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The Court

The Chancellor
The Members of the Council
The Members of the Senate

Up to twelve members of Convocation
  Mrs P. A. Allen
  Mrs D. Barnes-Phillips
  Mr R. D. W. Betts
  Mr I. J. P. Burn
  Mr L. James
  Mr E. Lyons
  Dr S. Rymer
  Mr A. J. A. Sheldon
  Ms B. Wainwright
  (Three vacancies)

The University Officers
  University Secretary and Director of Governance (Mr K.N. Hodgson)
  Director of Academic Services (Dr R.J. Messer)
  Director of External Affairs (Mr S.P.R. Horan)
  Director of Facilities Management (Mr C. Robbins)
  Director of Finance and Corporate Services (Mr D.C.L. Savage)
  Director of Student Services (Mrs J.A. Ghandhi)

Industrial and commercial partners
  Ms P. Alexander (SEEDA)
  Mr D. Archer (Pitmans Solicitors)
  Mr M. J. Beaumont (Foster Wheeler Ltd)
  Sir Michael Bichard (Greenlands Trust)
  Mr M. Blunden (Boyse Turner)
  Mr J. Braithwaite CBE (SEEDA)
  Mr M. Broadbent (SEEDA/TVEP)
  Mr A. Chalkley (Boyse Turner)
  Mr S. Dando (Thomson Reuters)
  Dr P. Erskine (Telefónica)
  Mr T. Evans CBE (TVEP)
  Mr A. Froggatt (Reading Real Estate Foundation)
  Mr N. Kempner (Reading Real Estate Foundation)
  Professor J. Lynch (formerly Forest Research)
  Mr J. Nike (Nike Group)
  Mr C. Parker (Microsoft Ltd)
  Mr M. Patel (Manichem)
  Sir Michael Rake (BT and the UK Skills Commission)
  Mr S. Rankin (CBI)
  Mr M. Samworth (CBRE)
  Mr I. Smith (PriceWaterhouseCoopers)
  Mr S. Smith (Chair of the Henley Alumni Board and of Amex Card services)
  Mr T. Wheeler (Brixton Plc)
  Mr S. Whittaker (TVEP)
Dame Jo Williams (The Chief Executive Office of QinetiQ)

Supporters of the University
(i) Up to six representatives of the Friends of the University
   Mr T. Bottomley
   Dr J. M. Grainger
   Mr W. Hartley Russell
   Mrs A.E. Haworth
   Mrs B. L. Morris
   Mr D. G. Wood
(ii) Mr J. Cook
     Viscountess Hambleden
     Sir William McAlpine
     Lady Sainsbury

Members of Parliament
   Mr R. Benyon MP
   Mr P. Goodman MP
   Ms F. Mactaggart MP
   The Rt Hon Theresa May MP
   The Rt Hon John Redwood MP
   Mr R. Wilson MP

County Dignitaries
(i) The Lord Lieutenant of the Royal County of Berkshire (Mrs M. Bayliss)
(ii) Up to four Deputy Lieutenants, on the nomination of the Lord Lieutenant of Berkshire
     Mr S. Errington CBE DL
     Mr D. Gardiner DL
     Mr R. Watson DL
(iii) The High Sheriff of the Royal County of Berkshire
(iv) The Lord Lieutenant of Buckinghamshire (Sir Henry Aubrey-Fletcher)

Local Mayors
   The Mayor of Henley-on-Thames (Councillor E. Hodgkin)
   The Mayor of Reading (Councillor F. Pugh)
   The Mayor of Wokingham (Councillor L.B. Patman)

Local authority officers
   The Chief Executive of Reading Borough Council (Mr M. Coughlin)
   The Chief Executive of Wokingham Borough Council (Ms S. Law)
   The Chief Executive of Wycombe District Council (Ms K. Satterford)

Health professionals
   Mr C. Maclean OBE (Chairman, Royal Berkshire and Battle Hospitals NHS Trust)
   Vacancy (Chair, Berkshire Healthcare NHS Trust)
   Professor A. Sheen (Chief Executive, Royal Berkshire and Battle Hospitals NHS Trust)
   Ms P. Slinger (Chief Executive, Berkshire Healthcare NHS Trust)

Employers of Reading graduates
   Mr P. Taylor-Smith (SEEDA)
   (Vacancies)
Associated Institutions and Associate College Network

(i) The Heads of Associated Institutions
- College of Estate Management (Dr A. Heywood)
- Eden Project Ltd (Dr T. Smith)
- Institute for Animal Health (vacancy)
- Natural History Museum (Dr M. Dixon)
- NERC Centre for Ecology and Hydrology (Professor P. Nuttall)
- Randolph College (Dr L. Franke)
- Reading Scientific Services Ltd (Ms K. O'Donnell)
- Rothamsted Research (Professor I.R. Crute)
- Royal Horticultural Society (Miss I. Grimsey)
- The Royal Botanic Gardens (Professor S.D. Hopper)

(ii) Principals of Colleges in the Associate College Network
- East Berkshire College (Ms J. Robertson)
- Sparsholt College (Mr T. Jackson)
- Bracknell and Wokingham College (Mr H. O'Keeffe)
- Basingstoke College of Technology (Ms J. Armstrong)

Up to twenty representatives of Local Schools
- Ms D. Ajose (Prospect School)
- Mrs M. Ball (Baylis Court Secondary School)
- Mr C. Clare (Geoffrey Fields Junior School)
- Mr M. Duncan (Brighton Hill Community College)
- Mr R. Elsey (Edgbarrow School)
- Ms T. Frackleton (Hatch Ride Primary School)
- Mr S. Hempson-Jones (The Hawthorns Primary School)
- Mr I. Hylan (Cox Green School)
- Mrs J. Jarvis (Calcot Infant & Nursery School)
- Mr A. J. Linnell (Desborough School)
- Ms D. Lister (Slough Centre Nursery)
- Mr A.N. Matthias (The Emmbrook School, Wokingham)
- Ms T. Opalko (St Edmund Campion Primary)
- Ms S. Rafter (Robert Mays School)
- Mrs S. Rowe (The Coombes Infant School)
- Ms M. Shortall (Waingel's College)
- Dr P. Thomas (Maiden Erleigh School)
(Three vacancies)

Recent Honorary Graduates of the University and Fellows of the former Henley Management College
- Dr J. Armit
- Professor M. Belbin
- Dr H. Blumenthal
- Dr M. Bond
- Dame Lynne Brindley
- Dr D. Burridge
- Dr T.A.B. Corley
- Dr P. Erskine
- Dr J. Godfrey
- Dr M. Green
Dr P. Hillebrandt
Professor J.R. Knowlson
Sir Peter Michael
Professor G. Materlik
Mr J. Roberts
Ms V. Scouler
Mr J. Steel
Emeritus Professor M.L. Twyman
Sir Philip Wroughton

Former members of the Council of the University
Mr W. Barclay
Sir William Benyon
Dr G.P. Botting
Mr T.G. Ford
Mr D. Gibbons
Miss C. Harmer
Mr D. Luffrum
Mr P.D. Orchard-Lisle
Dr E.S. Page
Mr A.E. Palmer
Dr W.A. Palmer
Dr M.E. Rayner
Professor Sir Roger Williams

The Presidents of the Hall Junior Common Room Committees
Council

Statutes XIV and XV, and Ordinance XLIV define the membership and powers of the Council.

Normal period of tenure - three years, except for the representative of the University of Oxford (5 years)

Class 1: Ex officio

The Vice-Chancellor
The Treasurer
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors

Class 2: Appointed by Public Authorities

One by Reading Borough Council:
Councillor P. Jones 2009-2010

One by Wokingham Borough Council:
Councillor P. Swaddle 30.9.2012

Class 3: Fourteen persons not being employees or registered students of the University to be appointed by the Council.

Mr T. Bartlam C08/68 31.7.2012
Mr R. Buller C06/53 31.7.2010
Mr R. Dwyer C08/68 31.7.2012
Mr R.E.R. Evans C09/09 31.7.2012
Mr J.D. Fishburn C08/68 31.7.2012
Mr C.C. Fisher (President of the Council) C09/09 31.7.2011
Professor S. Hawker C07/34 31.7.2010
Dr J.C.F. Hayward C07/59 31.7.2011
Mr H.W.A. Palmer QC C07/59 31.7.2011
Dr A.P. Reed C07/34 31.7.2010
Mrs J.M. Scott (Vice-President of the Council) C07/59 31.7.2011
Sir John Sunderland 31.7.2011
Mr P. Walsh 31.7.2011
Dr J.D. Wilkins C06/53 31.7.2010

Class 4: The Deans of the Faculties

Professor C.J. Bones (A&H)
Professor R.H. Ellis
Professor S.J. Mithen
Professor J. Pemberton

Class 5: One member of the Senate not being a registered student of the University to be appointed by the Senate.

Professor P.M. Leopold S07/29 31.7.2010
Class 6. One member of the Academic Staff of the University elected from among their own number in such manner and under such conditions as are prescribed by the Council for the election of members of the Academic Staff to the Senate under Statute XVI.

Dr I. Mueller-Harvey  C08/33  31.7.2011

Class 7. One member of the staff of the University not being a member of the Academic Staff elected in such a manner as the Council shall from time to time determine.

Mrs H.M. Dominick  C09/09  31.7.2012

Class 8. One member of Convocation not being an employee or registered student of the University to be appointed as provided in Ordinances.

Dr A.M. Hodge  C09/09  31.7.2012

Class 9. Two officers of the Students' Union and two alternates as determined from time to time by the Council after consultation with the Students' Union.

Ms S. Brennan (The President of the Students' Union)
Mr T. Gilchrist (Vice-President (Education) of the Students' Union)

Alternates

Ms E. Bell (Vice-President (Democracy and Campaigns) of the Students' Union)
Ms M. Pennyfather (Vice-President (Student Rights and Diversity) of the Students' Union)

Secretary: The University Secretary (Mr K.N. Hodgson)
Senate

Ex officio

Vice-Chancellor
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors

Deans of the Faculties

(A&H) Professor S.F. Walker
(HBS) Professor C.J. Bones
(LS) Professor R.H. Ellis
(S) Professor S.J. Mithen
(SS) Professor J. Pemberton

The Faculty Directors of Research

Professor S.F. Walker (Arts and Humanities)
Professor V.A. Gibson (Henley Business School)
Professor R.H. Ellis (Life Sciences)
Professor S.J. Mithen (Science)
Professor J. Pemberton (Social Sciences)

The Faculty Directors of Teaching and Learning

Dr P.E. Woodman (Arts and Humanities)
Dr P.M. Miskell (Henley Business School)
Dr J.R. Park (Life Sciences)
Dr B.C. Cosh (Science)
Dr M.-M. Kleinhans (Social Sciences)

The Heads of the Schools

Professor S.E. Belcher (Mathematics, Meteorology and Physics)
Professor J.C. Bignell (Arts, English and Communication Design)
Professor J.L.G. Board (ICMA Centre)
Professor G. Brooks (Biological Sciences)
Professor C.J.H. Duggan (Languages and European Studies)
Professor J.A. Ellis (Psychology and Clinical Language Sciences)
Professor V.A. Gibson (Real Estate and Planning)
Dr P.J. Giddings (Politics and International Relations)
Dr M.J. Gooding (Agriculture, Policy and Development)
Professor A.C. Goodwyn (Institute of Education)
Professor C.G. Guy (Systems Engineering)
Professor C. J. Hilson (Law)
Professor W.P. Hughes (Construction Management and Engineering)
Professor U.S. Kambhampati (Economics)
Professor G. Marston (Chemistry, Food and Pharmacy)
Professor S. Nortcliff (Human and Environmental Sciences) (Acting)
Professor R. Palmer (Management)
Professor J. Pemberton (Continuing Education) (Acting)
Ms A.C. Quinn (Health and Social Care)
Dr F. Tallett (Humanities)

One person other than the Head of School elected by and from amongst the members of the academic staff in that School. Each member so elected shall hold office for three years and shall be re-eligible*

Dr S. Banks (Law)
Dr D. Brauner (Arts, English and Communication Design)
Dr S.P. Burke (Economics)
Dr C. Cirillo (Continuing Education)
Dr G.K. Cook (Construction Management and Engineering)
Dr T.C. Davies (Education)
Professor S.I. Edwards (Psychology and Clinical Language Sciences)
Dr M.D.E. Fellowes (Biological Sciences)
Mr R. Gibbard (Real Estate and Planning)
Professor R.G. Harrison (Mathematics, Meteorology and Physics)
Professor D.G.B. Heuser (Politics and International Relations)
Dr C. Print (Management)
Dr I.F. Roe (Languages and European Studies)
Dr V.F. Ruiz (Systems Engineering)
Professor P.J. Stratton-Lake (Humanities)
Professor C.M.S. Sutcliffe (ICMA Centre)
Mr P.G. Swallow (Chemistry, Food and Pharmacy)
Professor J.R. Tiffin (Agriculture, Policy and Development)
Dr K.H. White (Human and Environmental Sciences)
Vacancy (Health and Social Care)

Twelve Professors elected by and from amongst the Professors including those appointed to an established Professorship those accorded the personal title of Professor and those in Research and Analogous Grade IV who have been accorded the title of Professor. Each member so elected shall hold office for three years and shall be re-eligible*

Professor N. Arnell  S08/42  31.7.2011
Professor N.J Atkin  S09/41  31.7.2012
Professor R.K. Auchmuty S09/41  31.7.2012
Professor M.A. Baker  S07/29  31.7.2010
Professor R.W. Chapman  S07/29  31.7.2010
Professor S. Dentith  S09/41  31.7.2010
Professor P.R. Ghandhi  S08/42  31.7.2011

Professor G.R. Mitchell  S09/41  31.7.2012
Professor C. Newdick  S07/29  31.7.2010
Professor S. Nortcliff  S08/42  31.7.2011

Professor J. D. Saddy  S09/41  31.7.2012
Professor A. Williams  S08/42  31.7.2011
Twelve members of the Academic and Academic-related Staff not being Professors elected by and from amongst the members of the Academic and Academic-related Staff excluding Professors. For the purposes of this clause Professor is as defined in Clause (8) above. Each member so elected shall hold office for three years and shall be re-eligible.

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration No.</th>
<th>Date of Election</th>
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<tbody>
<tr>
<td>Dr M.J. Almond</td>
<td>S08/42</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>Revd. Dr. T. Astin</td>
<td>S09/41</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Dr R. Bonser</td>
<td>S09/41</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Dr I. M. Bland</td>
<td>S08/42</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>Dr J. D. Creighton</td>
<td>S09/41</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Dr P. Glaister</td>
<td>S09/41</td>
<td>30.9.2012</td>
</tr>
<tr>
<td>Mrs J.H. Munro</td>
<td>S07/29</td>
<td>31.7.2010</td>
</tr>
<tr>
<td>Mr T. Pitman</td>
<td>S08/42</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>Mr D. M. Roch</td>
<td>S07/29</td>
<td>31.7.2010</td>
</tr>
<tr>
<td>Dr J. E. Setter</td>
<td>S08/42</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>Mrs G. Taylor</td>
<td>S08/42</td>
<td>31.7.2010</td>
</tr>
<tr>
<td>Ms K. Turner</td>
<td>S07/29</td>
<td>31.7.2010</td>
</tr>
</tbody>
</table>

Five Officers of the Students’ Union as determined from time to time by the Senate after consultation with the Students’ Union

The President of the Students Union

Ms S. Brennan 7.2010

The Vice-President (Education)

Mr T. Gilchrist 7.2010

The Vice-President (Student Rights & Diversity)

Ms M. Pennyfather 7.2010

The Vice-President (Student Activities)

Ms A. Barnes 7.2010

The Vice-President (Democracy & Campaigns)

Ms E. Bell 7.2010

One member elected by and from amongst the registered students of each Faculty. Each member so elected shall hold office for one year and shall be re-eligible.

(A&H) Vacancy
(HBS) Vacancy
(LS) Vacancy
(S) Vacancy
(SS) Vacancy
Not more than five members co-opted by the Senate for such period not exceeding three years as the Senate shall on each occasion of co-option determine.

Professor M. Clark  S08/61  31.7.2011
Mr C.B. Hardman  S08/61  31.7.2011
Professor P. M. Leopold  S09/32  03.7.2010

Secretary: The University Secretary (Mr K.N. Hodgson)
The Heads of Directorate shall have a right of attendance at meetings of the Senate.
University Board for Teaching and Learning

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)
The Deputy Vice-Chancellor (Professor T.A. Downes)

The Deans of the Faculties

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;H</td>
<td>Professor S.F. Walker</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>HBS</td>
<td>Professor C.J. Bones or his nominee (Professor V.A. Gibson)</td>
<td>31.7.2010</td>
</tr>
<tr>
<td>LS</td>
<td>Professor R.H. Ellis</td>
<td>31.7.2010</td>
</tr>
<tr>
<td>S</td>
<td>Professor S.J. Mithen</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>SS</td>
<td>Professor J. Pemberton</td>
<td>31.7.2012</td>
</tr>
</tbody>
</table>

The Directors of Teaching and Learning of the Faculties

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;H</td>
<td>Dr P.E. Woodman</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>HBS</td>
<td>Dr P.M. Miskell</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>LS</td>
<td>Dr J.R. Park</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>S</td>
<td>Dr B.C. Cosh</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>SS</td>
<td>Dr M.M. Kleinhans</td>
<td>31.7.2011</td>
</tr>
</tbody>
</table>

One representative of each Faculty to be appointed by the relevant Faculty Board for Teaching and Learning

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;H</td>
<td>Dr A. Lawrence</td>
<td>30.9.2011</td>
</tr>
<tr>
<td>HBS</td>
<td>Mr R. Gibbard</td>
<td>30.9.2012</td>
</tr>
<tr>
<td>LS</td>
<td>Professor M.H. Gordon</td>
<td>30.9.2011</td>
</tr>
<tr>
<td>S</td>
<td>Vacancy</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>Mrs E.A. Smith</td>
<td>30.9.2011</td>
</tr>
</tbody>
</table>

Not more than two further members to be co-opted or appointed in a manner to be determined by the University Board

The Director of Student Services (Mrs J.A. Ghandhi)

The Chairs of such Sub-Committees as the University Board may from time to time appoint

- Sub-Committee on the Enhancement of Teaching and Learning (Professor R.L. Robson)
- Sub-Committee on Examinations and Assessment (Dr J.R. Park)
- Committee on Postgraduate Research Studies (Professor D.C. Berry)
- Sub-Committee on Programme Management (Dr B.C. Cosh)
- Sub-Committee on Teaching and Learning Facilities (Professor V.A. Gibson)

Two officers of the Students' Union as determined from time to time by the Board after consultation with the Students' Union
The Vice-President (Education) of the Students' Union (Mr T. Gilchrist)
The Vice-President (Student Activities) of the Students' Union (Ms A. Barnes)

Right of attendance

The President of the Students' Union

By Invitation

The Director of Academic Quality Support (Mr K.H.S. Swanson)
The Director of the Centre for the Development of Teaching and Learning (Dr J.E. Phelps)
The Director of the Continuing Professional Development Office
The International Quality Support Manager (Mrs R.B. Dearlove)
The Chief Executive of Reading University Students' Union (Mr R. Silcock)

Secretary

The Director of Academic Services (for whom Mr K.H.S. Swanson acts)

Terms of Reference: Ordinance XLV
Sub-Committee for the Enhancement of Learning and Teaching

Chair The Pro-Vice-Chancellor (Professor R.L. Robson)

The Faculty Directors of Teaching and Learning
Arts and Humanities: Dr P.E. Woodman
Henley Business School: Dr P.M. Miskell
Life Sciences: Dr J.R. Park
Science: Dr B.C. Cosh
Social Sciences: Dr M.-M. Kleinhans

A representative of each Faculty
Arts and Humanities/ Social Sciences: Ms C.L. Furneaux
Life Sciences/Science:
Henley Business School: Dr. J.E. Cooper
The Director of the CETL-AURS (Dr J.D. Creighton)
The Director of the Centre for Career Management Skills
The Director of Academic Services (Dr R.J. Messer)
The Director of the Centre for the Development of Teaching and Learning
(De J.E. Phelps)
The Director of Staff Training and Development (Ms E.A. Graham)
The Director of Academic Quality Support (Mr K.H.S. Swanson)
The Teaching Enhancement Manager (Dr A.C. Crook)
The Vice-President (Education) of the Students’ Union (Mr. T. Gilchrist)
Chair of Steering Group on Academic Skills
Chair of the Sub-Committee on IT in Teaching and Learning
The Director of Progress South Central (Ms F. Croft)

Secretary
Miss N. Dawson

Terms of Reference

1. To advise the University Board for Teaching and Learning and take an institutional overview of matters relating to teaching and learning enhancement, including:

(a) the implementation of relevant initiatives arising from the *Strategy for Learning and Teaching*;
(b) the capturing, dissemination and use of good practice and pedagogic research, from bodies and activities both internal and external to the University including other HEIs, the Higher Education Academy, the Centres for Excellence in Teaching and Learning, and the Lifelong Learning Network;
(c) to foster and support teaching and learning enhancement initiatives within the University’s academic Schools, and evaluate current practices;
(d) issues relating to both internal and external funding for teaching and learning enhancement initiatives;
(e) the activities of, and links between, the Centres for Excellence in Teaching and Learning;
(f) to consider teaching and learning enhancement for postgraduate students, particularly research students;

2. To act as a ‘Steering Committee’ for the work of the Centre for the Development of Teaching and Learning and establish clear prioritisation on initiatives, and to receive an Annual Report on relevant activities from the Centre;

3. To meet termly and report to the University Board for Teaching and Learning.

Sub-Committee on Examinations and Assessment

Normal period of tenure – three years

Chair Dr J.R. Park
Ex Officio The Pro-Vice-Chancellor (Professor R.L. Robson)

Two members of the Academic Staff from each Faculty nominated by the relevant Faculty Board for Teaching and Learning (one of the members representing the Faculty of Social Sciences to be drawn from the Institute of Education)

(A&H) Dr A. P. Nash 30.9.2010
(HBS) Dr L. Thurloway 30.9.2012
(HBS) Dr A.R. Bell 30.9.2011
.................................................................(LS) Professor M.H. Gordon 30.9.2011
.................................................................
(LS) Mr N.F. Beard 30.9.2011
(S) Vacancy
(S) Dr H. Wei 31.7.2011
(SS) Dr M.M. Kleinhans ........................................30.9.2012
..............................
..............................

