

Appendix 1

UNIVERSITY OF LEICESTER

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

GENERAL BUSINESS COMMITTEE

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

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

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

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.*

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

UNRESERVED BUSINESS

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.

1. **Declarations of interest**

Commented [n a 6]: Standard first item.

2. **Terms of reference and membership**

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

TO CONSIDER

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

GBC/16/27

3. **Minutes of the previous meeting**

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

TO CONSIDER

Minutes of a meeting held on 24 June 2016

GBC/16/28

- a. Approval of the minutes
- b. Matters arising

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

4. **New academic building**

TO CONSIDER

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.

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/

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

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.

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 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

6. **Campus clean-up programme**

TO CONSIDER

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

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

7. **Renewable Energy Working Party***

TO RECEIVE

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

GBC/16/32
(To Follow)

Commented [n a 14]: Item will not be discussed unless specifically requested by the Committee before the meeting commences

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

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

9. **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 advice	Name	Appointment dates
Laboratory safety	Dr Joe Bloggs HM Safety Watchdog East Midlands Region	1.1.2017-31.12.2019

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 | GBC/16/33 |
| 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

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.

continued/

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)

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.

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

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 that a small number of significant concerns were being voiced by large numbers of students across the University.

Commented [n a 13]: Lengthy discussion summarised very briefly.

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

Commented [n a 15]: Further communication between committees on items of shared interest.

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

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.

16/M57 RENEWABLE ENERGY WORKING PARTY

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 sections) for Chair's signature.

UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Minutes of a meeting held on
Wednesday 21 September 2017

RESERVED BUSINESS

16/M59 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 HM Safety Watchdog East Midlands Region	1.1.2017-31.12.2019

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:

- i. 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]

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Commented [n a 18]: Titles repeated at the top of the Reserved Business 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.

- 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...'.

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 HM Safety Watchdog East Midlands Region	1.1.2017-31.12.2019

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:

Area of advice	Name
Food hygiene	Ms D Reynolds Food preparation consultant Midshires Education 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

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.