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

1. 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

3. Minutes of the previous meeting

   TO CONSIDER

   Minutes of a meeting held on 24 June 2016

   GBC/16/28

   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.
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 (referred to this Committee following discussion by the Academic Issues Committee) GBC/16/30

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 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

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

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<thead>
<tr>
<th>Area of advice</th>
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</tbody>
</table>

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

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)
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Minutes of a meeting held on Wednesday 21 September 2016

Present:
Professor J Smith (Chair)
Mr R Cooper
Professor W Lee
Dr J Porter
Mrs W Jones
Professor M Patel
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/
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]  

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 that 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]  

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 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.  
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 briefly.  
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  
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.

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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:

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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]
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
UNIVERSITY OF LEICESTER

GENERAL BUSINESS COMMITTEE

Report of a meeting held on
Wednesday 21 September 2016

Present:
Professor J Smith (Chair)
Mr R Cooper
Professor W Lee
Dr J Porter
Mrs W Jones
Professor M Patel
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

a. 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/
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 Qadby 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
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.

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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:

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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.