One student representative drawn from each Faculty

(A&H) (To be appointed)
(HBS) (To be appointed)
(LS) (To be appointed)
(S) (To be appointed)
(SS) (To be appointed)

The Director of the Centre for the Development of Teaching and Learning (Dr. J.E. Phelps)
Secretary: The Examinations Officer

Standing invitation

The Vice-President (Education) of the Students’ Union (Mr T. Gilchrist) 31.7.2010
Terms of reference:

To consider matters relating to examinations and assessment, and to report to the Senate through the University Board for Teaching and Learning.

Sub Committee on Neglect of Work and Unsatisfactory Progress

Chair  The Pro-Vice-Chancellor (Teaching and Learning) (Professor R.L. Robson)

The Faculty Directors of Teaching and Learning
The Faculty representatives on the University Board for Teaching and Learning
The Vice-President (Education) of the Students’ Union

Secretary: The Secretary to the University Board for Teaching and Learning
(for whom Ms J.L. Chetcuti acts)

A panel shall be drawn from the membership of the Sub-Committee and shall be determined by the Pro-Vice-Chancellor (Teaching and Learning) in respect of each case.

Sub-Committee on IT in Teaching and Learning

Chair  Dr M.-M. Kleinhans

Ex Officio  The Pro-Vice-Chancellor (Professor R.L. Robson)

Faculty Directors of Teaching and Learning (by invitation)

Dr P.E. Woodman  (Arts and Humanities)
Dr P.M. Miskell  (Henley Business School)
Dr J.R. Park  (Life Sciences)
Dr B.C. Cosh  (Science)
Dr M.-M. Kleinhans  (Social Sciences)

Representatives from Faculties

One representative of each faculty – SDTL or SLTC
(A&H)  Dr L.V. Purse (alternate Dr M. Nixon)
(HBS)  Mr A. Mansi
(LS)  Dr R.J. Hobson (alternates Dr K. L. Ayres and Dr A. Culham)
(S)  Dr R.J. Mitchell
(SS)  Dr R.J. Mitchell

Director, IT Services  (Mr D.M. Roch)
A Representative from the University Library  (Ms H.M. Hathaway, alternate Miss S.E. Smith)
Director, Staff Training and Development  (Ms E.A. Graham)
Director, Centre for the Development of Teaching and Learning (Dr J.E. Phelps)
e-Learning Manager  (Ms M.-C. Papaefthimiou)

By Invitation

Director of Academic Services (Dr R.J. Messer)
Director of Academic Quality Support (Mr K.H.S. Swanson)
Student Services (Dr A.M. Taylor, alternate Dr J.E. Turner)
RISIS Office (Dr R.J. Crabtree)
SSE Representative (Professor S. Williams)

Representative from the Students’ Union
The Vice-President (Education) (Mr T. Gilchrist)

Secretary: Ms L. Davies

Terms of reference

1. Consider the impact of learning technology in teaching and learning
2. Ensure that e-learning activity is appropriately aligned with the University L&T and other Strategies as appropriate
3. Plan and prioritise sustainable resources for e-learning
4. Develop processes to monitor e-learning activities in the University
5. Develop appropriate strategies for embedding e-learning at school level
6. Monitor student expectations and student experiences of e-learning
7. Develop and update policies on the configuration, use and management of learning technology
8. Liaise and consult with related committees/groups on specific matters when appropriate.

Sub-Committee on Postgraduate Research Studies

Pro-Vice-Chancellor (Professor D.C. Berry) (Chair)

Faculty Directors of Research

Professor S.F. Walker (Arts and Humanities)
Professor V.A. Gibson (Henley Business School)
Professor R.H. Ellis (Life Sciences)
Professor S.J. Mithen (Science)
Professor J. Pemberton (Social Sciences)

By Invitation

The Director of the Graduate School in Arts & Humanities (Professor S.J.C. Taylor)
The Director of the Graduate School in Social Services (Professor P.M. Denicolo)
The Co-ordinator of the Graduate Skills Development Programme (Dr P. Stuart)
The Admissions Officer (Mr A. Keeble)
The Director of the International Office or her nominee
The Director of Research and Enterprise Services or his nominee
The President of the Students’ Union Postgraduate Student Representative Committee

Secretary: The Head of the Postgraduate Research Student Office (Mr C. Robson)
Terms of reference:

a) to set School/Department level PGR recruitment targets, in line with the University’s overall PGR recruitment target as determined by the Senior Management Board;
b) to monitor performance in meeting PGR recruitment targets;
c) to monitor PGR recruitment at competitor institutions, subject by subject, such that they can inform Reading’s PGR recruitment targets;
d) to consider how the University might best respond to significant opportunities for increasing PGR student numbers (through partnership with an overseas University, through responding to changes in research council funding of studentships, through industrial contacts, and so on);
e) to oversee the monitoring of training programmes for PGR students;
f) to oversee the monitoring of progress of all PGR students;
g) to oversee the quality management arrangements for PGR programmes;
h) to determine the arrangements for the allocation and award of PGR studentships;
i) to determine how Roberts funding should be used;
j) To report separately on matters of particular relevance to each of the University Board for Teaching and Learning and the University Board for Research.

Sub-Committee on Programme Management

One Faculty Director of Teaching and Learning

The Faculty Director of Teaching and Learning (Science) Dr B.C. Cosh (Chair)

Ex-officio

The Sub-Dean of the Faculties of Arts and Humanities/ Social Sciences Mr N.G. Trethewy
The Sub Dean of the Faculties of Science/Life Sciences Ms S.A.R. Adams
The Faculty Director of Administration, Henley Business School Mr D.A. Stannard
The Director of Academic Quality Support Mr K.H.S. Swanson

By invitation

The Faculty Director of Teaching and Learning (Arts and Humanities) Dr P.E. Woodman
The Academic Registrar Ms L.J. Kishore
The Director of the Centre for the Development of Teaching and Learning Dr J.E. Phelps
The RISIS Applications Manager Dr R.J. Crabtree
RISIS Senior Support Officer Mrs T.M. Robinson
Timetabling Manager, Central Room Mrs J.A. Pendleton
Booking and Timetabling Office
Vice-President (Education) of the Students’ Union Mr T. Gilchrist
Senior Quality Support Officer Ms J.L. Chetcuti
School Administrator (Humanities) Mrs N.L. Aitken
The Examinations Officer
Faculty Administrator (Arts and Humanities and Social Sciences) Mrs G. Scott
Undergraduate Director of Studies (Mathematics) Dr N. Biggs
Secretary: Mrs V.A. Howard

Terms of reference

1. To advise and report to the University Board for Teaching and Learning on matters related to the management of taught programmes, and in particular policy and practice in relation to Programme Specifications and Module Descriptions, module selection processes, Handbooks for taught programmes, and Timetabling;

2. To liaise, as appropriate, with other providers of information relating to taught programmes, including the provision of data for inclusion in the student records system and Programme Specifications database;

3. To oversee policy and practice relating to the credit accumulation and credit transfer system, including the operation of ECTS and JYA.

Sub-Committee on Teaching and Learning Facilities

Chair
Professor V.A. Gibson

Ex Officio

The Pro-Vice-Chancellor (Professor R.L. Robson)

Representatives from Faculties

(A&H) Ms C.L. Furneaux
(A&H) Vacancy (London Road)
(HBS) Professor V.A. Gibson
(HBS) Vacancy
(LS) Dr G. Stephens
(LS) Mr N.F. Beard
(S) Professor C.G. Guy
(S) Dr G.K. Cook
(SS) Mr D. Harries (Bulmershe Court)
(SS) Dr M-M. Kleinhans

Representatives from Service Departments

Financial Planning and Analysis (Mr L.F. Beck)
Campus Services (Mr I. Cruickshank)
Projects, Feasibility and Design (Mr M. Evans)
Student Services (Mrs J.A. Ghandhi)
Information Technology Services (Mr S. Gough)
Commercial Services (Mr N. Monks)
Centre for the Development of Teaching and Learning (Dr J.E. Phelps)
(alternate Ms M-C. Papaefthimiou)
Facilities Management ................................................................. (Mrs J. Pich)
Information Technology Services (Mr D.M. Roch)
Campus Services (Ms D. Shearman)
Central Room Bookings and Timetabling Office (Ms J. Smith)
University Library (Mr R.J.M. Wood)

Representative from the Students' Union: Mr T. Gilchrist

Secretary: Ms J.L. Chetcuti

Reports to the University Board for Teaching and Learning and to the Facilities Management Committee.

Terms of reference:

1. To consider the impact of changes in teaching and learning on the facilities (space and technology) required.

2. To develop a vision of the teaching and learning spaces required in order to inform the Estates Strategy and associated Capital Projects.

3. To monitor the use of teaching space and the associated technology and continue to ensure it is fit for purpose.

4. To develop and update policies on the configuration, use and management of teaching and learning spaces.

5. To plan and oversee the improvements to teaching and learning spaces through the investment in furniture, fittings, technology and related services.
University Board for Research

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry) (Chair)
The Deputy Vice-Chancellor (Professor T.A. Downes)

The Deans of the Faculties

(A&H) Professor S.F. Walker
(HBS) Professor C.J. Bones (or his nominee)
(LS) Professor R.H. Ellis
(S) Professor S.J. Mithen
(SS) Professor J. Pemberton

The Directors of Research of the Faculties (if not already members)

(A&H) Professor S.F. Walker 31.7.2011
(HBS) Professor V.A. Gibson 31.7.2010
(LS) Professor R.H. Ellis 31.7.2012
(S) Professor S.J. Mithen 31.7.2012
(SS) Professor J. Pemberton 31.7.2013

The Chairs of such Sub-Committees as the University Board may from time to time appoint

Professor D.C. Berry (Committee on Postgraduate Research Studies)
Dr P. Yaqoob (Sub-Committee on Research Travel Grants)

One member of each Faculty Board for Research to be elected by that Board (for a period of three years)

(A&H) Professor C.J.H. Duggan
(HBS) Professor N. Hashimzade
(LS) Professor J.D. Saddy
(S) Professor S.D. Green
(SS) Professor D.D. Malvern

Not more than two further members to be co-opted or appointed in a manner to be determined by the Board

Two vacancies

The Director of Research and Enterprise Services
Dr D.J. Gillham

Right of attendance
The Vice-President (Education) of the Students’ Union

Secretary
The Director of Academic Services (for whom Miss N. Dawson acts)

Terms of Reference: Ordinance XLVI
Sub-Committee on Research Travel Grants

Dr P. Yaqoob (Chair)
Professor D.D. Malvern

Secretary: Miss N. Dawson

Terms of reference:

To consider applications for travel funding related to the ‘outcomes’ of personal research, from the following:

(i) All academic staff paid from whatever source.

(ii) Other members of staff on the Research and staff salary scale except for those employed by bodies that already contain provision for attendance at conferences.

(iii) Research students funded by the University (not by Schools). Such applications must be accompanied by a supporting note from their Supervisor. Applicants funded wholly by Schools are not eligible to apply but those students who are partly funded by both the University and their School will be considered.

The Sub-Committee will report to the University Board for Research.
University Board for Enterprise

Ex Officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor C.M. Williams) Chair
The Deputy Vice-Chancellor (Professor T.A. Downes)

The Deans of the Faculties

Professor S.F. Walker (Arts and Humanities)
Professor C.J. Bones (or his nominee) (Henley School of Business)
Professor R.H. Ellis (Life Sciences)
Professor S.J. Mithen (Science)
Professor J. Pemberton (Social Sciences)

The Director of External Affairs
Mr S.P.R. Horan

The Director of Student Services
J.A. Ghandhi

The Director of Research and Enterprise Services
Dr D.J. Gillham

Three members drawn from either Directorates or Ambassadors for Enterprise

Secretary: The Director of Academic Services (for whom Mr C. Robson acts)

Terms of reference:

1. To monitor the implementation of the University’s Enterprise Strategy and achievement of the targets for Enterprise laid down in the Corporate Plan.
2. Focusing on areas of research excellence, encourage the development of strong sustained relationships with business and other users, to increase the economic and social impact of our research.
3. Evaluate the impact of our research through the generation of relevant income streams and effective transfer of technology and exchange of knowledge, including, but not solely, via the generation of new businesses.
4. Develop a strategic approach to our relationships with potential employers of our students and encourage initiatives which can enhance the employability of our graduates, postgraduates and early career researchers.
5. Evaluate the uptake and impact of initiatives designed to increase graduate awareness of the needs of employers.
6. Maximise the potential for synergistic relationships with employers that can help support knowledge exchange and lead to further sustained relationships, including research and consultancy.
7. Raise awareness and encourage further development of the diverse range of high quality services provided within schools, self funded units and research platforms, including CPD.
8. Monitor the success of our business services through the development of relevant performance indicators.
9. Raise awareness of the extensive outreach activity within schools and museums and the value of unique collections; ensure these are fully exploited to benefit the university’s reputation.
10. Support the university’s aim to enhance its external profile through greater awareness, internally and externally, of its key strengths.
Management Board of the Faculty of Arts and Humanities

Ex officio

The Vice-Chancellor
The Dean of the Faculty (Professor S.F. Walker) (Chair)

Heads of Schools of the Faculty

School of Arts, English and Communication Design (Professor J.C. Bignell) 31.7.2012
School of Continuing Education (Professor J. Pemberton- Acting Head) 31.7.2010
School of Humanities (Dr F. Tallet) 31.7.2012
School of Languages and European Studies (Professor C.J.H. Duggan) 31.7.2012

The Director of Research of the Faculty

Professor S.F. Walker 31.7.2011

The Director of Teaching and Learning of the Faculty

Dr P.E. Woodman 31.7.2012

Secretary: Mr N.G. Trethewy

Terms of Reference: Ordinance XII
Faculty Board for Research in Arts and Humanities

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry)

Such Deans and Directors of Research as may be assigned to the Board by the Senate

Professor S.F. Walker (Chair) S07/45 31.7.2011

The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

School of Arts, English and Communication Design (Professor B. Cheyette)
School of Continuing Education (Vacancy)
School of Human and Environmental Sciences (Professor R.W. Chapman)
School of Humanities (Dr P. Vasunia)
School of Law (Dr G. James)
School of Languages and European Studies (Professor K.M. Bryden)
School of Politics and International Relations (Professor D.B.G. Heuser)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Director of the Graduate School in Arts and Humanities (Professor S. Taylor)
Faculty Representative on the University Board for Research (Professor C. Duggan)
Faculty Representative for Enterprise (Mr G. Leonidas)
Director of the Simplification Centre (Professor R. Waller)

Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

Two vacancies

Secretary: Senior Administrative Officer, Faculty of Arts and Humanities and of Social Sciences (Miss L.A. Evans)

Standing Invitations

Faculty Director of Teaching and Learning (Dr P.E. Woodman)
Research and Enterprise Services (Dr D. Gillham)
The Sub-Dean of the Faculties of Arts and Humanities and of Social Sciences (Mr N.G. Trethewy)
Faculty Library Representative (Mr C. Cipkin)
The Faculty Representative of the University Board for Research
Faculty Representative for Enterprise
Faculty Board for Teaching and Learning in Arts and Humanities

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor R.L. Robson)

Such Deans and Directors of Teaching and Learning as may be assigned to the Board by the Senate

Professor S.F. Walker S07/45 31.7.2011
Dr P.E. Woodman (Chair) S08/57 31.7.2012

The Head of each School deemed for the purposes of Teaching and Learning to be a member of the Board or his or her nominated representative

School of Arts, English and Communication Design (Ms S. Clausen)
School of Continuing Education (vacancy)
School of Humanities (Dr P. Kruschwitz)
School of Languages and European Studies (Ms C.L. Furneaux)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

The Faculty representative on the University Board for Teaching and Learning (Dr A. Lawrence)
The Faculty representative on the University Sub-Committee on Examinations and Assessment (Dr A. Nash)
Representative of the School of Arts, English and Communication Design, and Film Theatre and Television (Dr J. Gibbs)
Representative of the School of Continuing Education, Careers Studies Unit (Mr P. McCash)
Representative of the International Study and Language Centre (Ms R. Richards)

One member drawn from a School not otherwise represented on the Board

(Vacancy)

Two representatives elected by and from the undergraduate and postgraduate students registered for programmes in the Faculty or Faculties

Miss K. Jackson
Miss H. Bryant

Secretary: Senior Administrative Officer, Faculties of Arts and Humanities and Social Sciences (Miss L.A. Evans)
Standing Invitations

The Director, Careers Advisory Service (Mr C. Widdows)
The Sub-Dean, Faculty of Arts and Humanities and of Social Sciences (Mr. N.G. Trethewy)
Library Faculty Team Manager (Mr C. Cipkin)
Director, Graduate School for Arts and Humanities (Professor S. Taylor)
A representative from the Centre for the Development of Teaching and Learning
The Director of Academic Quality Support (Mr K.H.S. Swanson)
Director of the International Study and Language Centre (Ms R.J. Richards)
Representative of the School of Arts, English and Communication Design and Typography and Graphic Communication (Ms E Kindel)
Representative of the School of Humanities, Philosophy (Dr J. Preston)
Representative of the School of Humanities, History (Dr D. Stack)
Representative of the School of Languages and European Studies, Modern Languages (Dr S. Poole)
Management Board of the Henley Business School

Ex officio

The Vice-Chancellor
The Dean (Professor C.J. Bones) (Chair)
The Executive Director of Corporate Development (Mrs L. Irwin)

Heads of School of the Henley Business School

School of Economics (Professor U. Kambhampati)
ICMA Centre (Professor J.L.G. Board)
School of Management (Professor R. Palmer)
School of Real Estate and Planning (Professor V.A. Gibson)
Corporate Learning Division (Mr H. Evans)

The Director of Research

Professor V.A. Gibson

The Director of Strategy

Professor S. Lee

The Director of Teaching and Learning

Dr P.M. Miskell

Secretary: The Faculty Director of Administration of the Henley Business School
(Mr D.A. Stannard)

Standing Invitation

Director of International Business (Mr N. Logan)
The Human Resources Partner (Mrs C. Rolstone)
Board for Research of the Henley Business School (Business and Economics)

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry)

Such Deans and Directors of Research as may be assigned to the Board by the Senate

Professor V.A. Gibson (Chair)
Professor J. Pemberton

The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

School of Economics: Professor N. Hashimzade
ICMA Centre: Professor C. Brooks
School of Management: Professor A. Rugman
School of Real Estate and Planning: To be confirmed

Representatives of cognate Schools

School of Agriculture, Policy and Development: Professor W.B. Traill
School of Construction Management and Engineering: Professor S.D. Green
School of Human and Environmental Sciences: Dr S.R. Bowlby
School of Humanities: Dr P. Vasunia
School of Law: Professor P.R. Ghandhi
School of Mathematics, Meteorology and Physics: Professor N. Arnell
School of Psychology and Clinical Language Sciences: Professor J.A. Ellis

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

To be confirmed

Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

Two Vacancies

Secretary: The Faculty Director of Administration of the Henley Business School (Mr D.A. Stannard)

Standing Invitations
A representative of Research and Enterprise Services
The Manager of the Knowledge Transfer Centre: Ms. K. Gittus

Terms of Reference
1. Subject to the authority of the University Board for Research, the Board for Research of the Henley Business School will:
   (a) Have oversight of and co-ordinate all research involving those Schools assigned to the Board by the Senate for this purpose;
   (b) Monitor research grant applications;
   (c) Consider School research plans and annual reports;
   (d) Organise training of research students.

