new building to house the School of Architecture and Building, conducted by external consultants in the spring term 2016.

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

> > continued/

Commented [n a 1]: University title: upper case, bold, centred,

Commented [n a 2]: Committee title: upper case, bold, centred,

Commented [n a 3]: Minutes title and date of meeting: lower case, bold, centred, Calibri 11pt.

Commented [n a 4]: Chair centred, other members present listed in two columns in alphabetical surname order, with title and first initial. Title case, regular, Calibri 11pt.

Commented [n a 5]: In attendance: committee secretary and any

non-member present.

Apologies for absence: those members who told the chair or secretary

that they would be absent.
'In attendance' and 'Apologies for absence' titles: bold, lower case, Calibri 11pt. Lists of names: regular, title case, Calibri 11pt.

Commented [n a 6]: Section title UNRESERVED BUSINESS: upper case, bold, centred, Calibri 11pt. Not required for meetings with no reserved business.

Commented [n a 7]: Minute numbering runs sequentially from the start of each *calendar* year. Calibri 11pt, regular. The entire text of the minutes should be inset from the minute number. For minutes that will subsequently be bound the left and right margins should both be 3cm Minute title: bold, upper case, Calibri 11pt

Text of minute: on new line, regular, Calibri 11pt.

Commented [n a 8]: The minute starts with a sentence that reflects the item's appearance on the agenda, either The Committee considered... or the Committee received...

Commented [n a 9]: Continued helps to ensure that that readers understand that there is more.

### **21 SEPTEMBER 2016** (UNRESERVED BUSINESS)

The Committee recommended the report for formal approval by Senate, and agreed that the section of the report which dealt specifically with the funding aspects of the project (attached as appendix GBC/16/M54App.) would be referred for detailed consideration by the Finance Committee. [ACTION: MR A GILL]

Commented [n a 10]: Top of second and subsequent pages give committee title, page number, date and (if appropriate) section in header as shown. Upper case, bold, Calibri 11pt.

Commented [n a 11]: The appendix would be headed GBC/16/M54App in top right corner

### 16/M55 **INTERNATIONAL STUDENT SURVEY (ISS)**

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

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

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

Commented [n a 12]: The minute again begins with a sentence that reflects the item's appearance on the agenda. See notes below

Commented [n a 13]: Lengthy discussion summarised very

Commented [n a 14]: The Committee's decisions are consistently recorded at the end of the minute. See notes below.

Commented [n a 15]: Further communication between

Commented [n a 16]: Action box with names at end of minute

### **CAMPUS CLEAN-UP PROGRAMME** 16/M56

The Committee considered the proposed schedule of dates for the campus clean-up programme in 2016-17.

The Committee noted that the programme had been positively received by staff and students during 2015-16, its first year of operation, and the programme for 2016-17 had been extended to cover the Oadby Student Village.

The Committee approved the proposed schedule of dates for the campus clean-up programme in 2016-17.

### RENEWABLE ENERGY WORKING PARTY 16/M57

The Committee received the minutes of a meeting of the Renewable Energy Working Party held on 5 August 2016.

### 13/M58 **DATES AND TIMES OF FUTURE MEETINGS**

The Committee noted dates and times of future meetings: Monday 9 January 2017 Friday 14 April 2017 Wednesday 5 July 2017

CHAIR

Commented [n a 17]: Provide space at end of minutes (both

### UNIVERSITY OF LEICESTER

## **GENERAL BUSINESS COMMITTEE**

Minutes of a meeting held on Wednesday 21 September 2017

### RESERVED BUSINESS

# 16/M59 APPOINTMENT OF EXTERNAL ADVISORS

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

Area of advice Name Appointment dates
Laboratory safety Dr Joe Bloggs 1.1.2017-31.12.2019
HM Safety Watchdon

HM Safety Watchdog East Midlands Region

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

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

Area of advice Name

Food hygiene Ms D Reynolds

Food preparation consultant

Midshires Education

Authority

# 16/M60 INFRINGEMENT OF LITTERING REGULATIONS

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

Dr John Doe, School of Architecture and Construction

ii. Mrs Jane Deeping, Department of Earth Sciences

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

**The Committee agreed** to reject both appeals, and requested the Secretary to notify this outcome to the two individuals concerned. [ACTION: MR A GILL]

continued/

Commented [n a 18]: Titles repeated at the top of the Reserved Rusiness section

Commented [n a 19]: Section title 'RESERVED BUSINESS': bold, upper case, Calibri 11pt.

**Commented [n a 20]:** Minute numbering continues from Unreserved Business.

**Commented [n a 21]:** Lower case letters with a full stop should be used to indicate subsections of an item.

**Commented [n a 22]:** Use Roman numerals with a full stop if further subsections are required.



# 21 SEPTEMBER 2016 (RESERVED BUSINESS)

**Commented [n a 23]:** Page numbering continues from UNRESERVED section

b. **The Committee noted** that Professor Malcolm Cross, Department of Antiquities, had formally withdrawn his appeal against a penalty imposed upon him in respect of persistent infringement of the littering regulations.

