

**Meeting:** Academic Assembly Accountability and Transparency Working Group

**Date and Time:** Thursday 7<sup>th</sup> March 2019, 11.15-12.07

**Venue:** 8 W 2.24

**Chair:** Robert Kelsh

**Present:** Sabina Gheduzzi (SG)  
Hartmut Logemann (HL)  
Elke Pawlowski (EP)  
Theo Papadopoulos (TP)

**Apologies:** None

**Secretary:** Sarah White (SW)

1.	<b>OPENING</b>	<b>ACTION</b>
	None	
2.	<b>MINUTES OF PREVIOUS MEETING</b>	
	These were agreed with no amendments	
3.	<b>MATTERS ARISING</b>	
	As discussed below	
4	<b>HEAD OF GOVERNANCE</b>	
	<p>We agreed that RK will write to the Acting VC to raise two matters.</p> <p>a) We have heard rumours that a member of the University has been appointed as Interim Head of Governance. We will ask whether this is correct and if so what process was followed in making this appointment.</p> <p>b) We note that recruitment is underway for a permanent Head of Governance. We have some concerns about the way specific responsibilities have been framed in the job description, and especially about the absence of any reference to ‘participation’, as recommended in the Halpin Review. We believe there should be some participation of the University community in in the recruitment process, given the strategic importance of this post.</p> <p>(Note: sent 13 March 2019)</p>	RK
5.	<b>COURT MEMBERS TO JOIN EXTERNAL STAKEHOLDER ENGAGEMENT REVIEW</b>	
	We discussed the need to find out how ‘expressions of interest’ are being sought, and the time-frame for this. RK will raise this in his email to CESG as stated below.	RK
7.	<b>COUNCIL EFFECTIVENESS STEERING GROUP (CESG)</b>	
	SW emailed Ruth Foreman (RF) 19.2.19 to request a meeting with the CESG and raise concerns re future of court. RF replied 25.2.19 that there will be 3 members of court not on council on the Stakeholder engagement review. She also stated that we should go through the AA Chair to engage with CESG.	RK

	<p>SW emailed RF 26.2.19 to repeat request for meeting with CESH and explain why we were requesting direct access. SW also sent our TOR as requested and minutes of our meetings so far. As of 7 March there has been no reply.</p> <p>RK will write to RF on our behalf to ask to meet her to discuss how we can work with the committee. (Sent 8 March 2019)</p> <p>RK will also send to Chair of AA and the CESH queries for clarification to be discussed at the coming meeting. RK will co-ordinate with WG queries to be raised. These will include asking how are expressions of interest being sought for Court members to join the Stakeholder Engagement Review. (Sent 8 March 2019)</p>	
<b>8.</b>	<b>ACCOUNTABILITY OF UNIVERSITY EXECUTIVE BOARD</b>	
	We have been unable to find any minutes or any discussion on website. This is of concern when we hear that there may be decisions being made there regarding the structures of responsibility and delegation within the University.	
<b>9.</b>	<b>OUR COMMUNICATIONS</b>	
	SW and TP will meet John Fox and Lizzy Lee on 12/3/19, 15.00 to discuss setting up our webpage. (Meeting postponed as John Fox ill)	<b>SW/TP</b>
<b>10.</b>	<b>DATE OF NEXT MEETING</b>	
	We agreed to meet in two weeks time. EP will set up doodle poll.	<b>EP</b>