2. Make recommendations to the University Board for Research.

3. Provide reports for and receive reports from the Management Board of the Henley Business School in regard to matters of policy and resource as they relate to research.
Board for Teaching and Learning of the Henley Business School

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor R.L. Robson)

Such Deans and Directors of Teaching and Learning as may be assigned to the Board by the Senate

Dr P.M. Miskell (Chair)
Professor C.J. Bones

The Head of each School deemed for the purposes of teaching and learning to be a member of the Board or his or her nominated representative

School of Economics
ICMA Centre
School of Management
School of Real Estate and Planning
Corporate Learning Division

Dr G.R. Crampton
Dr A.R. Bell
Dr J.E. Cooper
Mr R. Gibbard
Dr J-A. Stewart

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Dr L. Thurloway

One member drawn from a School not otherwise represented on the Board

Vacancy

Two representatives elected by and from the undergraduate and postgraduate students registered on programmes in the Henley Business School

Two vacancies

Secretary: The Faculty Director of Administration of the Henley Business School

(Mr D.A. Stannard)

Standing Invitations

The Director of the Careers Advisory Service
The Faculty Library Team Manager
The Director of Academic Quality Support
The Director of International Business
The Faculty Postgraduate Admissions Manager
A representative of the Centre for the Development of Teaching and Learning

Mr C. Widdows
Revd G. Connell
Mr K.H.S. Swanson
Mr N. Logan
Ms R. Phillips
Dr A.C. Crook
Terms of Reference

1. Subject to the authority of the University Board for Teaching and Learning, the Board for Teaching and Learning of the Henley Business School will:

   (a) Regulate and co-ordinate all aspects of teaching and study involving those Schools assigned to the Board by the Senate for this purpose;

   (b) Implement locally the Strategy for Learning and Teaching;

   (c) Respond to relevant External Examiners and outside agencies;

   (d) Consider proposals for new degrees and programme specifications and for changes to programme specifications from Boards of Study and Schools.

2. Make recommendations to the University Board for Teaching and Learning.

3. Provide reports for and receive reports from the Management Board of the Henley Business School in regard to matters of policy and resource as they relate to teaching and learning.

4. Recommend to the Senate Examiners for appointment.
Management Board of the Faculty of Life Sciences

Ex officio

The Vice-Chancellor
The Dean of the Faculty (Professor R.H. Ellis) (Chair)

Heads of Schools of the Faculty

Agriculture, Policy and Development (Dr M.J. Gooding) 31.7.2012
Biological Sciences (Professor G. Brooks) 31.7.2012
Chemistry, Food and Pharmacy (Professor G. Marston) 31.7.2010
Psychology and Clinical Language Sciences (Professor J.A. Ellis) 31.7.2012

The Director of Research of the Faculty

Professor R.H. Ellis 31.7.2012

The Director of Teaching and Learning of the Faculty

Dr J.R. Park 31.7.2011

Secretary

The Sub-Dean, Faculty of Life Sciences (Miss S.A.R. Adams)
Faculty Board for Research in Life Sciences

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry)

Such Deans and Directors of Research as may be assigned to the Board by the Senate

Professor R.H. Ellis (Chair) S08/57 31.7.2012

The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

School of Agriculture, Policy and Development (Dr M.J. Gooding)
School of Biological Sciences (Professor J. Cook)
School of Chemistry, Food and Pharmacy (Professor H.M.I. Osborn)
School of Psychology and Clinical Language Sciences (Dr A. Glennerster)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Dr C. Stockton
Professor J.R. Tiffin
Dr A.-M. Van Dodeweerd
Two vacancies

Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

(Two vacancies)

Secretary: Senior Administrative Officer, Faculty of Life Sciences (Mr C.J. Baker)
Joint Faculty Board for Teaching and Learning in Science and in Life Sciences

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor R.L. Robson)

Such Deans and Directors of Teaching and Learning as may be assigned to the Board by the Senate

Professor R.H. Ellis  S08/57  31.7.2012
Professor S.J. Mithen  S08/57  31.7.2012
Dr J.R. Park (joint-chair)  S08/57  31.7.2011
Dr B.C. Cosh (joint-chair)  S08/57  31.7.2012

The Head of each School deemed for the purposes of teaching and learning to be a member of the Board or his or her nominated representative

Agriculture, Policy and Development (Dr M.J. Bryant)
Biological Sciences (Dr M. Fry)
Chemistry, Food and Pharmacy (Professor M.H. Gordon)
Construction Management and Engineering (Dr G.K. Cook)
Human and Environmental Sciences (Dr A. Howard)
Mathematics, Meteorology and Physics (Dr P.G. Chamberlain)
Psychology and Clinical Language Sciences (Dr E.A. Gaffan)
Systems Engineering (Dr R.J. Mitchell)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Dr J. Creighton (Director of the CETL in Applied Undergraduate Research Skills)
Professor J.A. Ellis (Chair of the Joint Faculty Postgraduate Committee)
Dr E.M. Page (Programme Director for Natural Sciences)

One member drawn from a School not otherwise represented on the Board

Dr M. Gill (Foundation Year in the Sciences)

Two representatives elected by and from the undergraduate and postgraduate students registered for programmes in the Faculty or Faculties

Mr O. Chin (School of Biological Sciences)
Miss E. Gibson (School of Human and Environmental Sciences)

Standing Invitations:

The Director of the Careers Advisory Service (Mr C. Widdows)
The Faculty Team Managers, University Library (Ms H. Hathaway and Mr T. Chapman)
The Director of Academic Quality Support (Mr K.H.S. Swanson)
A representative from the RISIS Office (To be appointed)
A representative from the Sub-Committee on Teaching and Learning Facilities (To be appointed)

Secretary: Sub-Dean, Faculties of Science and Life Sciences (Miss S.A.R. Adams)
Management Board of the Faculty of Science

*Ex officio*

The Vice-Chancellor  
The Dean of the Faculty (Professor S.J. Mithen) *(Chair)*

*Heads of Schools of the Faculty*

School of Construction Management and Engineering (Professor W.P. Hughes)  
31.7.2013
School of Human and Environmental Sciences  
(Professor S. Nortcliff) (acting)  
31.7.2012
School of Mathematics, Meteorology and Physics (Professor S.E. Belcher)  
31.7.2011
School of Systems Engineering (Professor C.G. Guy)  
31.7.2012

*The Director of Research of the Faculty*

Professor S.J. Mithen  
31.7.2012

*The Director of Teaching and Learning of the Faculty*

Dr B.C. Cosh  
31.7.2012

*Secretary:* The Sub-Dean, Faculty of Science (Miss S.A.R. Adams)
Faculty Board for Research in Science (Environmental and Physical Sciences)

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry)

Such Deans and Directors of Research as may be assigned to the Board by the Senate

Professor S.J. Mithen (Chair) S08/57 31.7.2012

The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

School of Construction Management and Engineering
(Professor S.D. Green alternate Dr J. Whyte)

School of Human and Environmental Sciences
(Professor R.B. Potter alternate Dr J.S. Robinson)

School of Mathematics, Meteorology and Physics
(Professor G.R. Mitchell, alternate Professor K.P. Shine)

School of Systems Engineering
(Professor P.M. Sharkey alternate Professor R.J. McCrindie)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Dr C.D. Johnson (Research and Enterprise Services)
Professor G. Marston: alternate Professor H.M. Colquhoun (Chemistry, Food and Pharmacy)

Three vacancies

Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

(Two vacancies)

Secretary: Senior Administrative Officer, Faculty of Science (Mr J.D. Lloyd)

Standing Invitation: Ms H. Hathaway (Library)
Dr H. Prior (Research and Enterprise Services)
Mrs A-M. West (Finance)
Management Board of the Faculty of Social Sciences

Ex officio

The Vice-Chancellor
The Dean of the Faculty (Professor J. Pemberton) (Chair)

Heads of Schools of the Faculty

Institute of Education (Professor A.C. Goodwyn) 31.7.2011
School of Health and Social Care (Ms A.C. Quinn) 31.7.2012
School of Law (Professor C.J. Hilson) 31.7.2013
School of Politics and International Relations (Dr P.J. Giddings) 31.7.2010

The Director of Research of the Faculty

Professor J. Pemberton 31.7.2013

The Director of Teaching and Learning of the Faculty

Dr M.-M. Kleinhans 31.7.2011

Secretary: The Sub-Dean, Faculties of Arts and Humanities and of Social Sciences
(Mr N.G. Trethewy)

Terms of Reference: Ordinance XII
Faculty Board for Research in the Social Sciences

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor D.C. Berry)

Such Deans and Directors of Research as may be assigned to the Board by the Senate

Professor J. Pemberton (Chair) S08/57 31.7.2013
Professor V.A. Gibson 31.7.2010

The Head of each School deemed for the purposes of research to be a member of the Board or his or her nominated representative

Primary Research Reporting
Institute of Education (Professor S.J. Graham)
School of Law (Professor P.R. Ghandhi)
School of Politics and International Relations (Professor D.B.G. Heuser)

Secondary Research Reporting
School of Agriculture, Policy and Development (Professor W.B. Traill)
School of Construction Management and Engineering (Dr G.K. Cook)
School of Human and Environmental Sciences (Dr S.R. Bowlby)
School of Psychology and Clinical Language Sciences (Professor J.A. Ellis)
School of Arts, English and Communication Design (Dr M.C. Dyson)
School of Economics (Professor N. Hashimzade)
School of Management (Dr A. Rugman)
School of Real Estate and Planning (to be confirmed)
ICMA Centre (Professor C. Brooks)
School of Mathematics, Meteorology and Physics (Professor N. Arnell)
Department of Applied Linguistics (to be confirmed)
Department of History (Dr. M. Worley)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Professor P.M. Denicolo (Director of the Graduate School for the Social Sciences)
Professor C.J. Garforth (IRD)
Professor D.D. Malvern (Institute of Education, Faculty Representative on UBR)
Professor A.D.T. Cromartie (SPIR, Director of Research)

Two representatives elected by and from the students registered for higher degrees by research in the Schools within the purview of the Board

Mr N. Silburn
One vacancy

Secretary: Senior Administrative Officer, Faculties of Arts and Humanities and of Social Sciences (Miss L.A. Evans)
Faculty Board for Teaching and Learning in Social Sciences

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor (Professor R.L. Robson)

Such Deans and Directors of Teaching and Learning as may be assigned to the Board by the Senate

Professor J. Pemberton

The Head of each School deemed for the purposes of teaching and learning to be a member of the Board or his or her nominated representative

Institute of Education (Professor A.C. Goodwyn)
School of Health and Social Care (Ms A.C. Quinn)
School of Law (Professor C.J. Hilson)
School of Politics and International Relations (Dr P.J. Giddings)

Not more than five further members to be co-opted or appointed in a manner to be determined by the Board

Ms K. Turner (Institute of Education)
Ms E.A. Smith (School of Health and Social Care)
Professor R. Auchmuty (School of Law)
Dr J. Lester (School of Politics and International Relations)

One member drawn from a School not otherwise represented on the Board

Vacancy

Two representatives elected by and from the undergraduate and postgraduate students registered for programmes in the Faculty or Faculties

Undergraduate: Miss S. Stone
Postgraduate: vacancy

Secretary: The Sub-Dean, Faculties of Arts and Humanities and of Social Sciences
(Mr N.G. Trethewy)
Standing Committee on Academic Misconduct

Ex officio

The Pro-Vice-Chancellor (Professor D.C. Berry) (Chair) S07/44 31.07.2011

The Deans and the Faculty Directors of Teaching and Learning, two of whom shall normally be selected by the Pro-Vice-Chancellor (Professor Berry) to serve at each meeting, subject to the proviso that a Faculty Director of Teaching and Learning should not normally hear a case which he or she has referred.

Secretary: The Examinations Officer

Terms of reference:

The Committee is responsible for:

(i) Considering cases of alleged academic misconduct;

(ii) Imposing, at its discretion and on the merits of each case, a range of sanctions on those students found to have committed offences of academic misconduct which may include:

(a) removal of a student from membership of the University;

(b) Failure in the Year or Part;

(c) Failure in the module (or equivalent) in which plagiarism has been committed without the normal right to re-examination;

(d) Failure in the module (or equivalent) in which plagiarism has been committed with the normal right to re-examination.

Reports to the Senate.

[See Ordinance XVII]
Appeals against decisions of the Personal Titles Committee

Normal period of tenure three years; no member to be a member of the Personal Titles Committee.

Chair (appointed by the Council)

Dr J.C.F. Hayward

Chair (appointed by the Council)

31.7.2011

One member appointed by the Senate

Professor P.R. Lansley (alternate Professor P. John) S07/44 31.7.2010

Ex officio

The President of the Reading Branch of the UCU (alternate the Senior Vice-President)

Secretary: The University Secretary (Mr K.N. Hodgson)

Terms of reference:

To consider appeals against decisions of the Personal Titles Committee, the Academic-Related Staff Sub-Committee and the Senior Grades Sub-Committee.

It is open to the Committee:

(i) To reject the appeal; or

(ii) In the case of appeals against decision of the Personal Titles Committee, to refer the case to the Personal Titles Committee (with any reference back to the Faculty Group being at the discretion of the Personal Titles Committee);

(iii) In the case of appeals against decisions of the Academic-Related Staff Sub-Committee and the Senior Grades Sub-Committee, if it judges an appeal to be well-founded on substantive grounds, to make such decisions as it thinks appropriate and report to the Appointments Committee.

C4718
S8001
Appeals against decisions of Faculty Promotions Groups

Normal period of tenure - three years

Chair (appointed by the Council)

Mrs J.M. Scott

08/25  31.7.2011

Ex officio

The Deans of the other Faculty Promotions Groups

Secretary

The University Secretary (Mr K.N. Hodgson)

Terms of reference:

To consider appeals against decisions of Faculty Promotions Groups. It is open to the Committee:

(i) To reject the appeal; or
(ii) To refer the case to the Personal Titles Committee.

C4718
Appointments Committee

The President of the Council (Mr C.C. Fisher) (Chair)
The Vice-Chancellor
One Pro-Vice-Chancellor (Professor D.C. Berry) C07/34 31.7.2011
One Dean (Professor S.F. Walker) C07/34 31.7.2011

Five other lay members of the Council
Mr R. Dwyer C09/23 31.7.2012
Mr J.D. Fishburn C09/23 31.7.2012
Dr J.C.F. Hayward C08/25 31.7.2011
Mrs J.M. Scott C08/25 31.7.2011
One vacancy

Secretary: The University Secretary

By invitation
To be determined by the Chairman.

Terms of reference:

1. The Appointments Committee shall consist of the following voting members:

   Ex Officio
   The President of the Council
   The Vice-Chancellor

   Elected Members
   One Pro-Vice-Chancellor appointed by the Council
   One Dean appointed by the Council
   Five members of the Council, not being employees or registered students of the University, appointed by the Council, each to serve for three years. These members shall be eligible to serve for two consecutive terms but not more.

2. The University Secretary shall be Secretary of the Committee.

3. The Committee shall report to the Council and, where appropriate, to the Senate and to the Strategy and Finance Committee.

4. It shall normally meet at least once in each term.

5. The quorum for meetings of the Appointments Committee (which has nine members of whom six are lay) be five members of whom three must be lay;

6. The functions of the Appointments Committee shall be as follows:-

   (a) Non-financial aspects of staffing matters

       The Committee shall discharge the Council’s responsibilities in respect of
(i) Committees of Selection

(ii) The Academic-related Staff Sub-Committee, the Clerical and Senior Halls Staff Sub-Committee and the Technicians and Computer Operating Staff Sub-Committee

(iii) The Senior Grades Sub-Committee to which it shall appoint one member from among its lay membership

(iv) The Joint Standing Committee on Personal Titles to which it shall appoint two members from among its lay membership

(v) Panels appointed to hear Appeals against decisions of the Faculty Promotions Groups of the Personal Titles Committee, of the Personal Titles Committee, of the Academic-related Staff Sub-Committee and of the Senior Grades Sub-Committee (and when each is convened appoint a Chair from among its lay membership)

(vi) The Joint University/Trades Union Committees to each of which it shall appoint one member from among its lay membership.

(b) Honorary Degrees

The Committee shall discharge the Council’s responsibilities in respect of the Joint Standing Committee on Honorary Degrees and shall appoint four members from among its lay membership.

(c) Nominations Committee

The Committee shall take to itself, as a discrete element within its meetings, the functions of the Nominations Committee.

(d) Risk

The committee shall monitor such risks as may be assigned to it within the universities risk register
Arts: Joint Standing Committee of Council and Senate

Normal period of tenure three years with eligibility for reappointment.

Ex officio

The President of the Council (alternate the Vice-President of the Council)
The Vice-Chancellor (alternate the Deputy Vice-Chancellor or a Pro-Vice-Chancellor)
The Librarian
The Heads of the following Schools and Departments:
  English and American Literature (Professor S. Dentith)
  Film, Theatre & Television (Ms A.J. Butler)
  Fine Art (Mr A. Rowlands)
  History of Art (Dr S.B. Malvern)
  Typography (Professor P. Luna)

Appointed by Council

Mr H.W.A. Palmer          C08/25          31.7.2011

Four members appointed by Senate

Ms S. Clausen             S09/55          31.7.2012
Dr J. Gibbs               S08/56          31.7.2011
Professor C.G. Guy        S08/56          31.7.2011
Professor S.J. Mithen     S08/56          31.7.2011

One member to be nominated for one year by each of the following:

Reading Borough Council:  Ms K. Wood
Reading Film Theatre:     Mr U.M. Spencer
Senior Common Room Committee: Mrs C.D. Lyle

Up to three members of the Academic Staff or others to be co-opted by the Committee

Mr S. Dunlop
Professor F.H.M. LeSaux
One vacancy

By invitation

Student representatives from relevant Departments and Societies

In attendance

Ms K. Arnold-Forster

Secretary

The University Secretary (for whom Mrs T.M. Robinson acts)
Terms of reference:

(i) To keep under review the buildings and equipment available for Arts activities and to advise on possible developments.
(ii) To initiate and review such activities relating to the Arts as it deems appropriate.
(iii) To provide from such funds as it has available support for Arts activities in the University.
(iv) To have general responsibility for Arts organised in the University.
(v) To make such representations on behalf of those concerned with organising Arts activities as it deems appropriate.
(vi) To seek in consultation with the Officers of the University outside support for Arts activities in the University.
(vii) To report annually to Senate and Council.
Audit Committee

Three lay members of the Council:

Mr T. Bartlam C09/23 31.7.2012
Dr A.P. Reed C07/34 31.7.2010
Dr J.D. Wilkins (Chair until 31 December 2009) C09/23 31.12.2009
Mr J.D. Fishburn (Chair from 1 January 2010) C09/23 31.12.2010

Two further lay members appointed by the Council, not necessarily from its own number:

Mr D. Gibbons C09/23 31.7.2012
Mr L.D. Jones C08/25 31.7.2011

Right of attendance

The President
The Treasurer
The Vice-Chancellor
The Deputy Vice-Chancellor or a Pro-Vice-Chancellor

Secretary: The University Secretary (Mr K.N. Hodgson)

In attendance: To be determined by the Chair

Terms of reference

Constitution

1. The Council has established a committee of the Council known as the Audit Committee.

Membership

2. The Audit Committee shall comprise

(a) A Chair appointed by the Council from among its members.

