Contents
The Court ................................................................................................................................................. 5
The Council ........................................................................................................................................... 10
The Senate ............................................................................................................................................. 12
University Board for Teaching and Learning...................................................................................... 16
  Sub-Committee on Delivery and Enhancement of Teaching and Learning ........................................ 16
  Sub-Committee on Student Development and Employability ......................................................... 17
  Sub-Committee on Student Support ................................................................................................. 19
  Sub-Committee on Teaching and Learning Facilities ........................................................................ 20
University Board for Research and Innovation .................................................................................. 22
  Sub-Committee on Research Excellence ......................................................................................... 23
  Sub-Committee on Research Impact ............................................................................................... 24
  Sub-Committee on Research Travel Grants ..................................................................................... 26
Boards of Faculties ............................................................................................................................... 28
  Management Board of the Faculty of Arts, Humanities and Social Science ..................................... 28
  Faculty Board for Research in Arts, Humanities and Social Science ............................................. 28
  Faculty Board for Teaching and Learning in Arts, Humanities and Social Science ...................... 29
  Management Board of the Henley Business School ........................................................................ 31
  Board for Research of the Henley Business School ......................................................................... 33
  Board for Teaching and Learning of the Henley Business School .................................................. 34
  Management Board of the Faculty of Life Sciences ........................................................................ 37
  Joint Faculty Board for Teaching and Learning in Science and in Life Sciences ............................ 37
  Management Board of the Faculty of Science ................................................................................. 39
  Faculty Board for Research in the Sciences ..................................................................................... 39
Standing Committee on Academic Engagement and Fitness to Study .............................................. 41
Standing Committee of Academic Misconduct .................................................................................. 41
Appeals against decisions of the Personal Titles Committee .............................................................. 42
Appeals against decisions of Faculty Promotions Groups .................................................................. 43
Appointments Committee .................................................................................................................... 44
Arts: Joint Standing Committee of Council and Senate ...................................................................... 47
Audit Committee ................................................................................................................................. 49
Catering and Hospitality Committee .................................................................................................. 53
Convocation: Standing Committee ..................................................................................................... 54
Discipline: Standing Disciplinary Appeals Committee ......................................................................... 55
Discipline: Standing Disciplinary Committee ...................................................................................... 56
Enterprise Centre Committee .............................................................................................................. 56
Environment and Sustainability Committee ......................................................................................... 57
Equality and Diversity Committee ........................................................................................................ 58
Examination Results: Standing Committee ......................................................................................... 60
Estates and Facilities Committee ......................................................................................................... 61
  Space Sub-Committee ...................................................................................................................... 63
Standing Committee on Fitness to Practise .......................................................................................... 64
University Health and Safety Committee ............................................................................................. 64
  Sub-Committee for Biological Safety ............................................................................................... 66
The Radiation Safety Sub-Committee ................................................................. 67
Honorary Degrees: Joint Standing Committee of the Council and Senate ........... 69
Information Strategy and Policy Committee .......................................................... 70
Information Systems Managers Group ..................................................................... 71
Advisory Board for Information Services ............................................................... 72
International Operations Group ............................................................................... 73
International Project Board .................................................................................... 74
University of Reading Malaysia Executive Board .................................................... 75
Museum of English Rural Life: Committee for the .................................................. 76
Committee on Museums, Archives and Collections .................................................. 78
Personal Title of Professor, Reader or Senior Lecturer: Joint Standing Committee of Council and Senate ............................................................. 79
Committee on Postgraduate Research Studies .......................................................... 80
Procurement Board ............................................................................................... 80
Re-Grading Committee .......................................................................................... 81
Appeals against decisions of the Re-Grading Committee ......................................... 82
Remuneration Committee ......................................................................................... 83
Professorial Salaries Advisory Group ...................................................................... 84
Senior Staff Salaries Advisory Group ...................................................................... 84
Research Ethics Committee ....................................................................................... 84
Research Platforms Steering Group ........................................................................ 85
Restructuring Committee for the National Centre for Learning and Literacy .............. 87
Risk Management Group ......................................................................................... 87
University of Reading Science & Technology Centre Ltd: Board of Directors ............ 88
Sports Management Committee ............................................................................... 88
Staff Forum Committee .......................................................................................... 90
Staffing Committee .................................................................................................. 91
Statute XXXIII: Panels ............................................................................................ 93
Chair of either the Tribunal or the Grievance Committee .......................................... 93
Tribunal ....................................................................................................................... 93
Grievance Committee ............................................................................................. 93
Appeal Body ............................................................................................................. 94
Strategy and Finance Committee ............................................................................... 94
Board of Trustees for the University of Reading Employees’ Pension Fund .............. 97
Board of Trustees for the University of Reading Pension Scheme .......................... 98
Investments Committee ........................................................................................... 98
Student Experience Committee ................................................................................ 99
Committee on Student Recruitment and Marketing ................................................ 101
Sub-group on Fees, University Bursaries and Scholarships (FUBS) ......................... 103
Group on Widening Participation .......................................................................... 104
Students’ Union: “independent person” to investigate and report on complaints from students under paragraph 25 of the Students’ Union Code of Practice ........................................................... 104
Students’ Union: Trustee Board .............................................................................. 104
University Executive Board ...................................................................................... 105
Probationary Review Sub-Committee ..................................................................... 106
University Farms Board .......................................................................................... 106
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
Mr A.J.A. Sheldon
Ms B. Wainwright
(Four vacancies)

The University Officers

Chief Strategy Officer and University Secretary  Dr R.J. Messer
Chief Operating Officer  Mr D.C.L. Savage