# 13/M61 **DISPENSATION FROM REGULATIONS**

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

College of Sports Science Mr R Transfer

The Committee approved the dispensation.

## Duration of meeting: 1 hour and 25 minutes

CHAIR

**Commented [n a 24]:** Record length of whole meeting at very end of the minutes

# Notes on how to begin a minute

The minute of each item should reflect the appearance of the item on the agenda, i.e. whether it was considered or received.

Agenda items that were TO CONSIDER are turned into a minute beginning 'The Committee considered...' If necessary any major points can be summarised in a short paragraph. Then, the outcome is recorded at the end of the minute with a sentence beginning 'The Committee approved ...', 'The Committee agreed...', 'The Committee recommended...' or The Committee noted...'.

Agenda items that were TO RECEIVE are much simpler and can usually be turned into a one-sentence minute beginning 'The Committee received...'

# Appendix 3

### **UNIVERSITY OF LEICESTER**

### **GENERAL BUSINESS COMMITTEE**

Report of a meeting held on Wednesday 21 September 2016

Commented [n a 1]: For submission to Senate or Council 'minutes' are presented as a 'report'.

Present:

Professor J Smith (Chair)

Mr R Cooper Mrs W Jones
Professor W Lee Professor M Patel
Dr J Porter Dr B Russell

Dr T Stanley

In attendance: Mr A Gill (Secretary) and Mrs J White (for the business recorded in 16/M55)

Apologies for absence were received from Dr A Owen

### **UNRESERVED BUSINESS**

### Matters referred to Senate for approval

# 16/M54 NEW ACADEMIC BUILDING

The Committee considered a report of a feasibility study into the construction of a new building to house the School of Architecture and Building, conducted by external consultants in the spring term 2016.

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

**The Committee recommended** the report for formal approval by Senate, and **agreed** that the section of the report which dealt specifically with the funding aspects of the project (GBC/16/M54App.) would be referred for detailed consideration by the Finance Committee. ]

### b. Matters referred to Senate for information

### 16/M55 INTERNATIONAL STUDENT SURVEY (ISS)

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

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

continued/

**Commented [n a 2]:** Standard first heading. Any matters requiring approval of Senate or Council appear under this heading

Commented [n a 3]: Use the same text as appears in the minutes. Do not rewrite the minutes! Remove 'ACTION: PROFESSOR J SMITH' it is not necessary to include this in the report

**Commented [n a 4]:** Standard second heading. Any matters presented to Senate or Council for information only appear under this heading

### **21 SEPTEMBER 2016**

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

## 16/M56 CAMPUS CLEAN-UP PROGRAMME

The Committee considered the proposed schedule of dates for the campus clean-up programme in 2016-17.

**The Committee noted** that the programme had been positively received by staff and students during 2015-16, its first year of operation, and the programme for 2016-17 had been extended to cover the Oadby Student Village.

**The Committee approved** the proposed schedule of dates for the campus clean-up programme in 2016-17.

# c. Other matters considered at the meeting

16/M51 **DECLARATIONS OF INTEREST** 

16/M52 TERMS OF REFERENCE AND MEMBERSHIP

16/M53 MINUTES OF THE PREVIOUS MEETING

16/M57 RENEWABLE ENERGY WORKING PARTY

16/M58 **DATES AND TIMES OF FUTURE MEETINGS** 

**Commented [n a 5]:** Standard third (final heading). Use this to formally record any business that is judged to be of no particular interest to Senate or Council.

**Commented [nac16]:** For items under this heading just give the title as used in the minutes, but delete the main body of text.

### **UNIVERSITY OF LEICESTER**

# **GENERAL BUSINESS COMMITTEE**

Report of a meeting held on Wednesday 21 September 2016

### RESERVED BUSINESS

# a. Matters referred to Senate for approval or ratification

## 16/M59a APPOINTMENT OF EXTERNAL ADVISORS

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

Area of advice	Name	Appointment dates
Laboratory safety	Dr Joe Bloggs	1.1.2017-31.12.2019
	<b>HM Safety Watchdog</b>	

East Midlands Region

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

# b. Matters referred to Senate for information

### 16/M59b APPOINTMENT OF EXTERNAL ADVISORS

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

withdrawn:

Area of advice Name

Food preparation consultant

Midshires Education

Ms D Reynolds

Authority

### 16/M60 **DISPENSATION FROM REGULATIONS**

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

# **College of Sports Science**

Mr R Transfer

Food hygiene

The Committee approved the dispensation.

## c. Other matters considered at the meeting

# 16/M61 INFRINGEMENT OF LITTERING REGULATIONS

Commented [n a 7]: For some reserved items of business extra care should be taken when deciding how much information to include in reports to Senate or Council. If in doubt consult the Chair. In this particular example it would not have been appropriate to include information on the littering offences involving Dr Doe and Mrs Deeping.