(b) Four other members appointed by the Council at least two of whom to be from among its members.

3. The University Secretary shall be Secretary to the Committee.

4. A quorum shall be two members.

Restrictions

5. (a) At least one member should have recent and relevant experience in finance, accounting or auditing.
(b) Members should not have significant interests in the University.

(c) Those with executive responsibility for the management of the University may not be members.

(d) No member of the Committee may also be a member of the Strategy and Finance Committee unless specifically authorised by the Higher Education Funding Council for England (HEFCE) under the terms of paragraph 50 of Annex B of the Model Financial Memorandum between HEFCE and institutions.

**Attendance at meetings**

6. (a) The following have a right of attendance at meetings:

   The President
   The Treasurer
   The Vice-Chancellor
   The Deputy Vice-Chancellor

(b) The Director of Finance and Corporate Services, the Head of Internal Audit Services and other officers, and a representative of the external auditors shall normally attend meetings where business relevant to them is to be discussed. However, at least once a year the Committee should meet with the external and internal auditors without any officers present.

**Frequency of meetings**

7. Meetings shall normally be held three times each financial year. The external auditors or the Head of Internal Audit Services may request a meeting if they consider it necessary.

**Authority**

8. The Committee is authorised by the Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.

9. The Committee is authorised by the Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the designated officer and/or President of the Council. However, it may not incur direct expenditure in this respect in excess of £50,000 without the prior approval of the Council.

10. The Audit Committee will review the audit aspects of the draft annual financial statements. These aspects will include the external audit opinion,
the statement of members responsibilities, the statement of internal control, and any relevant issue raised in the external auditor’s management letter. The Committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the Council.

**Duties**

11. The duties of the Committee shall be:

   (a) To advise the Council on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.

   (b) To discuss if necessary with the external auditors, before the audit begins, the nature and scope of the audit.

   (c) To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other matters the external auditors may wish to discuss (in the absence of management where necessary).

   (d) To consider and advise the Council on the appointment and terms of engagement of the internal audit service (and the Head of Internal Audit Services, if applicable), the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.

   (e) To review the internal auditors’ audit risk assessment and strategy; to consider major findings of internal audit investigations and management’s response; and to promote co-ordination between the internal and external auditors. The Committee will ensure that the resources made available for internal audit are sufficient to meet the University’s needs (or make a recommendation to the Council as appropriate).

   (f) To keep under review the effectiveness of the risk management, control and governance arrangements, and in particular to review the external auditors’ management letter, the internal auditors’ annual report, and management responses.

   (g) To monitor the implementation of agreed audit-based recommendations, from whatever source.

   (h) To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE Accounting Officer, have been informed.
(i) To oversee the University’s policy on fraud and irregularity, including being notified of any action taken under that policy.

(j) To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

(k) To receive any relevant reports from the National Audit Office, the HEFCE and other organisations.

(l) To monitor annually the performance and effectiveness of external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the Council concerning their re-appointment, where appropriate.

(m) To consider elements of the annual financial statements in the presence of the external auditors, including the auditor’s formal opinion, the statement of members’ responsibilities and the statement of internal control, in accordance with HEFCE’s Accounts Directions.

(n) In the event of a merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

**Reporting procedures**

12. The minutes (or a report) of meetings of the Committee will be circulated to all members of the Council.

13. The Committee will prepare an annual report covering the University’s financial year and including any significant issues up to the date of preparing the report. The report will be addressed to the Council and designated officer, summarising the activity for the year. It will give the Committee’s opinion on the adequacy and effectiveness of the institution’s arrangements for the following:

- risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts)

- Economy, efficiency and effectiveness (value for money) management and quality assurance of data submitted to HESA and to HEFCE and other providers of public funds.

This opinion should be based upon the information presented to the Committee. The Audit Committee annual report should normally be submitted to the Council before the members’ responsibility statement in the annual financial statements is signed.
Brand Steering Group

Deputy Vice-Chancellor (Chair)  
A senior member of Typography & Graphic Communication  
Professor P. Luna

The Director of External Affairs  
Mr S.P.R Horan

One further (client) Head of Directorate  
Mr C. Robbins

A Dean  
Professor S.F. Walker

Two Heads of School  
Professor W.P. Hughes (Faculty of Science or Life Sciences)  
Professor C.J. Hilson (one from the other Faculties)

Head of Design & Print Studio  
Mr D.J. Lewis

Head of Design and Brand Implementation  
Mr J.C. Lloyd

Co-opted  
Mrs C. Bysh
Ms H.B. Setchell

Secretary  
Mrs V.A. Howard

Terms of Reference

These terms of reference are drawn from the final report on the Branding Project, made to the Senior Management Board at its meeting of 27 May 2008.

(i) To provide strategic leadership on branding matters;

(ii) To provide general support for branding activities;

(iii) To ensure brand compliance where normal advice from within Reading Design & Print has been unable to achieve compliance;

(iv) Identify further ‘mini-projects’ in order to maintain and enhance the brand.
Careers Advisory Board

Normal period of tenure - three years

Ex officio
The President of the Council
The Vice-Chancellor
The Pro-Vice-Chancellor (Professor R. L. Robson) (Chair)
The Director of Student Services
The Directors of Teaching and Learning of the Faculties (alternates the Sub-Deans)
The Director of the Careers Advisory Service

Appointed by the Senate

Professor M.H. Gordon  S09/55  31.7.2012
Dr S.P. Burke  S09/78  31.7.2012

Appointed by the Students' Union

The President of the Students' Union (Ms S. Brennan)
The Vice-President (Education) of the Students' Union (Mr T. Gilchrist)

Co-opted
Mr J. Crompton
Mr S. Ralls (representing the Employers' Forum)
Mr P. Taylor-Smith

Appointed by Faculty Staff/Student Committees

To be appointed

Secretary: Mr C.J. Baker

Terms of reference

1. To advise the Director on matters of strategy and policy in furtherance of the aims and objectives of the Careers Advisory Service

2. To examine the ability and effectiveness of the CAS in meeting the needs of the University, of students and of graduate recruiters

3. To inform the Faculties of the work of the CAS and help the Director gain the active support of the Faculties

4. Through an employer forum, to inform the CAS, the academic staff and the University of the status of and emerging trends in the graduate labour market, graduate recruitment practices and the needs of graduate employers

5. To review the First Destinations Report and the Annual Report of the CAS prior to submission to the University Board for Teaching and Learning, Senate and the Council

6. To meet not less than twice in each year

Reports to Senate and Council.
Catering Management Committee

Ex officio

The Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
A Dean (Professor R.H. Ellis) 31.7.2013

Three members of the Academic Staff*

Dr A. Culham
Dr P.M Riddell
One vacancy

The President of the Students’ Union

Ms S. Brennan

Secretary: The Director of Academic Services (for whom Ms L.V. Sharman acts)

In attendance

The Director of Facilities Management (Mr C. Robbins)
The Director of Student Services (J.A. Ghandhi)
The Director of Finance and Corporate Services or his nominee (Mr P.M. Osborne)
The Deputy Director FMD - Residential and Commercial Services and Sport (Ms B.E. Sumner)

Assistant Director, Commercial Services (Mr N.J. Monks)
Catering and Commercial Services Manager (Mr M.J. White)

Standing Invitation

Management Accountant – Facilities Management (Mr L.F. Beck)

* One member of academic staff must be from Bulmershe Court.
It has been agreed that because of the potential overlap of interest between Halls and Central Catering, one of the members of academic staff shall represent the Halls.

Terms of Reference

1. To recommend to the Strategy and Finance Committee, policy and strategy issues relating to the provision of retail catering services.

2. To prepare financial plans for approval by the Strategy and Finance Committee.

3. To review the financial performance against budget forecast and report the findings to the Strategy and Finance Committee.

4. To take such actions as required by the Strategy and Finance Committee in connection with financial performance.

Reports to the Strategy and Finance Committee.
Complaints Committee

Normal period of tenure – three years

Ex officio
The President of the Students' Union
(alternate the Vice-President (Education))

Appointed by the Council
Dr A.M. Hodge (Chair)  C09/23  31.7.2012

Appointed by the Senate
Professor C. Newdick  S08/56  31.7.2011

Secretary: The University Secretary

Terms of reference:
To consider complaints within the terms of the University’s Complaints Procedure.

Convocation: Standing Committee

Mrs P.A. Allen
Mrs D. Barnes-Phillips
Mr R.D.W. Betts
Mr I.J.P. Burn
Mr L. James
Mr E. Lyons
Dr S. Rymer
Mr A.J.A. Sheldon
Ms B. Wainwright

The Clerk to Convocation (Ms T. O’Neill)

Co-opted

Mr H.E. Bell

Standing invitation

Mrs B. Morris

Terms of reference:
See Ordinance XXII
Design and Print Steering Group

Chair

The Deputy Vice-Chancellor

Professor T.A. Downes

Representatives from the Faculties

Dean of Faculty of Arts and Humanities
Professor S. F. Walker

Dean of Faculty of Science
Professor S. J. Mithen

Dean of Faculty of Life Sciences
Professor R. H. Ellis

Head of Typography and Graphic Communication
Professor P. Luna

Head of School of Languages and European Studies
Professor C.J.H. Duggan

Head of School of Human and Environmental Sciences
Professor S. Nortcliff (acting)

Representatives from the Service Departments

Director of Development and External Affairs
Mr S.P.R. Horan

Head of Design and Print Studio
Mr D.J. Lewis

Director of Academic Services
Dr R. J. Messer

Secretary
Miss E.L. Lambden
Development Board

Mr J.D. Fishburn (Chair)
The Vice-Chancellor

Two members appointed from among the Pro-Vice-Chancellors and Deans of the University

Professor S.F. Walker       SMB08/161  31.07.2011
Professor C.M. Williams     SMB08/161  31.07.2012

Two members of the Council

Dr J.C.F. Hayward
Sir John Sunderland

Up to four members co-opted by the Board for such period as the Board shall on each occasion of co-option determine

Professor S.E. Belcher
Professor V.A. Gibson
Mr A.E. Palmer
One vacancy

Secretary: Director of External Affairs (for whom Ms L.V. Sharman acts)

Standing Invitation

The Director of External Affairs
Director of Development and Alumni Relations
Deputy Director of Development and Alumni Relations
Disability Advisory Group

Ex officio

The Pro-Vice-Chancellor (Chair) (Professor R.L. Robson)
A Faculty Director of Teaching and Learning (Dr J.R. Park)
The Director of University Health Services (Dr E.M. Johnston)
The Director of Human Resources (Mr J.J. Brady)
The Disability Advisers (Ms A. Avery and
Ms K.A. French)
The Equal Opportunities and Diversity Officer (Mrs M.E. McGrath)

A Representative of the Facilities Management Directorate (Mr T.R. Cole)
A Representative of the Academic Services Directorate (Mr S. Gough)
A representative of the Counselling Service/Study Advisors (Dr A.M. Taylor)
A representative of the Centre for the Development of Teaching and Learning (Mrs S. Morey)
A representative of the Hall Wardens (Dr J. Macdonald)
A representative of the Communications Office (Mrs K. Lake)
A representative of the Library (Ms C.A. Ayres)
A representative of the School Disability Representatives (Ms S. Walmsley)
The Vice-President (Student Rights and Diversity) of the Students’ Union (Ms M. Pennyfather)
The Vice-President (Student Activities) of the Students’ Union (Ms A. Barnes)

Secretary: Ms A. Avery and Ms K.A. French

Terms of Reference:

1. To advise and support the Disability Officers.
2. To review and make recommendations as to the University’s policy on disability issues.
3. To examine disability issues in the broadest sense.
4. To promote disability awareness within the University.
5. To identify issues and disseminate examples of good practice.
6. To liaise with relevant outside bodies as appropriate.
7. To report routinely to the University Board for Teaching and Learning and to the University Student/Staff Forum.
8. To report as appropriate to the Advisory Committee appointed to oversee the distribution of ring-fenced funding for Widening Participation and Special Needs.

Committee of Deans 02/280
Discipline: Disciplinary Appeals Committee

Normal period of tenure - five years

Ex officio

The President of the Council (Chair)
The Vice-Chancellor (but does not exercise his right of membership)

Two members of the Council (appointed by the Council) not being members of the Academic Staff of the University (not eligible for immediate reappointment)

Mr R. Buller  C09/23  31.7.2010
Dr A.M. Hodge  C09/23  31.7.2012

Substitute members in order of substitution

Dr J.D. Wilkins  C05/47  31.7.2010
Professor S. Hawker  C07/34  31.7.2010
Mr H.W.A. Palmer  C08/25  31.7.2011
Mrs J.M. Scott  C08/25  31.7.2011

Secretary: The University Secretary

Terms of reference:

See Ordinance XVII

Reports to Council.
C3178
Discipline: Standing Disciplinary Committee

Normal period of tenure - five years

Ex officio

Vice-Chancellor (Chair)
(alternates Professor R.H. Ellis and Dr P.J. Giddings)

Appointed by Council (not eligible for immediate reappointment)

Dr J.D. Wilkins
(alternate Dr A.P. Reed)
C08/25 31.7.2010
C08/25 31.7.2010

Appointed by Senate (not eligible for immediate reappointment)

Professor G Marston
(alternate Professor P.M. Leopold)
S08/56 31.9.2011
S09/32 31.7.2010

Dr G.K. Cook
(alternate Dr I.F. Roe)
S06/87 31.7.2011
S08/56 31.7.2011

A registered full-time student of the University elected by the Students’ Union

The Vice-President (Student Rights and Diversity) (Ms M. Pennyfather)

Secretary: The University Secretary

Terms of reference:

See Ordinance XVII.

Reports to Senate and Council.
Equal Opportunities Advisory Group

Chair
A Pro-Vice-Chancellor (Professor C.M. Williams)

Ex officio
The Director of Human Resources (Mr J.J. Brady)
The Equal Opportunities and Diversity Officer (Mrs M.E. McGrath)
The Director of Staff Training and Development (Ms E.A. Graham)
The Disability Advisers (Ms A. Avery/Mr A.J. Faas/ Ms K. French/ Ms C. Irwin)
The Vice-President Student Rights and Diversity of the Students’ Union (Ms M. Pennyfather)
The Widening Participation Officer (Ms C.M. Ebsworth)

By Invitation
The Research Staff Development Manager, CSTD (Dr J.J. Hutchence)
The HR Manager (Pay and Reward) (Miss C.E. Eckett)

Standing Invitation
The Director of Student Recruitment and Schools Liaison (Ms C.J. Singleton)
The President of the Students’ Union (Ms S. Brennan)
The Anglican Chaplain and Chaplaincy Team Co-ordinator (Revd Mark Laynesmith)

One member from each Faculty nominated by the Dean
(AGH) Dr K.C. Hesloe
(HBS) Dr M. Della Giusta
(LS) Dr P.D. Darbre
(S) Professor R.J. Gurney
(SS) to be confirmed

One member from each of the following Trade Unions
UCU Dr L.R. Shockey
UNISON Ms E.G. Chambers
AMICUS Mrs S. Mott

One representative from the Careers Advisory Service (nominated by the Director)
Mrs F.J. Corby

One representative from the Counselling Service (nominated by the Director)
Ms M.A. Peña

One Representative from the Study Advice Team
Dr J.E. Turner

One harassment adviser elected by and from amongst their number
Mrs A.M. Gallagher

Secretary: The Equal Opportunities and Diversity Officer (Mrs M.E. McGrath)
Terms of Reference:

The Advisory Group will:

- Report Directly to the Staffing Committee and communicate with the Disability Advisory Group
- Meet on a termly basis
- Raise matters and make recommendations on Equal Opportunities and Diversity through the Staffing Committee or other relevant body (e.g. Senior Management Board);
- Partner with the Equal Opportunities and Diversity Officer in the development, promotion and implementation of equalities within the University (via institutional Equal Opportunities & Diversity action plans) assuming additional work stream activity/responsibilities where appropriate;
- Monitor specifically the implementation of the Race Equality Policy and Action Plan;
- Receive reports and statistics as appropriate and disseminate programmes of action to School/Departmental/Faculty level;
- Review policies and make recommendations as appropriate;
- Consult widely with relevant groups;
- Disseminate examples of good practice;
- Liaise with relevant outside bodies as appropriate;

Members to act as Equal Opportunities and Diversity Champions throughout the institution (e.g. promoting policies, challenging behaviour etc).
Examination Results: Standing Committee

Normal period of tenure - three years

Chair

The Pro-Vice-Chancellor (Professor C.M. Williams)

One Professorial and one non-Professorial staff member from each Faculty other than a Dean

(A&H) Dr F. Tallett (alternate Mrs P.M. Hardman) S07/44 31.7.2010
(HBS) Professor P.J. Byrne (alternate Professor C.M.S. Sutcliffe) S08/56 31.7.2011
(HBS) Dr S.P. Burke (alternate Dr M.A. Gee) S08/56 31.7.2011
(LS) Dr R.A. Frazier (alternate Dr E. McSorley) S07/70 31.7.2010
(LS) Professor M.H. Gordon (alternate Professor R.M. Bennett) S07/44 31.7.2010
(S) Professor R.G. Harrison (alternate Professor S. Chandler-Wilde) S09/55 31.7.2012
(S) Dr G.K. Cook (alternate Dr R. Plant) S09/55 31.7.2012
(SS) Professor R. Auchmuty (alternate Professor A.D. Cromartie) S08/56 31.7.2011
(SS) Ms A.C. Quinn (alternate Dr D. Wilde) S08/56 31.7.2011

Secretary: The Director of Academic Services (for whom Mr K.H.S. Swanson acts)

Terms of reference:

To consider appeals by students against examination results, and to report to the Senate.

Reports to Senate.

S6457
Facilities Management Committee

Ex officio
- Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
- The Pro-Vice-Chancellors
- The Director of Facilities Management

Two Deans of the Faculties (one Arts/Humanities/Social Sciences, one Science) or their nominee appointed by the Senior Management Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Professor S.J. Mithen</td>
<td>SMB08/161</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Professor S.F. Walker</td>
<td>SMB07/154</td>
<td>31.7.2011</td>
</tr>
</tbody>
</table>

One member from each faculty (Nominated by the Faculty Board)

- (A&H) Dr F. Tallet
- (HBS) Professor V.A. Gibson
- (SS) Professor P.M. Leopold
- (LS) Professor G. Marston
- (S) Professor C. Guy

A representative of the Students’ Union

The President (Ms S. Brennan)

Co-opted (to ensure that all physical areas of the University are represented within the membership)

- Ms L.J. Taylor (Film, Theatre and Television, Bulmershe)
- Vacancy (London Road)
- Mr A. Brand (Greenlands)

Right of Attendance

- The Director of Finance and Corporate Services or his nominee
- The Head of Health and Safety Services
- The Deputy Director FMD – Estate Services

One representative from each Directorate

- Academic Services Directorate (Ms J.A. Smith)
- Facilities Management Directorate
- Finance and Corporate Services Directorate (Mr P.M. Osborne)
- Governance (Mrs M.E. Simpson)
- Student Services (Mrs D. Doyle)

Other members of the University may be invited to attend as appropriate.

Secretary: The Director of Academic Services (for whom Ms L.V. Sharman acts)
Terms of Reference

1. To oversee the production and maintenance of the strategic estate plan for the University in the manner laid down by HEFCE and in accordance with the current Corporate Plan.

2. To recommend to the Strategy and Finance Committee and implement policy and oversee actions on:
   i) the use of the Estate;
   ii) the maintenance of the Estate;
   iii) environmental matters, with particular regard to energy and water management, waste management and pollution control;
   iv) transport to, from and on the Estate and parking;
   v) properties owned by the University but rented or leased to others;
   vi) the provision of services by the Facilities Management Directorate; excluding Residential Services, Catering Services, Safety Services and the Sports Centre;

3. To monitor the building programme emanating from the strategic estate plan or elsewhere.

4. To allocate space to academic and other departments in the University and to keep this allocation under at least annual review.

