

CLERK'S BUSINESS PLANNING MEETINGS TERMS OF REFERENCE

Purpose and Terms of Reference

The Clerk's Business Planning meetings will:

- i. discuss the draft plan of committee business for each term to ensure that:
 - a. Chairs are aware of the wider business being undertaken;
 - b. where one committee calls on information from another the nature of the reporting line, and key content is agreed;
 - c. planned informal meetings (e.g. advisory groups) are provided with a clear remit and steer together with a defined reporting route.
- ii. Consider emerging projects, priorities and relevant regulatory matters with the Clerk and advise on the most appropriate way to handle the business through the Board and its Committees;
- iii. Where necessary, escalate matters of business or of concern, to the attention of the Board of Governors.
- iii. Where necessary, and requiring the additional attendance of the Vice-Chancellor, to constitute a:
 - a. Emergency Committee; or a
 - b. Special meeting of the Board of Governors to consider any business. A special meeting of the Board requires a the same quorum as that required for an ordinary meeting of the Board¹. In accordance with the Articles, a special meeting may only consider a specific item of business which will be provided to all Governors (including staff and student members) at the same time as the notice of the Clerk's Business Planning Meeting.

Composition

Chairs of the Board of Governors and its Committees
Clerk to the Board of Governors (Chair)

In Attendance

Deputy Clerk to the Board of Governors
The Vice-Chancellor and other University Officers as are required to assist with the business of the meeting, by invitation.

Frequency of meetings:

¹ Standing orders set the quorum for a Board meeting as being ten members, at least six of whom must be independent.

Three per year