

Purpose and Functions of the Collegiate Council

A. Purpose and Functions of the Collegiate Council

1. Purpose

2. Function

2.1 The functions of the Collegiate Council

2.2 Representation on committees

3. Specific Assurances

4. Reporting

5. Constitution of the Collegiate Council

B. Specific Procedures of the Collegiate Council

6. Conduct of Business

3. Specific Assurances

3.1 Collegiate Council will receive:

- a. The Annual Financial Statements.
- b. An annual report on academic governance.
- c.

B. Specific Procedures of the Collegiate Council

6. Conduct of business

6.1 Chair

6.6 Urgent Business

The Chair may authorise any member of the Collegiate Council on any matter falling within the remit of the Collegiate Council in the opinion of the Chair urgent (but not of sufficient importance to require a special meeting of the Collegiate Council). Such action shall be reported to the next meeting of the Collegiate Council.

6.7 Quorum

- < [REDACTED] must be the Chair or Deputy Chair

6.10 Agenda

- ◁ The agenda and supporting papers specifying the business to be transacted shall normally be sent to every member three working days before the meeting; accidental omission to send an agenda and/or supporting papers to - or the non-receipt of them by - a member shall not invalidate a meeting.
- ◁ No business shall be transacted at a meeting other than that specified in the agenda paper except with the consent of the Collegiate Council, matters introduced by the Chair because in the Chair's opinion they are urgent and have arisen too late to be specified in the agenda paper.
- ◁ Any suggestions by members for items for the agenda should normally be received by the Secretary fourteen working days before the meeting. The agenda shall be determined by the Chair in consultation with the Secretary. The Secretary shall write to any member who suggests an item that is not accepted stating the reasons. The inclusion on the agenda of any items received at shorter notice will be at the discretion of the Chair.

6.11 Confidentiality

Exceptionally, papers for consideration by the Collegiate Council, and any associated minutes, may be subject to non-disclosure exemptions in accordance with the Freedom of Information Act 2000. Such papers and any associated minutes will be designated as such and their circulation restricted accordingly.

6.12 Reserved Business

The Chair may require particular members of the Collegiate Council or persons in attendance to withdraw from the meeting for the discussion of particular items, depending on the nature of the business to be discussed.

6.13 Consultation with other bodies

In exercising its functions, the Collegiate Council shall ensure it seeks appropriate information or advice from relevant individuals or bodies.

6.14 Minutes

Minutes of meetings of the Collegiate Council will be taken and will be submitted to the next formal meeting for approval. Discussion on minutes shall be confined to their accuracy.

6.15 Documentation