5. To monitor the intensity of use of space generally and to keep this under at least annual review.

6. To allocate Minor Improvement Project funding.

7. To allocate Major Revenue Project funding.

8. To approve expenditure against the Travel Plan (ex Car Parking) Fund.

9. To monitor the expenditure of:
   i) The Routine Maintenance and Minor Repairs allocation;
   ii) The Minor Improvement Projects allocation;
   iii) The Major Revenue Projects allocation;
   iv) The Travel Plan Fund

10. To provide liaison as appropriate and necessary with other groups including Senior Management Board, the Investment Committee, Project Committees, the Sub Committee on Teaching and Learning Facilities and the Residential Board.

And to make at least annual reports on these matters to the Strategy and Finance Committee

In all matters the Committee must ensure that appropriate financial control of the budgets under its remit is exercised and operate within the principles laid out in the current estate strategy.

(Strategy and Finance Committee, 3 March 2003)
Environment and Travel Sub-Committee

Chair Professor R.H. Ellis

Appointed
A representative of the Students’ Union (Ms S. Brennan)

Three appointments to ensure that all physical areas of the University are represented within the membership

Professor D.D. Malvern (Bulmershe)
Dr S. Musson (Whiteknights)
Vacancy (London Road)

Right of Attendance:
The Director of Facilities Management or his nominee (Mr C. Robbins)
The Director of Finance & Corporate Services or his nominee (Mr L.F. Beck)
Deputy Director, Facilities Management (Mrs J.L. Pich)
Security Services Manager, Facilities Management (Ms R. Davies)
Director of Hotel and Estates Services, Greenlands Campus (Mr A. Brand)
Director of Communications, External Affairs Directorate (Ms S. Rayner)
Communications Manager, External Affairs Directorate (Ms C. Derham)
Faculty Director of Strategy, Greenlands Campus (Professor S. Lee)
Head of Campus Services (Mrs D. Shearman)

Secretary:
Ms L. Sharman

Other members of the University may be invited to attend as appropriate.

Terms of reference:

1) To recommend policy and oversee actions on:
   a) Environmental matters, with particular regard to energy and water management, waste management, including recycling, environmental performance improvement and pollution control.
   b) transport to, from and on the Estate and parking;

2) To oversee the production and maintenance of the Travel Plan for the University of Reading.

3) To monitor the progress towards achieving the targets within the Travel Plan.

4) To assist the Facilities Management Committee to monitor expenditure of, and to recommend expenditure against, the Travel Plan Fund, which will remain ring-fenced to deal with travel plan issues.

To make reports on these matters to the Facilities Management Committee.
Space Sub-Committee

Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
The Deans of their Faculties or their nominees
The Director of Facilities Management (Mr C. Robbins)
Deputy Director FMD – Estate Services (Mrs J.L. Pich)
The Timetabling Manager (Central Room Booking and Timetabling)
A representative of Commercial Services (Mr N.J. Monks)

Secretary: Ms L.V. Sharman

Other members of the University may be invited to attend as appropriate.

Terms of reference:

(a) to make proposals for allocations of space to academic and other departments in the University in accordance with the policy approved by the Facilities Management Committee and to keep this allocation, and the intensity of use of space generally, under at least annual review;
(b) to make decisions on minor movements in the allocation of space (decisions on large movements being made by the Facilities Management Committee and on major movements by those committees responsible for strategic decision-making);
(c) to formulate policy on the allocation of space for approval by the Facilities Management Committee;
(d) to consider such matters as may be referred to it by the Facilities Management Committee;
(e) to report once per term to the Facilities Management Committee

Committee of Deans 17 February 2003
Hall Committees

Bridges Hall
Senior Resident Tutor (Dr A. Culham)
Residences Manager (Mr A. Gregory)
Professor R.G. Harrison
The President of the JCR
The Treasurer of the JCR
Appointed by the Senate
Professor G. Marston

By invitation
Group Residences Manager (Ms C. McConalogue)

Bulmershe Hall
The Resident Tutor (Dr M.J. Proven)
The Assistant Resident Tutor (Mr J. Raja)
The Residence Manager (Mr P. Lewis)
Dr T. Murjas
Three members of the JCR Committee (President, Treasurer, Welfare Representative)
Appointed by the Senate
Professor D.D. Malverrn

By invitation
The Group Residence Manager (Ms C. McConalogue)
The Group Senior Resident Tutor (Dr A. Culham)

Childs Hall
Senior Resident Tutor (Mr C.B. Hardman)
The Residence Manager
Mr J.M. Childs
Mrs G. Johnson
Dr I.F. Roe
Dr J.D. Wilkins
Two members of the JCR

Appointed by the Senate
Professor P. Luna

By invitation
Group Residences Manager
St George’s Hall

The Senior Academic Resident (Mr J.M.B. Fisher)
The Residences Manager
Ms L. Ley (Resident)
Mr A. Gosling
The President of the JCR
Two members of the JCR

Appointed by the Senate
Ms E.J. Taylor S08/56 31.7.2011

By invitation
Mr A.E. Palmer

St. Patrick’s Hall

Senior Resident Tutor (Dr J.D. Ross)
The Halls Residences Manager (Mr T. Parr)
Dr M.J. Lewis
Mr N. Robertson
Ms C. Prior
Mrs J.M. Scott
Ms A. Westgarth
Three members of the JCR Committee

Appointed by the Senate
Dr F. Tallett S08/56 31.7.2011

By invitation
The Group Residences Manager (Ms S. Hall)

Sherfield Hall

Resident Tutor (Dr F.J. Davis)
The Group Residences Manager (Ms S. Hall)
Residence Manager (Ms J. Cook)
Mr R. Buller
Senior Resident of Sherfield Hall (Dr K. Ayres)

Appointed by the Senate
Mr D.M. Roch S09/55 31.7.2012

Sibly Hall

Resident Tutor (Mr T. Macfadyen)
The Halls Residences Manager (Mrs M. Cutts)
Secretary (Mrs J. McCaffrey)
Mrs J. Dennis
Professor G. Gibson
Mrs S. Hargreaves
The President of the JCR
The Treasurer of the JCR

Appointed by the Senate
Dr G.R. Sloan S08/56 31.7.2011
By invitation
The Group Residences Manager (Ms S. Hall)

Wantage Hall
Senior Resident Tutor (Dr J. Macdonald)
The Residences Manager
Mr E.P. Lyons
Dr S.V. O’Leary
Three representatives of the JCR

Appointed by the Senate
Dr G.K. Cook  S08/56  31.7.2011

Wessex Hall
Resident Tutor (Dr S.C. Andrews)
The Residences Manager (Mr P. Ludlow)
Dr R. Ivy
Mr N. Monks
Three JCR Committee members

Appointed by the Senate
Dr P. Glaister  S09/55  31.7.2012

By invitation
The Group Residences Manager (Ms C.H. McConalogue)
The Senior Resident Tutor (Dr A. Culham)

Windsor Hall
Resident Tutor (Professor K. Niranjan)
The Residence Manager (Mr S. Thomas)
Mr T. Barker
Mr T. Bottomley
Ms J. Digby
Mrs A.E. Haworth
Mrs E.A. Kirk
Ms B. Wainwright
Three members of the JCR Committee

Appointed by the Senate
Dr M.L. Parsons  S08/56  31.7.2011

By invitation:
The Senior Resident Tutor (Mr C.B. Hardman)
The Group Residence Manager (Mr J. Milward)

Terms of reference:
See Ordinance XVI.
University Health and Safety Committee

Ex officio

The Pro-Vice-Chancellor (Professor C.M. Williams) (Chair)
The University Secretary (Mr K.N. Hodgson)
The Director of Facilities Management (Mr C. Robbins)
The Director of Human Resources (Mr J.J. Brady)
The Deputy Director FMD – RCS and Sport (Ms B.E. Sumner)
The Chair of the Committee of Wardens (Mr C.B. Hardman)
The Deputy Director of Facilities Management (Mrs J. Pich)
The Head of Health & Safety Services (Mrs M.E. Simpson)
West Berkshire Occupational Health (Ms D. Grout)
The Farm Manager (Mr J.S. Lamburn)
An Area Health and Safety Co-ordinator (Mr I. May)

One student representative

The President of the Students’ Union

One representative of each trade union and nominated alternate

(UCATT) Mr A. Morris (and vacancy)
(UNITE – AEEU) Mr P. Taylor (and vacancy)
(UNITE – AMICUS) Dr B.A. Konig (and Mrs E. Pontin)
(UCU) Dr F.J. Davis (and vacancy)
(UNISON) Mrs V.J. Davis (and vacancy)

One representative of the Faculty of Life Sciences to be appointed by the Faculty Management Board

Mrs G.M.E. Hassell

One representative of the Faculty of Science to be appointed by the Faculty Management Board

Dr S.D. Gurney

One joint representative of the Faculty of Arts & Humanities and the Faculty of Social Sciences to be appointed by the Faculty Management Boards

Mr G.P. Latawiec

One representative of the Henley Business School to be appointed by the Faculty Board

Professor S. Lee

Right of Attendance

The Chair of the Sub-Committee for Biological Safety (Professor J.M. Dunwell)
The Director of University Health Services
The Head of Counselling Services (Ms M.A. Peña)
The Insurance Officer (Mr J.M.B. Fisher)
The Biological and Radiation Safety Advisor (Dr G. Roberts)
The Head of Campus Services (Ms D. Shearman)

Secretary: The Director of Academic Services (for whom Ms L.V. Sharman acts)

Terms of Reference

1. To encourage consultation and co-operation between the University authorities, its employees and students in matters relating to health and safety.

2. To recommend, instigate, develop, monitor and review action to ensure the health, safety and welfare of all persons affected by the activities of the University.

3. The Committee reports through the Senior Management Board to the Strategy and Finance Committee

Sub-Committee for Biological Safety

Chair
Professor J.M. Dunwell

Ex Officio
The Head of Health and Safety Services
The Biological and Scientific Safety Advisor (Dr G. Roberts)

Specialist academic members (Dr S.C. Andrews and Dr D. Savva (alternate Chair))
One lay academic member (Dr T. Callus)
One representative of each trade union

(UCATT) (Vacancy)
(UNITE – AEEU) Mr B. Allen
(UNITE – AMICUS) Dr B.A. Konig
(UNISON) Ms V.J. Davis

A representative of the Bio-Resource Unit (Vacancy)
A representative of the University Farms (Vacancy)
A representative of West Berkshire Occupational Health Services (Ms D. Grout)

Secretary Mrs T.M. Robinson

Additional members from relevant Schools or Departments may be co-opted as the need arises to assist in the evaluation of any proposals placed before the Sub-Committee for approval.
The Radiation Safety Sub-Committee

Mrs M.E. Simpson (Head of Health and Safety Services) (Acting Chair)
Dr S. Black, SRPS (School of Human and Environmental Sciences)
Dr J. Bowen, SLS (School of Systems Engineering)
Dr L. Crompton, SRPS (School of Agriculture, Policy and Development)
Dr F. Davis, UCU Rep/SRPS (School of Chemistry, Food and Pharmacy)
Mr. S. Feist, Deputy SRPS (School of Biological Sciences)
Dr G. Gibbins (School of Biological Sciences)
Dr S. O’Leary, SLS (School of Mathematics, Meteorology and Physics)
Mrs L. Pontin, Union Safety Representative, Unite the Union
Dr G. Roberts (The Biological and Scientific Safety Advisor) (Chair)
Dr L. Shaw (School of Human and Environmental Sciences)
Mr. A. Simmons, Deputy SPRS (School of Biological Sciences)

Right of attendance:
Mr. R. Collins, Radman Associates (The Radiation Protection Advisor (RPA))

Secretary: To be confirmed

Terms of Reference

1. To oversee in conjunction with the Radiation Safety Officer (RSO) and the Radiation Protection Advisor (RPA) where appropriate, all activities involving sources of Ionising Radiation. Such activities include the storage and disposal of waste arising from the use of Open Sources of radionuclides; the use of Closed Sources and the use of X-Ray sets, and the keeping of records pertaining to such uses.

2. To oversee in conjunction with the RSO the use of lasers and sources of non-ionising radiation.

3. To recommend additional conditions of use when required to maintain compliance with University procedures and relevant legal requirements.

4. To establish and review the training and experience requirements for users of sources of radiation to ensure their activities are safe and in accordance with University radiation safety procedures.

5. To review radiation safety procedures for effectiveness and recommend revisions when necessary.

6. To review internal audit reports and risk assessments relating to the use of sources of ionising and hazardous non-ionising radiation to determine if training, authorisations and procedures are appropriate and effective.

7. To recommend remedial action to correct any deficiencies identified by such audits.

8. To receive and review reports from the RSO including reports of incidents or unusual occurrences involving radiation, and to recommend action to correct any deficiencies.

9. To monitor radiation safety issues to ensure that they are appropriately addressed by relevant bodies within the University.

10. To maintain written records of meetings, actions, incidents or unusual occurrences along with recommendations.

11. To normally meet once per term, and submit a summary report to the University Health and Safety Committee.
University Health Service: Joint Steering Group

Normal period of tenure - three years

Ex officio

- The Vice-Chancellor (Chair)
- The Pro-Vice-Chancellor (Professor D.C. Berry)
- The Director of the University Health Service
- The other doctors (or such of their number as they may choose from time to time to represent them)
- The Practice Manager (Ms J. Judkins)

A representative of the Students' Union (by invitation)

- Vice-President (Student Rights & Diversity) (Ms M. Pennyfather) 7.2010

In attendance  Mr P.M. Osborne

Secretary: Director of Student Services (Mrs J.A. Ghandhi)

Terms of reference:

The Steering Group has responsibility for:

(i) General oversight of the University Health Service;

(ii) Advising the Strategy and Finance Committee and the 'Practice' on matters relating to the Health Service including its finances;

(iii) The preparation of an Annual Report for submission to the Senate and Council.

(C96/15 31 May 1996 (Report of Standing Committee, Item 12, Annex 4, Item 31(b)))
Honorary Degrees: Joint Standing Committee of the Council and Senate

Normal period of tenure - two years

Ex officio

The Vice-Chancellor (Chair)

Appointed by the Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr J.D. Fishburn</td>
<td>C09/23</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Mr C.C. Fisher</td>
<td>C09/23</td>
<td>31.7.2012</td>
</tr>
<tr>
<td>Dr J.C.F Hayward</td>
<td>C08/25</td>
<td>31.7.2011</td>
</tr>
<tr>
<td>Mrs J.M. Scott</td>
<td>C08/25</td>
<td>31.7.2011</td>
</tr>
</tbody>
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Appointed by the Senate

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Date</th>
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<tbody>
<tr>
<td>Professor R.W. Chapman</td>
<td>S08/56</td>
<td>31.7.2010</td>
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<tr>
<td>Professor M. Clark</td>
<td>S09/55</td>
<td>31.7.2011</td>
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<tr>
<td>Professor C.J.H. Duggan</td>
<td>S08/56</td>
<td>31.7.2010</td>
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<tr>
<td>Professor K. Patel</td>
<td>S08/56</td>
<td>31.7.2010</td>
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<td>Professor R.W. Stainthorp</td>
<td>S08/56</td>
<td>31.7.2010</td>
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Secretary: The University Secretary (Mr K.N. Hodgson)

Terms of reference:

To receive proposals for the award of Honorary Degrees, and to put forward a suggested list of recipients for consideration by Senate and Council, together with a recommendation whether the degrees should be conferred at a special Congregation or at an ordinary Congregation.
Information Strategy Committee

Pro-Vice-Chancellor [Teaching and Learning] (Chair) 
Professor R.L. Robson
Deputy Vice-Chancellor 
Professor T.A. Downes
Dean, Faculty of Arts and Humanities 
Professor S.F. Walker
Dean, Faculty of Science 
Professor S.J. Mithen

Chair of Advisory Group for IT Services 
Dr R.J. Mitchell
Chair of Advisory Board for Library Services 
Professor R.W. Chapman
Chair of Committee on Archives, Museums 
and Collections 
Professor M.G. Fulford
Chair of the University Web Information Steering Group 
Dr R.J. Mitchell

Director of Governance 
Mr K.N. Hodgson
Director of External Affairs 
Mr S.P.R. Horan
Director of Student Services 
Mrs J.A. Ghandhi
Director of Academic Services 
Dr R.J. Messer
Director of Facilities Management 
Mr C. Robbins
Director of Finance and Corporate Services 
Mr D.C.L. Savage
Librarian 
Mrs J.H. Munro
Director of IT Services 
Mr D.M. Roch
Head of Communications 
Mrs S. Rayner

Right of Attendance:

Mr T. Gilchrist 
Vice-President (Education) Students' Union
Dr R J Crabtree 
RISIS Applications Manager
Mr L Shailer 
IMPS

Secretary: The Director of Academic Services (for whom Ms L. Davies acts)

Terms of reference:

To advise the Senior Management Board on matters of information policy and their implementation. 
(Deans 93/383)

Report to:

Senior Management Board (by exception)
Senate
Advisory Group for Information Technology Services

Normal period of tenure - three years

Chair
Dr R.J. Mitchell

Ex officio
The Pro-Vice-Chancellor (Professor R.L. Robson)
The Director of Academic Services (Dr R.J. Messer)
The Librarian (Mrs J.H. Munro)
The Director of IT Services (Mr D.M. Roch)

Two members from each Faculty, appointed by the Senate on the recommendation of each Faculty Management Board, of whom at least one from each faculty shall be a member of academic staff.

(A&H) Vacancy
(A&H) Dr A.C. Smith  S07/44  31.7.2010
(SS) Dr P.J. Almond  S09/55  31.7.2012
(SS) Mrs E.A. Smith  S09/55  31.7.2012
(HBS) Dr A.R. Bell  S08/56  31.7.2011
(HBS) Ms. S.H. Palmer  S08/56  31.7.2011
(LS) Professor R. Cramer  S07/44  31.7.2010
(LS) Dr M.D.E. Fellowes  S09/55  31.7.2012
(S) Professor S. Williams  S07/44  31.7.2010
(S) Dr A. Howard  S09/55  31.7.2012

Representatives of the administrative directorates, appointed by the Information Strategy Committee

Academic Services (Ms M.C. Papaefthimiou)
Finance and Corporate Services (Mr P. Southwell)
Estates and Facilities Management (Mr A. Stafford)
Development and External Affairs (Mrs K. Lake)
Governance (Mrs S. Pellow)
Student Services (Mr R. Sandford)

Students’ Union representative

The Vice-President (Education) (Mr T. Gilchrist)

Secretary: Miss L. Davies

By invitation

The Assistant Director of IT Services (Mr M. Barsley)
The Assistant Director of IT Services (Mr S. Gough)
The Assistant Director of IT Services (Mrs H. Vines)
The Chair of the IT Supporters Group (Mr C.J. Dawkins)
Terms of reference:

(i) To consider policy and strategy issues relating to the provision of Information Technology services.

(ii) To help Information Technology Services prioritise its support services.

(iii) To receive Information Technology Services' operational report.

(iv) To negotiate Information Technology Services' service catalogue.

The Advisory Group will set up sub-groups to consider specific issues and will co-opt members for that purpose as it sees fit.

The Advisory Group will normally meet at least once a term and will report to the Information Strategy Committee.

Members of the Advisory Group will be appointed for three years, renewable.

(Deans Minutes, 1 December 1997 and 27 April 1998)
Reports to the Information Strategy Committee
Advisory Board for Library Services

Normal period of tenure - three years

Chair Professor R.W. Chapman  S08/56  31.7.2011

Ex officio

The Vice-Chancellor
The Director of Academic Services (Dr R.J. Messer)
The Director of IT Services (Mr D.M. Roch)
The Librarian (Mrs J.H. Munro)
The Vice-President (Education) of the Students’ Union (Mr T. Gilchrist)
One Faculty Director of Teaching and Learning (Dr M-M. Kleinhans)

One Dean appointed by the Senior Management Board

Professor S.F. Walker  SMB08/161  31.7.2011

Two members of Academic Staff from each Faculty appointed by the Senate on the recommendation of the Boards of the Faculties (one from each Faculty to be a member of the Board)

(A&H) Professor P. Luna  S07/44  31.7.2010
(HBS) Dr K. Nakata  S08/56  31.7.2011
(HBS) Dr L.A. Newton  S08/56  31.7.2011
(LS) Dr S.L. Halligan  S08/56  31.7.2011
(LS) Dr J.P.E. Spencer  S08/56  31.7.2011
(S) Professor W.P. Hughes  S08/56  31.7.2011
(S) Dr G.T. McKee  S08/56  31.7.2011
(SS) Professor R. Stainthorp  S07/44  31.7.2010
(SS) Professor R. Auchmuty  S07/44  31.7.2011

By Invitation

Head of the Library Systems and Services (Mrs C.A. Ayres)
Head of Collections (Mr R. Wood)

Secretary: The Librarian (for whom Ms L. Davies acts)

Terms of reference:

See Ordinance XIV

Reports to the Senate and Council.
Museum of English Rural Life: Committee for

Normal period of tenure - three years

Chair Professor M.G. Fulford

Ex officio

The Vice-Chancellor
The Director of Academic Services (Dr R.J. Messer)
The Head of the Department of History (Dr J. Burchardt)
The Head of the University Museums and Special Collections Service (Ms K. Arnold-Forster)
The Keeper of the Museum (Dr R. Brigden)
The University Librarian (Mrs J. Munro)

Two members appointed by the Senate

Professor P. John S08/56 31.7.2011
Professor S.F. Walker S08/56 31.7.2011

Ad Personam

Mr A.E. Palmer
Ms A. Heseltine

By invitation:

Dr N. Johnson (Director, Sainsbury Centre, UEA)
Mr R. Evans (Chief Executive, British Waterways)
Mr R. Harris (Museum Director, Weald & Downland Open Air Museum)
Ms S. Donnelly (Archivist, LSE Library)
Dr P. Brassley (British Agricultural History Society)
Professor A. Howkins (University of Sussex)

Secretary: The Director of Academic Services (for whom Ms L. Davies acts)

Terms of reference:

See Ordinance XXV

Reports to the Support Services Policy Committee, Senate and Council
Committee on Museums, Archives and Collections

Chair Professor M.G. Fulford

Ex officio
- A Dean (Professor S.F. Walker)
- The Director of Academic Services (Dr R.J. Messer)
- The Head of Collections, University Library (Mr R. Wood)
- The Head of the University Museum and Special Collections Service (Ms K. Arnold-Forster)
- The Keeper of the Museum of English Rural Life (Dr R.D. Brigden)
- The Chair of the Beckett International Foundation (Professor S.F. Walker)
- The Curator (or equivalent) of the Cole Museum (Dr A. Callaghan)
- The Curator (or equivalent) of the Herbarium (Dr S.L. Jury)
- The Curator (or equivalent) of the Ure Museum (Dr A. Smith)
- The Curator (or equivalent) of the Lettering, Printing and Graphic Design Collections (Mr M. Andrews)
- University Archivist (Mr G. Baxter)

By invitation
- The University Museums and Collections Learning Manager (Ms R. Moran)
- Director of the CETL in Applied Undergraduate Research Skills (Dr J.D. Creighton)
- Director of the Evacuation Archive (Dr M. Parsons)
- A representative of the Special Collections Service
- A member of Academic Staff (Vacancy)
- A member of Academic Staff (Dr A. Nash)
- MERL Librarian (Mr P. McShane)
- Undergraduate Learning Officer (Mr R. Smith)

Secretary: Ms L. Davies

Terms of Reference

‘To develop and oversee the implementation of a coordinated strategy for the University’s museums, archives and collections in the context of the University’s Corporate Plan.’

Committee of Deans 00/303.
Reports to the Senior Management Board through the Information Strategy Committee, and to the University Boards for Research and Teaching and Learning.
Personal Title of Professor, Reader or Senior Lecturer: Joint Standing Committee of Council and Senate

Normal period of tenure - three years

Ex officio

   The Vice-Chancellor
   The Deputy Vice-Chancellor
   The Pro-Vice-Chancellors
   The Deans of the Faculties
   Chair of the Non-Professorial Staff (Dr A.P. Nash)

Two members appointed by the Council (not being members of the Academic Staff), at least one of whom shall be a member of the Council

   Mr C.C. Fisher (Chair)       C09/23       31.7.2012
   Mrs J.M. Scott              C08/25       31.7.2011

Three members of the Senate (not being Deans), appointed by the Senate

   Professor V.A. Gibson       S08/56       31.7.2011
   Professor G. Marston        S09/55       31.7.2012
   Vacancy

Secretary: The University Secretary (Mr K.N. Hodgson)

Terms of reference:

   See Ordinance XXIII

Reports to Council and Senate.
Committee for the Recruitment of Students

Ex Officio

The Pro-Vice Chancellor for Teaching and Learning (Professor R.L. Robson) (Chair)
The Director of Student Recruitment and Schools Liaison Office
The Director of the Reading International Office

A Faculty Director of Teaching and Learning representing the Science Faculties
A Faculty Director of Teaching and Learning representing the Henley Business
School or the Faculty of Arts and Humanities or the Faculty of Social Sciences
The Director of Student Services
Head of Financial Planning and Analysis
The Vice-President (Education) of the Student Union
Director of International Study and Language Centre
The Admissions Officer
A Representative from a Faculty Admissions Office

Secretary: Mr C.J. Baker
Committee on the Regional Agenda for Teaching and Learning

Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)
Pro-Vice-Chancellor (Professor D.C. Berry)
Pro-Vice-Chancellor (Professor C.M. Williams) or her nominee
Director of IT Services (Mr D.M Roch)
Director of Academic Services (Dr R.J. Messer)
Faculty Directors of Teaching and Learning
Head of the School of Continuing Education (Professor J. Pemberton)
Director of Research and Enterprise Services or his nominee
Director of the Centre for the Development of Teaching and Learning (Dr J.E. Phelps)
Director of Progress South Central (Ms F. Croft)
Widening Participation Officer (Ms C.M. Ebsworth)
Senior Quality Support Officer (Ms J. Chetcuti)

Secretary: Ms N. Dawson

Terms of reference:

(i) To consider strategic issues in relation to the University’s Regional Agenda for Teaching and Learning;
(ii) To receive a report on activities since the last meeting from each member of the Committee;
(iii) to receive all external documentation on regional aspects of teaching and learning from HEFCE, SEEDA, HESE, LSC, Sector Skills Councils, the DoH and such like;
(iv) to draw up so far as it possible to do so a list of the current and likely future priorities of the key external bodies, and publicise it as appropriate;
(v) To consider ideas from within the University or from partners of the University for teaching and learning activities in the region where a co-ordinated view would be advantageous;
(vi) To consider as appropriate interaction with schools in the region;
(vii) To draw up a list of the University’s existing and under consideration ideas for teaching and learning activities in the region, and publicise it as appropriate;
(viii) To report to the University Board for Teaching and Learning and the Senior Management Board as appropriate

Re-Grading Committee

The Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
The Dean of the Faculty of Life Sciences (Professor R.H. Ellis)
The University Secretary (Mr K.N. Hodgson)
The Deputy Director of Facilities Management (Ms B.E. Sumner)
Two Heads of School or equivalent (Professor C.G. Guy and Professor R. Palmer)
The Director of Human Resources (Mr J.J. Brady)
The Human Resources Manager (Pay and Reward) (Miss C.E. Eckett) (Secretary)
Remuneration Committee

Ex officio
The President (Mr C.C. Fisher) (Chair)
The Treasurer
The Vice-Chancellor

Three other lay members of the Council:
Mr R. Buller C07/45 31.7.2010
Dr J.C.F. Hayward C08/45 31.7.2011
Mrs J.M. Scott C08/45 31.7.2011

Secretary: The University Secretary

Terms of reference:

The Remuneration Committee was established by the Standing Committee in October 1995 in the light of the Guide for Members of Governing Bodies of Universities and Colleges in England and Wales published by the Committee of University Chairmen.

The Vice-Chancellor will withdraw when matters relating to his own salary are under discussion.

The University Secretary is Secretary to the Committee but will withdraw when matters relating to his own salary or that of the Vice-Chancellor are under discussion.

The quorum for meetings of the Remuneration Committee (which has six members of whom five are lay) and three lay members.

(i) To consider and decide on behalf of the Council all matters relating to the remuneration of the Vice-Chancellor, Officers, Professors, and other senior staff (Grade 9 or its equivalent) and matters to include taxable benefits and exceptional financial arrangements in respect of their employment;

(ii) To consider and decide upon the terms of any severance or early retirement arrangements for any senior staff of the University and to report to the Strategy and Finance Committee and Council on any such arrangement. (For this purpose ‘Senior Staff’ is defined as at August 2007 (HEFCE letter 22/2007) as those earning more than £100,000 per year, save that staff earning less than £100,000 per year should not necessarily be excluded from its consideration when it was felt to be appropriate by the President and Vice-Chancellor.)

(iii) To receive reports on all severance payments if the cost to the University is over £10,000 and to be consulted through the President if the potential cost exceeds £30,000.

In respect of the remuneration of Professors the Remuneration Committee shall follow the procedures agreed as part of the Professorial Salary Review Scheme; and in respect of Senior
Staff it shall follow the procedures agreed as part of the Senior Staff Salary Review Scheme.
Research Ethics Committee

Eight members appointed by the Senate

Dr P.J. Almond  S08/56  31.7.2010
Dr A. Drewery  S07/44  31.7.2010
Dr R.M.P. Fearon  S08/81  31.7.2011
Professor M.A. Gosney (Chair)  S08/56  31.7.2011
Dr J.A. Lovegrove  S09/55  31.7.2012
Dr T. Marinis  S09/55  31.7.2012
Dr R.A.R. Smith  S07/44  31.7.2012
Dr S.C. Todd  S09/55  31.7.2012

Up to two members appointed by the Council at least one of whom is to be drawn from outside its own membership

Dr G.P. Botting  C07/34  31.7.2010
Professor N. Wellman  C09/23  30.7.2012

Other members appointed by the Research Ethics Committee

Dr J.F.S. Burchardt  31.7.2011
Dr A.J. Cocks  31.7.2011
Dr M. Gibson  30.7.2010
Dr J. Milford  30.7.2010
Dr A. Penn  30.7.2010
Mr A. Philips  30.7.2010
Ms L. Roberts  30.7.2010

A representative of the Students’ Union

Vice-President (Education) Mr T. Gilchrist

Secretary: The Director of Academic Services (for whom Ms N. Dawson acts)

Terms of reference:

(a) To assess the ethical propriety of all research using human subjects, human samples (however obtained) or human personal data to be undertaken in the University, or under the auspices of the University, however funded.

(b) To have discretion on behalf of the University and in the light of ethical considerations to require such modifications as it may think fit and, if necessary, not to allow the research to proceed.

(c) To offer advice to Heads of School and investigators on the ethical implications of proposed research and to encourage high standards of ethical behaviour in research on human beings in the University.

(d) To monitor at its discretion the progress of research projects submitted to it by means of a reports or in other ways and, if necessary, to suspend or terminate such research on ethical grounds.

Reports to Senate.

S7550, C4470 7 June 1985 (Report of Standing Committee)
Senate 02/100 Council 02/61
Residences Management Committee

Ex officio

Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
A Dean (Professor R.H. Ellis)

Three members of the Academic Staff appointed by Senior Management Board*

Professor R.H. Ellis
Mr C.B. Hardman
Ms E.J. Taylor

The Director of Facilities Management
The Director of Student Services (or her nominee)
The Director of Finance and Corporate Services (or his nominee)
The President of the Students’ Union

Secretary: The Director of Academic Services (for whom Mrs K.H. Dickinson acts)

In attendance

The Deputy Director FMD - Residential & Commercial Services and Sport
Assistant Director, Residences
Assistant Director, Commercial Services

Standing Invitation

Management Accountant – Facilities Management
Senior Resident Tutor/Warden
Group Residences Manager
Project Co-ordinator
Advisory Team Leader, Student Services Centre

* One member of Academic Staff must be from Bulmershe Court.

Terms of Reference

1. To recommend to the Senior Management Board, policy and strategy issues relating to the provision of residential services.

2. To deal with emergencies on behalf of the Board.

3. To prepare annual budget and financial plans for endorsement by the Senior Management Board.

4. To review the financial performance against budget forecast and report the findings to the Senior Management Board.

5. To take such actions as required by the Senior Management Board in connection with financial performance.

Reports to the Senior Management Board, the Support Services Policy Committee and the Council.
Reward Committees

Academic & Research

Pro-Vice-Chancellor (Professor C. M. Williams) (Chair)
Pro-Vice-Chancellor (Professor D. C. Berry)
Pro-Vice-Chancellor (Professor R. L. Robson)
Dean of the Faculty of Arts and Humanities (Professor S.F. Walker)
Dean of Henley Business School (Professor C.J. Bones (or his nominee)
Dean of the Faculty of Life Sciences (Professor R.H. Ellis)
Dean of the Faculty of Science (Professor S.J. Mithen)
Dean of the Faculty of Social Sciences (Professor J. Pemberton)
Deputy Director of Human Resources
The Human Resources Manager (Pay and Reward) (Miss C.E. Eckett) (Secretary)

Professional & Managerial

Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)
Dean of the Faculty of Arts and Humanities (Professor S.F. Walker)
Dean of the Faculty of Life Sciences (Professor R.H. Ellis)
Director of Academic Services (Dr R.J. Messer)
The University Secretary (Mr K.N. Hodgson)
Deputy Director of Human Resources
The Human Resources Manager (Pay and Reward) (Miss C.E. Eckett) (Secretary)

Academic & Administrative Support

Dean of the Faculty of Sciences (Professor S.J. Mithen) (Chair)
Dean of the Faculty of Social Sciences (Professor J. Pemberton)
Director of External Affairs (Mr S.P.R. Horan)
The Director of Facilities Management (Mr C. Robbins)
Two Heads of School (Professor U.S. Kambhampati and Professor G. Marston)
Deputy Director of Human Resources
The Human Resources Manager (Pay and Reward) (Miss C.E. Eckett) (Secretary)

Ancillary & Operational Support

Dean of the Faculty of Science (Professor S.J. Mithen) (Chair)
Director of Student Services (J.A. Ghandhi)
The Librarian (Mrs J.H. Munro)
The Deputy Director of Facilities Management (Ms B.E. Sumner)
The Deputy Director of Human Resources
The Human Resources Manager (Pay and Reward) (Miss C.E. Eckett) (Secretary)

Reward Committee Appeals Panel

Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
Director of Human Resources (Mr J.J. Brady)
RISIS Steering Group

The Pro-Vice-Chancellor Teaching and Learning (Professor R.L. Robson) (Chair)
Dean, Faculty of Social Sciences (Professor J. Pemberton)
Faculty Director of Teaching and Learning, Social Sciences (Dr M-M. Kleinhans)
A Representative from School and Department users (Dr P. Hatcher)
Director of Student Services (Mrs J.A. Ghandhi)
Academic Registrar (Mrs L.J. Kishore)
Planning Support Office (To be confirmed)
Finance Office (Mrs J. Carter)
Facilities Management Directorate (Mrs A. Moore)
Sub-Dean, Joint Faculty Office of Science and Life Sciences (Miss S.A.R. Adams)
IT Services (Mr M. Barsley)
PAMS User Group (Mrs K.H. Dickinson)
Applications Manager, RISIS Office (Dr R.J. Crabtree)
Vice- President (Education) of the Students’ Union (Mr T. Gilchrist)
(Secretary) Ms V. Leivers

Members of RISIS task groups, which are convened on an ad hoc basis to consider specific areas of development on RISIS, will be invited to attend meetings as appropriate.

The remit of the RISIS Steering Group is to oversee the development of the Reading Integrated Student Information System (RISIS) and to advise on priorities, taking into account the needs of the wider University community and the University’s policy directives.

The Steering Group will receive reports from the Applications Manager, from the PAMS User Group and from the task groups as appropriate. It will also consider papers and documents circulated to other committees which would assist the Steering Group in fulfilling its objectives.

The Steering Group will report to the Information Strategy Committee, the Steering Group on Student Management Information and the Sub-Committee on IT in Teaching and Learning.
Risk Management Group

Ex officio
The Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
The Director of Finance and Corporate Services
The University Secretary

Two Heads of School (one drawn from the Science Faculties and the other not)
To be confirmed

One further Head of Directorate to serve for a period of three years
The Director of Facilities Management 31.7.2009

Secretary As Appointed by the University Secretary  (Ms N.L. Gillard)

University of Reading Science & Technology Centre Ltd: Board of Directors

Ex officio
Deputy Vice-Chancellor (Professor T.A. Downes)
The Pro-Vice-Chancellor (Enterprise) (Professor C.M. Williams) (Chair)
The Director of Finance and Corporate Services (Company Secretary)
The Director of Facilities Management
The Dean of the Faculty of Science
The Director of Research and Enterprise Services (Dr D.J. Gillham) (Secretary)

One member of the Council

Mr R. Buller C07/34 31.07.2010

Terms of reference:
See Memorandum and Articles of Association plus Memorandum of Understanding with the University.
Formerly the Innovation Centre.
Senior Management Board

The Vice-Chancellor (Chair)
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors
The Deans of the Faculties
The Heads of Directorate

Secretary Ms L.V. Sharman

Terms of reference:

Subject to the Statutes and Ordinances and subject to such direction as it may from time to time receive from the Council or the Strategy and Finance Committee, the Senior Management Board shall be responsible for:

(i) The consideration of, and the framing of recommendation on, such policy matters as it may itself determine or as may be referred to it by the Council, Senate or Strategy and Finance Committee;
(ii) The consideration and framing of recommendations on all matters relating to academic and institutional planning;
(iii) Through the Committee on Strategy for Student Recruitment and Academic Provision which shall report to it, the determination of student numbers and their distribution;
(iv) The oversight of research, teaching and learning, and enterprise in the University;
(v) The receipt of, and the co-ordination of responses to, all communication from the HEFCE and similar bodies other than those exclusively relevant to the Strategy and Finance Committee or other body or to a specific office or officers;
(vi) The confirmation of probationary appointments for Academic Staff and for Research and Analogous Staff;
(vii) The award of additional and discretionary increments and lump sum payments;
(viii) The recommendation to the Council through the Senate of appointments to Visiting Professorships and the conferment of such other visiting and courtesy titles as do not require Council or Senate approval.
(ix) The monitoring of such risks as may be assigned to it within the Universities Risk Requirements

The Board will report to the Senate and to the Strategy and Finance Committee as appropriate.

C2570, S4222
C95/63 10 November 1995 (Standing Committee Report to Council, Item 6)
SMB 06/246
Probationary Review Sub-Committee

*Ex officio*

- The Vice-Chancellor (*Chair*)
- The Deputy Vice-Chancellor
- The Pro-Vice-Chancellors
- The Deans of the Faculties

*Secretary:* The University Secretary

*In attendance:* The Director of Human Resources (or his representative)

**Terms of reference:**

The confirmation of probationary appointments for Academic Staff.

The Sub-Committee shall meet on two or three occasions each year, immediately following a calendared meeting of the Senior Management Board

Students’ Union Liaison Committee

- Deputy Vice-Chancellor (Professor T.A. Downes) (*Chair*)
- Director of Facilities Management
- Director of Finance and Corporate Services
- President of the Students’ Union
- Two other officers of the Students’ Union
- The Chief Executive of the Students’ Union
- The Director of Student Services

*Secretary:* Director of Finance and Corporate Services (for whom Ms C. Sherriff acts)
Sports Management Committee

Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)

Three members of the Academic staff (at least one from Bulmershe Court)
Professor S.D. Green 31.7.2010
Professor D.S. Oderberg 31.7.2010
One vacancy

The Vice-President (Student Activities) of the Students’ Union (Ms A. Barnes)
The Chief Executive of the Reading University Students’ Union (Mr R. Silcock)

Secretary Ms R. Hill-Kelly

In attendance
The Director of Facilities Management (Mr C. Robbins)
The Director of Sport and Recreation (Mr I.A. Akhurst)
The Director of Finance and Corporate Services or his nominee (Mr P.M. Osborne)
The Director of Student Recruitment and Schools Liaison (Ms C.J. Singleton)
The Deputy Director of Estates and Facilities Management Services (Ms B. Sumner)
The Director of Development and Alumni Relations (Mr A. Wood)

Standing Invitation Head of Physical Education and Sports Leadership (Institute of Education)
(Mr T. MacFadyen)

Terms of reference:
In these Terms of Reference, the phrase ‘sport’ should be taken to encompass sport, recreation and fitness-related activities.

1. To make recommendations to appropriate bodies on policy relating to:
   i) The level of provision of sport;
   ii) The promotion of sport internally to both academic and student bodies, and externally to the local community and beyond, in order to raise its profile and levels of participation;
   iii) The development of sports-related facilities;
   iv) The business strategy for sport, including pricing and fee structure;
   v) The use and maintenance of relevant facilities for sport, including the University campus;
   vi) The links between sport and the health and well-being of staff and students;
   vii) The interface between sport and academic issues including, where appropriate, programmes of study;
   viii) The sports activities of the University as they relate to environmental matters.

2. To oversee the production and implementation of the University’s Sports Strategy, in order to articulate with the University’s Corporate Plan and other relevant institutional strategies.

3. To receive reports from the Director of Sport and Recreation and from the Vice-President (Student Activities) of the Students’ Union.
Reports to the Support Services Policy Committee and to the Senior Management Board

(Reconstituted 1997 (C3710); C4634)
(Reconstituted 2002 (C02/23))
(Reconstituted 2006)
Staffing Committee

*Ex-Officio*
- The Deputy Vice-Chancellor (Professor T.A. Downes) (Chair)
- The Director of Human Resources (Mr J.J. Brady)
- The Director of Staff Training and Development
- A Faculty Director of Teaching and Learning (Dr. M-M. Kleinhans)

**Two Deans appointed by the Senior Management Board**
- Professor R.H. Ellis  SMB08/161  31.7.2012
- Professor J. Pemberton SMB09/122  31.7.2013

**One Head of Directorate appointed by the Senior Management Board**
- The Director of Facilities Management SMB07/154  31.7.2010

**Two senior members of the staff of the University appointed by the Senior Management Board**
- Professor J.A. Ellis SMB09/122  31.7.2012
- Mrs J.H. Munro SMB08/161  31.7.2011

**Secretary:** The University Secretary (for whom Mr A.J. Twyford acts)

**Standing Invitation:**
- Pro-Vice-Chancellor (Professor R.L. Robson)
- The Senior HR Partner (Mr A.J. Twyford)
- One HR Partner (Mrs J.I. Mason)

**Terms of Reference:**

- To oversee the development of new personnel policy and related procedures;
- To monitor progress towards strategic aims and objectives in the personnel area;
- To review the effectiveness of current personnel procedures;
- To consider the practical implications of new employment legislation, codes of practice and other national developments;
- To discuss local variations to terms and conditions of employment;
- To make recommendations to the Senior Management Board and others as appropriate;
- To provide advice on the implications for personnel policy of matters referred to it by other bodies;
- To ensure that significant personnel developments are communicated to staff in an effective and timely manner.
- To be responsible for the implementation of the University’s staff training and development policy and for monitoring the University’s staff training and development programme.
- To receive reports annually from the Director of the Centre for Staff Training and Development.
To be responsible for the monitoring of such risks as may be assigned to it within the University's Risk Register

To advise the University (as employer), through the Senior Management Board and the Strategy and Finance Committee, on policy issues relating to the University Employees’ Pension Fund.

Committee of Deans 02/283
Statute XXXIII: Panels

Members are listed in the order in which they will be called.

Chair of either the Tribunal or the Grievance Committee

- Mr R. Buller (31.7.2012)
- Dr J.D. Wilkins (31.7.2010)
- Mrs J.M. Scott (31.7.2011)
- Mr J.D. Fishburn (31.7.2012)
- Dr J.C.F. Hayward (31.7.2011)
- Mr R. Dwyer (31.7.2012)

Tribunal

Appointed by the Council
- Mr R. Buller (31.7.2010)
- Dr J.C.F. Hayward (31.7.2011)
- Mrs J.M. Scott (31.7.2011)
- Mr J.D. Fishburn (31.7.2012)
- Professor S. Hawker (31.7.2010)
- Mr H.W.A. Palmer (31.7.2011)

Appointed by the Senate
- Professor C. Hilson (31.7.2011)
- Professor P.R. Ghandhi (31.7.2012)
- Professor G. Brooks (31.7.2010)
- Professor J.C. Bignell (31.7.2011)
- Professor R.A. Rastall (31.7.2011)

Grievance Committee

Appointed by the Council
- Mr R. Buller (31.7.2010)
- Dr J.C.F. Hayward (31.7.2011)
- Dr J.D. Wilkins (31.7.2010)
- Dr A.M. Hodge (31.07.2012)
- Dr A.P. Reed (31.7.2010)
- Mr R.E.R. Evans (31.7.2011)

Appointed by the Senate
- Professor M.G. Fulford (31.7.2011)
- Professor C.J. Hilson (31.7.2012)
- Professor T. Rehman (31.7.2012)
- Professor P.R. Ghandhi (31.7.2010)
- Professor S.J. Graham (31.7.2012)
- Professor A. Williams (31.7.2012)
Appeal Body

Appointed by the Council
  Mr R. Buller (31.7.2010)
  Dr J.D. Wilkins (31.7.2010)
  Mrs J.M. Scott (31.7.2011)
  Mr R. Dwyer (31.7.2012)
  Mr R.E.R. Evans (31.7.2011)

Appointed by the Senate
  Professor H.M. Colquhoun (31.7.2012)
  Professor G.R. Gibson (31.7.2010)
  Professor C.M.S. Sutcliffe (31.7.2010)
  Professor K.M. Bryden (31.7.2011)
  Professor N.J. Atkin (31.7.2012)

Secretary: The University Secretary

Terms of reference:

  See Statute XXXIII.

(C94/26, C94/29, C98/56)
(C01/26)
Strategy and Finance Committee

Normal period of tenure - three years

Ex officio
The President of the Council (Mr C.C. Fisher) (Chair)
The Vice-President of the Council (Mrs J.M. Scott)
The Treasurer (Dr P.T. Warry)
The Vice-Chancellor
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors

Four other lay members of the Council
Mr R. Buller C07/34 31.7.2010
Professor S. Hawker C09/23 31.7.2010
Dr J.C.F. Hayward C08/25 31.7.2011
Mr. H.W.A. Palmer C09/23 31.7.2011

Secretary: The University Secretary

In Attendance: The Deans of the Faculties and the Heads of Directorate

Terms of reference:

1. The Strategy and Finance Committee shall consist of the following voting members:

   Ex Officio
   The President of the Council
   The Vice-President of the Council
   The Treasurer
   The Vice-Chancellor
   The Deputy Vice-Chancellor
   The Pro-Vice-Chancellors

   Elected Members

   Four members of the Council, not being employees or registered students of the University, elected by the Council, each to serve for three years. These members shall be eligible to serve for two consecutive terms but not more.

2. The University Secretary shall be Secretary of the Committee; the Deans of the Faculties, the Director of Academic Services, the Director of Facilities Management, the Director of Finance and Corporate Services, the Director of Information Services and the Director of Student Services shall have the right of attendance.

3. The Committee shall report to the Council and, where appropriate, to the Senate.

4. It shall normally meet four times a year, at least once in each term.

5. The quorum for meetings of the Strategy and Finance Committee (which has twelve members of whom seven are lay) be six members of whom four must be
The functions of the Strategy and Finance Committee shall be as follows:

(a) **Finance**

It shall be responsible for:

(i) Preparing forward financial plans supporting the University Corporate Plan for approval by the Council;
(ii) Recommending to the Council and implementing general financial Policy, including the Treasury policy;
(iii) Controlling the overall distribution of financial and other resources;
(iv) Recommending annual budgets to the Council;
(v) Having oversight of annual income and expenditure, self-financing units and cash flow;
(vi) Having oversight of, and authorising significant financial dealings with outside bodies, including any fundraising appeals;
(vii) Receiving the Annual Financial Statements for the University, subsidiary companies and Trusts and presenting them to the Council for approval;
(viii) taking such actions as are required by the Council or authorised by the Council in connection with the Financial Statements whether on the recommendation of the Audit Committee or otherwise;
(ix) Financial considerations relating to staff employment (including pension arrangements and promotions) except where the Council has explicitly directed otherwise;
(x) Subsidiary companies and other shareholdings either by the University or a subsidiary company;
(xi) Trusts, save where the Council has appointed another Committee to have responsibility;
(xii) Authorising and monitoring the acquisition and disposal of land and property;
(xiii) Recommending to Council policy on loan capital or other debt and authorising commitments within any limits specified by Council.

(b) **Estates**

It shall be responsible for:

(i) Recommending to the Council and implementing an Estates Strategy;
(ii) Within the framework of the Estates Strategy, authorising and monitoring building programmes;
(iii) Bringing forward to the Senate and Council such other proposals as it may deem fit.

(c) **Academic and Institutional Plan**
It shall be responsible for recommending to the Council each year the University's Strategic Plan following appropriate consultation.

(d) **Services**

It shall have responsibility for:

(i) The Halls Corporation;
(ii) Safety and occupational health within the University

(e) **Risk**

It shall have responsibility for the overall risk profile of the University and for monitoring such specific rules as shall be assigned to it within the Universities Risk Requirements

(f) **Other Matters**

It shall be responsible for such other matters as are referred to it by the Council.

Unless instructed otherwise by the Council the Committee may delegate business and, where appropriate, power of decision to its Sub-Committees and to the Senior Management Board.

The Committee shall at all times operate within the guidelines of policy agreed by the Council.

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**Board of Trustees for the Employees' Pension Fund**

*Ex officio*

Mr T.G. Ford *(Chair)*
Deputy Vice-Chancellor (Professor T.A. Downes)
The Director of Finance and Corporate Services

*Appointed by the Strategy and Finance Committee*

Mr R. Dwyer  
C09/23  
31.7.2012

*Members' representatives*

Mr M. Heaps
Mrs S. Mott

*Retired Members' Representative*

Mrs E. Wilkins

*Secretary: The University Secretary*
Investments Committee

Ex officio

The President of the Council
The Treasurer (Chair)
The Vice-Chancellor
The Vice-President of the Council
Deputy Vice-Chancellor (Professor T.A. Downes)

Appointed by the Strategy and Finance Committee
Mr T. Bartlam C09/16 31.7.2012

Co-opted Members
Mr R.E.R. Evans
Mr W.A. Palmer

Secretary: The Director of Finance and Corporate Services (for whom Ms C.A.B. Wright acts)

In attendance: The Deputy Director of Finance

Terms of Reference

1. To manager the long-term investments of the University and its Trusts, including real property held for investment purposes or which is surplus to the requirements of the University and its Trusts.

2. To oversee the operational management of the investment property portfolio for the University and its Trusts including the addition or disposal of property to or from the portfolio from time to time.

3. To appoint agents, investment managers and other advisers to act for the University and its Trusts.

4. To advise the Strategy and Finance Committee or the relevant Trust Committee whether any properties currently in use ought to transfer to the investment property portfolio.

5. In accordance with Council Resolution 1(d), Minute 4936, to carry out the University’s duties as Trustee of the Research Endowment Trust, including the allocation of funds (if any) each year to the University.

6. To undertake other such matters as are referred to it by the Strategy and Finance Committee.
Steering Group on Student Management Information

Chair Dr P.M. Miskell

One Faculty Director of Teaching and Learning (Dr B.C. Cosh)
A Representative from Academic Quality Support (Mr K.H.S. Swanson)
Director of Planning Support (Mrs D.K. Pearce)
The Widening Participation Officer (Ms C.M. Ebsworth)
The Academic Registrar (Ms L.J. Kishore)
A representative from Planning Support (Dr C.M. Charles)
A Sub-Dean (Miss S.A.R. Adams)
The Admissions Officer (Mr A. Keeble)
A representative from the RISIS Office (Dr R.J. Crabtree)

Secretary: Ms H. Duglan

By Invitation:

Head of the Postgraduate Research Student Office (Mr C. Robson)
A Representative from the Centre for the Development of Teaching and Learning (Mrs M.C. Papaefthimiou)
A representative from the International Office (Ms E. Reed)

Terms of Reference:

a) to ensure that management information on students that the University wishes to have is produced in regard to planning, financial projections, Widening Participation, Annual Reports on Programmes or for any other purpose;
b) to ensure that a joined up approach is taken to the production and management of data;
c) to report to the University Board for Teaching and Learning
Committee on Strategy for Student Recruitment and Academic Provision

*Ex officio*

The Pro-Vice-Chancellor (Professor R.L. Robson) (*Chair*)
Deputy Vice-Chancellor (Professor T.A. Downes)

*The Deans of the Faculties*

(A&H) Professor S.F. Walker
(HBS) Professor C.J. Bones (alternate Professor V.A. Gibson)
(LS) Professor R.H. Ellis
(S) Professor S.J. Mithen
(SS) Professor J. Pemberton

*Alternates: The Directors of Teaching and Learning of the Faculties*

(A&H) Dr P.E. Woodman
(HBS) Dr P.M. Miskell
(LS) Dr J.R. Park
(S) Dr B.C. Cosh
(SS) Dr M.-M. Kleinhans

*By Invitation*

Director of Academic Services (Dr R.J. Messer)
Head of Financial Planning and Analysis (Mr P.M. Osborne)
Deputy Director of External Affairs (Mrs C. Bysh)
Admissions Officer (Mr A. Keeble)

*Secretary:* The Director of Academic Services (for whom Dr C.M. Charles acts)

*T pump of Reference:*

To consider broad issues related to recruitment of and provision for all undergraduate and taught postgraduate students;

To consider initial proposals for significant ideas for new academic provision, and to approve business plans where necessary;

To set and monitor recruitment targets against departments and schools;

To consider the resource implications of the University’s recurrent grant from HEFCE of likely recruitment;

To consider the resource implications for the University’s recurrent grant of significant ideas for new academic provision;

To meet several times each term and, where necessary, convene additional meetings at key points in the recruitment cycle;
To receive relevant papers from the Committee for the Recruitment of Students relating to new provision and resources;

To report to the University Board for Teaching and Learning and to Senior Management Board;

The committee is not responsible for monitoring recruitment of Home Postgraduate Research students, but must be aware of the level of recruitment in order to inform targets for taught students.
Steering Group on Student Retention

A Faculty Director of Teaching and Learning (Chair) to be appointed by the University Board for Teaching and Learning

Dr P.E. Woodman

One further Faculty Director of Teaching and Learning

Dr B.C. Cosh

Three members of academic staff to be appointed by the University Board for Teaching and Learning

Dr J.D. Creighton (Archaeology)
Mr A.J. Doak (Real Estate and Planning)
Vacancy

The Widening Participation Officer (Ms C.M. Ebsworth)
A Sub-Dean (Miss S.A.R. Adams)
A representative from the RISIS Office (Dr R.J. Crabtree)
Study Support Officer (Dr K. Shahabudin)
The Advisory Team Leader (Mrs K.H. Dickinson)
A Representative of the Students’ Union (Mr T. Gilchrist)
A representative from the Planning Support Office (Vacancy)

Secretary: The Director of Academic Services or his nominee

Terms of reference:

In order to satisfy future requirements from HEFCE or any Access Agreement, there be established a Steering Group on Student Retention with the following terms of reference and membership:

(a) to consider and analyse data on student retention
(b) to collect and share examples of good practice on student retention;
(c) to consider how student retention in the University can be improved, both generally and in areas where students are identified as being particularly at risk of withdrawal;
(d) To report to the University Board for Teaching and Learning.
Students' Union: "Independent person" to investigate and report on complaints from students under paragraph 25 of the Students' Union Code of Practice

Ms C. Harmer

C08/25

31.7.2011

Students' Union: Trustee Board

Sabbatical Officers, 2009-2010

President

Ms S. Brennan

Vice-President (Education)

Mr T. Gilchrist

Vice-President (Student Rights & Diversity)

Ms M. Pennyfather

Vice-President (Student Activities)

Ms A. Barnes

Vice-President (Democracy & Campaigns)

Ms E. Bell

Student Trustees, 2009-2010

Three Student Trustees (Mr J. Mellor, Ms D. Dennis-Betts, Ms L. Bohme)

External Trustees

Ms T. Levell Clarke

Ms J. Guest

Ms R. Elliot
Advisory Committee for Student Welfare, Support and Guidance

Ex officio

The Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)
The Director of Student Services (Mrs J.A. Ghandhi)
The Head of the University Counselling Service
The Director of the University Health Services (Dr E.M. Johnston)
The Director of the Careers Advisory Service (Mr C. Widdows)
The Chairman of the Committee of Wardens (Mr C.B. Hardman)
The Academic Registrar (Ms L.J. Kishore)
The President of the Students’ Union (Ms S. Brennan)
The Vice-President (Student Rights and Diversity) of the Students’ Union (Ms M. Pennyfather)
The Vice-President (Democracy and Campaigns) of the Students’ Union (Ms E. Bell)
Advisory Team Leader (Mrs K.H. Dickinson)
Disability Advisory Service Team Leader (Ms K.A. French)
Helpdesk Team Leader (Ms C.A. Prior)
Student Financial Support Team Leader (Ms J. Gibson)
Chief Executive of Reading University Students Union (Mr R. Silcock)

Appointed members

A representative of the Chaplaincy (Rev. M.D. Laynesmith)
A Study Adviser (Dr A.M. Taylor)
Faculty Sub-Deans/Senior Tutors
The HBS Faculty Director of Administration (Mr D.A. Stannard)
The Mental Health Advisor (Mr C.E. Kenderdine)
The Equal Opportunities and Diversity Officer (Mrs M.E. McGrath)
The Director of Reading International Office (Mrs S. Myles)
A Faculty Director of Teaching and Learning (To be confirmed)

Other student members

One Hall President elected by the Hall Presidents’ Committee
Six other students (to be chosen by a means to be decided):
Postgraduate Chair (vacancy)
Overseas Chair (vacancy)
Students with disabilities (vacancy)
One elected JCR International Representative (vacancy)
One elected JCR Welfare Representative (vacancy)
One elected member of the Equal Opportunities Committee (vacancy)
One elected member of the Campaigns and Representation Convention

Secretary Mrs K. Borlase-Hendry
Support Services Policy Committee

The Vice-President of the Council (Mrs J.M. Scott) (Chair)
One Pro-Vice-Chancellor (Professor R.L. Robson) C06/34 31.7.2010
One Dean (Professor R.H. Ellis) SMB08/161 31.7.2012
The President of the Students’ Union (Ms S. Brennan) (or nominated alternate)

Four other lay members of the Council

Mr R.E.R. Evans C09/23 31.7.2011
Dr A.M. Hodge C09/23 31.7.2012
Councillor P.M. Jones C09/23 31.7.2010
Dr J.D. Wilkins C0734 31.7.2010

Secretary: The Director of Student Services (Mrs J.A. Ghandhi)

In attendance
The Director of Finance and Corporate Services
Others to be determined by the Chair

Terms of reference:
1. The Support Services Policy Committee shall consist of the following voting members:

   Ex Officio
   The Vice-President of the Council
   The President of the Students’ Union (or nominated alternate)

   Elected Members

   One Pro-Vice-Chancellor appointed by the Council
   One Dean appointed by the Council
   Four members of the Council, not being employees or registered students of the University, appointed by the Council, each to serve for three years. These members shall be eligible to serve for two consecutive terms but not more.

2. The Director of Student Services shall be Secretary of the Committee.

3. The quorum for meetings of the Support Services Policy Committee (which has eight members of whom five are lay) be four members of whom three must be lay.

4. The Committee shall report to the Council and, where appropriate, to the Senate and to the Strategy and Finance Committee.

5. It shall normally meet at least once in each term.
6. On behalf of the Council, the Support Services Policy Committee shall have oversight of non-academic services policy and have advisory oversight of student services generally.

(a) **Services**

The Committee shall discharge the Council's responsibilities in respect of the following in so far as they involve non-financial aspects of the relevant activities:

(i) The Standing Committee on the Arts to which it shall appoint a lay member of the Council or Court.

(ii) The Careers Advisory Board

(iii) The Committee for the Museum of English Rural Life

(iv) The Joint Steering Group for the University Health Service

(v) The Residences Management Committee

(vi) The Sports Management Committee

(vii) The University Student/Staff Forum to which it shall appoint two members from among its lay membership (The President (alternate Vice-President) being a member ex officio)

(viii) Such other support services as the Council may from time to time decide.

(b) **Complaints, Conduct and Discipline**

The Committee shall discharge the Council's responsibility in respect of the following:

(i) The Complaints Committee to which it shall appoint a lay member of the Council as Chair

(ii) The Standing Disciplinary Committee to which it shall appoint one member of the Council and one alternate

(iii) The standing Disciplinary Appeals Committee to which it shall appoint two lay members, at least one to be a member of the Council, and a panel of four lay Council members as substitutes
(iv) Panels appointed to hear appeals against decisions of the University Board for Teaching and Learning in cases of neglect of work to each of which, when convened, it shall appoint a Chair from among its lay membership.

Committee on Undergraduate Bursaries, Scholarships and Prizes

Pro-Vice-Chancellor (Professor R.L. Robson) (Chair)

The Faculty Directors of Teaching and Learning
(A&H) Dr P.E. Woodman
(HBS) Dr P.M. Miskell
(LS) Dr J.R. Park
(S) Dr B.C. Cosh
(SS) Dr M.-M. Kleinhans

Director of External Affairs (Mr S.P.R. Horan)
Director of Student Recruitment and Schools Liaison (Ms C.J. Singleton)
Director of Planning Support or her nominee (Mrs D.K. Pearce)
Director of Finance and Corporate Services or nominee (Ms M. Nowak-Allum)
Widening Participation Officer (Ms C.M. Ebsworth)
Student Financial Support Team Leader (Ms J. Gibson)
International and Study Abroad Officer
Vice-President (Education) of the Students’ Union (Mr T. Gilchrist)
Secretary: The Director of Student Services (Mrs J.A. Ghandhi)

Terms of reference:

1) To make recommendations on University policy on undergraduate bursaries and scholarships, including the University’s Access Agreement
2) To report on the effectiveness of the bursary and scholarship schemes on recruitment and marketing profile of the University
3) To make recommendations on the selection of subject areas/Schools to receive allocations of scholarships
4) To have oversight over the range and nature of undergraduate scholarships offered across the University including those of Schools, the Development and Alumni Relations Office and external Parties
5) to consider scholarship schemes both for UGs and PGTs
6) to approve all prizes (undergraduate and postgraduate)

The Committee will report to the Sub-Committee on Strategy for Student Recruitment and Academic Provision and to the Senior Management Board.
University Farms Board

Chair
The Deputy Vice-Chancellor or a Pro-Vice-Chancellor (Professor T.A. Downes or Professor C.M. Williams)

Ex officio
The Dean of the Faculty of Life Sciences (Professor R.H. Ellis)
The Head of the School of Agriculture, Policy and Development (Dr M.J. Gooding)
The Head of the Department of Agriculture (if not already a member) or another academic member of the School (Mr R.L. Vaughan)
The Director of AVR (Professor D.I. Givens)
The Director of Finance and Corporate Services (Mr D.C.L. Savage)

Two lay members (normally Farmers), appointed by the Strategy and Finance Committee

Mr D. Homer C 09/16 31.7.2012
Mr J. Kent C 09/16 31.7.2012

The Board shall co-opt to membership such additional persons as it may from time to time determine

Secretary: The Director of Finance and Corporate Services (for whom Dr S.E. Mealor acts)

Terms of reference:

1) To keep under review the University’s farming activities as carried out at Sonning and AVR (Professor T.A. Downes or Professor C.M. Williams) as carried out at Sonning and AVR Farms, bearing in mind the University’s overall interest and, in particular, its Mission Statement [1]
2) To approve the annual revenue and capital budgets for each farming operation.
3) To keep under review the financial position of each farming activity and take such action as is necessary to ensure agreed budgets are achieved.
4) To keep under review the staffing arrangement for each farming operation and advise the Head of School accordingly.
5) To make recommendations and report to Strategy and Finance Committee as required.

[1] 1 ‘We are one of the United Kingdom’s leading research intensive universities, a major contributor to the knowledge economy, and internationally recognised for our excellence in teaching.
Our mission is to promote the growth, transfer and application of knowledge.
Our vision is to translate our excellence into a major contribution to culture, economic well-being, and the quality of life.
We will achieve our vision by developing a culture that stimulates and supports our staff and students’
Joint University/UCU Committee

*Ex officio*

- The Vice-Chancellor
- The Deputy Vice-Chancellor (Professor T.A. Downes)
- One Dean of a Faculty or a Pro-Vice-Chancellor (as designated by Council) (Professor R.L. Robson) 31.7.2010

One lay member of the Council (normally a lay officer) appointed by the Council to serve for three years

- Mrs J.M. Scott C08/25 31.7.2011

One member of the Senate appointed by the Senate

- Professor S. Nortcliff S07/44 31.7.2010

Five members of the Reading Association of the UCU

- The President of the Reading Association: Rev. Dr T.R. Astin *(Chair)*

- Four other members of the Reading Association:
  - Dr I.M. Bland
  - Dr F.J. Davis
  - Dr I. Mueller-Harvey
  - Dr L.R. Shockey

Secretary: The University Secretary (for whom Dr R.J. Crabtree acts)

Right of attendance

- The Director of Human Resources (Mr J.J. Brady)

Chair alternates between Vice-Chancellor and President of the Reading Association.

Terms of reference:

To discuss matters concerning terms and conditions of employment of Academic and Related Staff, and to make recommendations to the Strategy and Finance Committee, Senate and Council.

Reports to Senate, Strategy and Finance Committee and Council.
(S5173 14 June 1972 (Report of Finance and General Purposes Committee, Item 1f); S7035)
University/UNITE: Joint Technical Staff Committee

Four University representatives

The Pro-Vice-Chancellor (Chair)
The Director of Human Resources (Mr J.J. Brady)
Professor R.H. Ellis
One vacancy

Appointed by the Council:
Mr R. Dwyer C09/23 31.7.2012
Alternate (to any member): The University Secretary

Five UNITE representatives and alternates

Secretary: Mrs A.M. Wallace

Terms of reference:

(i) To negotiate on matters relating to terms and conditions of employment including the local implementation of terms and conditions as provided under national agreements except that such matters as are, or become, the subject of national negotiations, will not be matters for local negotiations.

(ii) To discuss and provide a means of consultation on any matters concerning the Technical and Computer Operating Staffs of the University.

(iii) To receive appropriate information.

(iv) To assist in the resolution of any grievance or issue which may arise as indicated hereafter.

Reports to the Strategy and Finance Committee.

(C3835)
(C4382)
University/UNISON Joint Manual and Clerical Staff Committee

University representatives

The Pro-Vice-Chancellor (Chair)
The Director of Human Resources (Mr J.J. Brady)
The University Secretary

Appointed by the Council:

Mr R. Dwyer C09/23 31.7.2012

Five UNISON representatives

Secretary: Mrs A.M. Wallace

Terms of reference:

(i) To negotiate on matters relating to local terms and conditions of employment.

(ii) To discuss any matter concerning the Manual and/or Clerical Staff of the University.

(iii) To receive appropriate information.

(iv) To assist in the resolution of any grievance or issue which may arise as indicated hereafter.

Reports to the Strategy and Finance Committee.

C4000 7 November 1980 (Report of the Standing Committee, Item 5d)
Committee of Wardens

**Bridges Hall**
*Senior Resident Tutor:* Dr A. Culham

**Bulmershe Hall**
*Resident Tutor:* Dr M.J. Proven

**Childs Hall**
*Senior Resident Tutor:* Mr C.B. Hardman (*Chair*)

**Sibly Hall**
*Resident Tutor:* Mr T. Macfadyen

**St Patrick’s Hall**
*Senior Resident Tutor:* Dr J.D. Ross

**Sherfield Hall**
*Resident Tutor:* Dr F.J. Davis

**Wantage Hall**
*Senior Resident Tutor:* Dr J. Macdonald

**Wessex Hall**
*Resident Tutor:* Professor S.C. Andrews

**Windsor Hall**
*Resident Tutor:* Professor K. Niranjan

*Secretary:* Mrs K.H. Dickinson

*By invitation:*
- The Senior Academic Resident of St George’s Hall (Mr J.M.B. Fisher)
- The Senior Academic Resident of Reading Student Village
- The President of the Students’ Union
University Web Information Steering Group

Chair
Dr R.J. Mitchell

Faculty Representatives

(A&H) Dr A.C. Smith
(HBS) To be confirmed
(LS) Dr R.J. Hobson (alternate Dr M.D.E. Fellowes)
(S) To be confirmed
(SS) Dr M-M Kleinhans

The Director of ITS (Mr D.M. Roch)
Library representative (Mrs J. Skinner)
Administrative and Service Directorates Representative (Mrs J. Skinner)
Student Recruitment and Schools Liaison Office Representative (Ms N. Stewart)
Development and External Affairs Representatives (Mrs S.J. Rayner and Mrs K. Lake)
RISIS Representative (Dr R.J. Crabtree)
IT Services Representative (Dr S.C. Brown)
IMPS Representative (Mr L. Shailer)
Students’ Union Representative (Mr T. Gilchrist)
CDoTL Representative (Ms M.-C. Papaefthimiou)
International Office Representative (Ms E. Reed)

Terms of Reference

i. To Take an overview of all of the University’s web information/systems and provide and channel of communication between different groups and projects.

ii. To facilitate communication between users and providers of web solutions (e.g. Communication Office and ITS Web teams, RISISweb developments, service, departments, learning technologies etc) and to disseminate information on web developments generally throughout faculties and divisions.

iii. To devise and approve guidance on specific web related aspects of University activities (e.g. re-branding) ensuring adherence to University’s Information Principles.

iv. To monitor implementation and report on progress.

v. To approve, review and maintain policy relating to the University web site.

vi. To advise and support the Digital Development Team.

vii. To mediate complains about any aspect of the University’s web site and report on issues arising from contravention.

viii. To draw issues concerning web information to the attention of the Information Strategy Committee and other relevant bodies.

Secretary: The Director of Academic Services (for whom Ms L. Davies acts)
Sub-Committee on Widening Participation

A Pro-Vice Chancellor (Professor R.L. Robson) (Chair)
One Faculty Director of Teaching and Learning (Dr B.C. Cosh)
The Director of Planning Support (Mrs D.K. Pearce)
The Academic Registrar (Ms L.J. Kishore)
The Widening Participation Officer (Ms C.M. Ebsworth)
The Director of Student Recruitment and Schools Liaison (Ms C.J. Singleton)
The Director of the Centre for Development of Teaching and Learning (Dr J.E. Phelps)
A Disability Adviser (Ms K.A. French)
A representative from Finance (Ms M. Nowak-Allum)
A representative from the Library (Ms C.A. Ayres)
A Planning Support Manager (to be confirmed)
The Vice-President (Student Rights and Diversity) of the Students’ Union (Ms M. Pennyfather)

Right of attendance:

The Director of Academic Services (Dr R.J. Messer)
The Director of Progress South Central (Ms F. Croft)
The Director of Student Services (Mrs J.A. Ghandhi)
The Manager of Aimhigher Berkshire

Secretary: Mrs K. Wilson

Terms of Reference:

(i) to have oversight of the University’s strategy for widening participation, with particular regard to recruitment of students from under represented groups and Gifted and Talented students to programmes of the University;
(ii) to commission and analyse data to inform such recruitment;
(iii) to work with Schools of the University to improve such recruitment in a targeted way;
(iv) to determine how to use ring fenced widening participation funding received by the University;
(v) to oversee proposals for use of other HEFCE ring fenced funds for Teaching and Learning;
(vi) to report to the Senior Management Board on use of relevant HEFCE ring fenced funds for Teaching and Learning;
(vii) to formulate proposals for the continuation or otherwise of activity as and when ring fenced funding ceases and make recommendations to the Senior Management Board accordingly;
(viii) To have responsibility for monitoring performance against targets as set down in the University’s Access Agreement.

The Sub-Committee reports to the University Board for Teaching and Learning

Senate 9 March 2005
Representatives of the University

Representative Trustees

Higg's and Newman's Charities, South Stoke, Oxon

Normal period of tenure - four years
Dr G.P. Botting

Capstick Memorial Trust

Normal period of tenure - no period given
Mr R.A. Wilbey

Representatives on Educational and Other Bodies

University Courts

Court of the University of Bristol

Normal period of tenure - seven years
Professor S. Nortcliff

Court of the University of Liverpool

Normal period of tenure - three years
Professor R.J. McCrindle

Court of the University of Surrey

Professor P.M. Denicolo
Institutions of Higher Education

Board of Governors of the College of Estate Management

C3105
Normal period of tenure - three years (appointments to end on 30 November)
(Must be members of Senate or Council)

The Vice-Chancellor (ex officio)
Deputy Vice-Chancellor (Professor T.A. Downes)  C07/59  30.11.2010
Professor R.L. Robson  C08/25  30.11.2011
Professor V.A. Gibson  C08/25  30.11.2011
Other Bodies

Area Museum Service for S.E. England

Normal period of tenure - no period given
Mr R.D. Brigden S6512 from 3.1979

British Universities’ Sports Association

Mr G. Jones

Council for British Archaeology: Universities Committee

Normal period of tenure – no period given
Professor R.W. Chapman S7117 from 11.1982

Hampshire Authorised Validating Agency

Dr A. Lawrence-Mathers ...................... S09/55 31.7.2012

Institute of Leisure and Amenity Management

Governing Body and Examination Board:
Normal period of tenure - no period given
Mr R.J. Bisgrove S5045 from 1.10.1971

Joint University Council for Social and Public Administration

Normal period of tenure - three years
Dr P.J. Giddings S08/56 31.7.2011

Social Work Education Committee
Ms A.C. Quinn S09/55 31.7.2012

NFU/Unigate Scholarship Fund Advisory Committee

Normal period of tenure - three years
Mr R.A. Wilbey S07/44 31.12.2010

Reading Adult and Community College Advisory Group

Normal period of tenure – no period given
Dr P.E. Woodman

Southern Universities’ Management Services

Normal period of tenure – no period given
The Vice-Chancellor (ex officio) S6512 from 3.1979
The Director of Finance and Corporate Services C01/42
Universities and Colleges Admissions Service - Regional Group

Normal period of tenure - no period given
Ms L.J. Kishore from 2000

Universities and Colleges Information Systems Association

Mr M. Barsley )
Professor R.L. Robson ) S08/56 31.7.2011
Mr D.M. Roch )

Universities' Committee on Sandwich Courses

Normal period of tenure - no period given
Mrs G. Jodrell from 2000

Universities' Association for Lifelong Learning

Normal period of tenure - no period given
Mrs M.L. Cottingham from 1.10.1999

Universities' Council for the Education of Teachers, Governing Council

Normal period of tenure - no period given
Professor D.D. Malvern S00/62 from 07.2000

Universities' Safety Association

Normal period of tenure - no period given
Mrs M.E. Simpson

West Berkshire Research Ethics Committee

Normal period of tenure - no period given
Emeritus Professor R. Mead (alternate Dr M. Woodward)
Appendix 1

Committee Membership of Lay Members of Council

(* indicates ex officio)

Mr T. Bartlam (31.7.2012)
Audit Committee
Boards of Trustee for the Employees Pension Fund
Investments Committee

Mr R. Buller (31.7.2010)

University of Reading Science & Technology Centre Ltd:
Board of Directors
Discipline: Disciplinary Appeals Committee
Remuneration Committee
Standing Disciplinary Appeals Committee
Statute XXXIII Panel (Panel of Chairmen; Grievance/Tribunal
Committee; Appeal Body)
Strategy and Finance Committee

Mr R. Dwyer (31.7.2012)

Appointments Committee
Board of Trustees for the Employees Pension Fund
University Health and Safety Committee
Statute XXXIII Panel (Panel of Chairmen; Appeal Body)
University/UNITE: Joint Technical Staff Committee
University/UNISON Joint Manual and Clerical Staff Committee

Mr R.E.R. Evans (31.7.2012)

Investments Committee
Support Services Policy Committee
Statute XXXIII Panel (Grievance Committee/ Appeal Body)

Mr C.C. Fisher - President (31.7.2012)

Appointments Committee
Arts: Honorary Degrees: Joint Standing Committee of the Council and Senate
Personal Title of Professor Reader or Senior Lecturer: Joint Standing Committee
of the Council and Senate
Remuneration Committee
Strategy and Finance Committee

Mr J.D. Fishburn (31.7.2012)

Appointments Committee
Audit Committee
University of Reading Development Board (Chair)
Statute XXXIII Panel (Panel of Chairmen; Tribunal Committee)
Strategy and Finance Committee
Honorary Degrees: Joint Standing Committee of Senate and Council
Professor S. Hawker (31.7.2010)

Discipline: Standing Disciplinary Appeals Committee (Substitute member)
Statute XXXIII Panel (Tribunal Committee)
Strategy and Finance Committee

Dr J.C.F. Hayward (31.7.2011)

Appeals against decisions of the Personal Titles Committee (Chair)
Appointments Committee
Development Board
Remuneration Committee
Strategy and Finance Committee
Statute XXXIII Panel (Panel of Chairmen; Tribunal; Grievance Committee)
Honorary Degrees: Joint Standing Committee of the Council and Senate

Dr A.M. Hodge (31.7.2011)

Complaints Committee (Chair)
Standing Disciplinary Appeals Committee
Statute XXXIII Panel (Grievance Committee)
Support Services Policy Committee

Mr H.W.A. Palmer (31.7.2011)

Arts: Joint Standing Committee of Council and Senate
Standing Disciplinary Appeals Committee (Substitute member)
Statute XXXIII Panel (Tribunal)
Strategy and Finance Committee

Dr A.P. Reed (31.7.2010)

Audit Committee
Standing Disciplinary Committee
Statute XXXIII Panel (Grievance Committee)

Mrs J.M. Scott (31.7.2011)

Vice-President of the Council (31.7.2010)

Appeals against Decisions of Faculty Promotion Groups (Chair)
Appointments Committee
Arts: Joint Standing Committee for the Council and Senate (alternate)
Honorary Degrees: Joint Standing Committee of the Council and Senate
Joint University/UCU Committee
Remuneration Committee
St Patrick’s Hall Committee
Standing Disciplinary Appeals Committee (substitute)
Statute XXXIII Panel (Panel of Chairmen; Tribunal; Appeal Body)
Strategy and Finance Committee
Support Services Policy Committee (Chair)
Dr J.D. Wilkins (31.7.2010)

Audit Committee (Chair)
Childs Hall Committee
Standing Disciplinary Appeals Committee (substitute member)
Standing Disciplinary Committee
Statute XXXIII Panel (Panel of Chairmen, Grievance Committee, Appeal Body)
Support Services Policy Committee
Appendix 2

Deputy Vice-Chancellor

Professor T.A. Downes 31.7.2010

Pro-Vice-Chancellors

Professor D.C. Berry 31.7.2011
Professor R.L. Robson 31.7.2010
Professor C.M. Williams 31.7.2012

Deans of the Faculties

Faculty of Arts and Humanities  Professor S.F. Walker 31.7.2011
Henley Business School  Professor C.J. Bones 31.7.2010
Faculty of Life Sciences  Professor R.H. Ellis 31.7.2012
Faculty of Science  Professor S.J. Mithen 31.7.2012
Faculty of Social Sciences  Professor J. Pemberton 31.7.2013

Faculty Directors of Research

Faculty of Arts and Humanities  Professor S.F. Walker 31.7.2011
Henley Business School  Professor V.A. Gibson 31.7.2010
Faculty of Life Sciences  Professor R.H. Ellis 31.7.2012
Faculty of Science  Professor S.J. Mithen 31.7.2012
Faculty of Social Sciences  Professor J. Pemberton 31.7.2013

Faculty Directors of Teaching and Learning

Faculty of Arts and Humanities  Dr P.E. Woodman 31.7.2012
Henley Business School  Dr P.M. Miskell 31.7.2011
Faculty of Life Sciences  Dr J.R. Park 31.7.2011
Faculty of Science  Dr B.C. Cosh 31.7.2012
Faculty of Social Sciences  Dr M.-M. Kleinhans 31.7.2011

Heads of Schools

Faculty of Arts and Humanities
School of Continuing Education  Professor J. Pemberton 31.7.2010
School of Arts, English and Communication Design  Professor J.C. Bignell 31.7.2012
School of Humanities  Dr F. Tallett 31.7.2012
School of Languages and European Studies  Professor C.J.H. Duggan 31.7.2012

Henley Business School
School of Economics  Professor U.S. Kambhampati 31.7.2011
The International Capital Markets Association Centre (ICMA)  Professor J. Board

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