Industrial and Commercial Partners

Dr F. Abba  Foster Wheeler Ltd
Sir Michael Bichard  Greenlands Trust
Mr M. Blunden  Boyes Turner
Mr A. Chalkley  Boyes Turner
Mr S. Dando  Thomson Reuters
Dr P.A. Erskine  Telefónica
Mr T. Evans CBE  TVEP
Mr A. Froggatt  Reading Real Estate Foundation
Mr P.J.K. Haslehurst  Luxfer Group
Mr N. Kempner  Reading Real Estate Foundation
Ms S. Ladbrook
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  
Mr M. Saunders  
Mr S. Smith  
Mr T. Wheeler  
Dame Jo Williams  

CBRE  
PriceWaterhouseCoopers  
Chair of the Henley Alumni Board and of Amex Card Services  
Brixton plc  
The Chief Executive Officer of QinetiQ  

Supporters of the University

(i) Up to six representatives of the Friends of the University to serve until the yearly meeting in 2017  
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  
Lord Poole  

Members of Parliament

Mr R. Benyon MP  
Mr J. Howell MP  
Ms F. MacTaggart MP  
The Rt Hon Theresa May MP  
The Rt Hon John Redwood MP  
Mr A. Sharma MP  
Mr R. Wilson MP  

Newbury  
Henley  
Slough  
Maidenhead  
Wokingham  
Reading West  
Reading East  

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  
Mrs 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 M. Akehurst
The Mayor of Reading  Councillor T. Jones
The Mayor of Wokingham  Councillor M. Bishop

Local authority officers

The Chief Executive of Reading Borough Council
The Chief Executive of Wokingham Borough Council
The Chief Executive of Wycombe District Council

Health professionals

Nominated by the Pro-Vice-Chancellor

Chairman, Royal Berkshire Foundation NHS Trust  (Mr S. Billingham)
Chair, Berkshire Healthcare NHS Foundation Trust  (Mr J. Hedger)
Acting Chief Executive, Royal Berkshire NHS Foundation Trust  (Mr A. Flowerdew)
Chief Executive, Berkshire Healthcare NHS Foundation Trust  (Mr J. Emms)

Employers of Reading graduates

Nominated by the Director of the Careers, Placement and Experience Centre

Mr P. Taylor-Smith (SEEDA)

Vacancies

Associated Institutions and Associate College Network to serve until the yearly meeting in 2017

(i)  The Heads of Associated Institutions
Christ Church, Oxford  Professor S. Dadson (31.7.2019)
College of Estate Management
East Malling Research  Professor P.J. Gregory
Eden Project Ltd  Dr T. Smit
Institute for Animal Health  Vacancy
Natural History Museum  Sir M. Dixon
NERC Centre for Ecology and Hydrology  Professor M. Bailey
Randolph College  Dr L. Franke
Reading Scientific Services Ltd  Mr A. Gundle
Rothamsted Research  Professor M. Parry
Royal Horticultural Society  Ms S. Biggs
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 M. Ridout
Bracknell and Wokingham College  Mr C. Christie
Basingstoke College of Technology  Ms L. Pickering
Up to twenty representatives of Local Schools to serve until the Yearly Meeting indicated

<table>
<thead>
<tr>
<th>Name</th>
<th>School NAME</th>
<th>Year</th>
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<tbody>
<tr>
<td>Vacancy</td>
<td>Prospect School, Tilehurst</td>
<td>2014</td>
</tr>
<tr>
<td>Mrs M. Ball</td>
<td>Baylis Court Secondary School</td>
<td>2017</td>
</tr>
<tr>
<td>Mr C. Clare</td>
<td>Geoffrey Fields Junior School</td>
<td>2017</td>
</tr>
<tr>
<td>Mr P.G. Dick</td>
<td>Kennet School, Thatcham</td>
<td>2017</td>
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<tr>
<td>Mr N. Dimbleby</td>
<td>Highdown School, Emmer Green</td>
<td>2017</td>
</tr>
<tr>
<td>Vacancy</td>
<td>Edgebarrow School, Crawthorne</td>
<td>2014</td>
</tr>
<tr>
<td>Mrs K. Gauld</td>
<td>Hillside Primary School, Reading</td>
<td>2017</td>
</tr>
<tr>
<td>Mrs M. Hernandez</td>
<td>Slough Grammar School</td>
<td>2017</td>
</tr>
<tr>
<td>Estrada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs V. Houdley</td>
<td>The Downs School, Newbury</td>
<td>2017</td>
</tr>
<tr>
<td>Mr C. House</td>
<td>Dove House School, Basingstoke</td>
<td>2017</td>
</tr>
<tr>
<td>Mr P. Lewis</td>
<td>Bulmershe School, Woodley</td>
<td>2017</td>
</tr>
<tr>
<td>Mr A.J. Linnell</td>
<td>Desborough School</td>
<td>2017</td>
</tr>
<tr>
<td>Vacancy</td>
<td>The Emmbrook School, Woodley</td>
<td>2014</td>
</tr>
<tr>
<td>Ms T. Opalko</td>
<td>St Edmund Campion Primary</td>
<td>2017</td>
</tr>
<tr>
<td>Mr D.J. Ramsden</td>
<td>Little Heath School, Tilehurst</td>
<td>2017</td>
</tr>
<tr>
<td>Ms B.E. Stanley</td>
<td>Abbey School, Reading</td>
<td>2017</td>
</tr>
<tr>
<td>Vacancy</td>
<td>Maiden Erlegh School</td>
<td>2014</td>
</tr>
<tr>
<td>Mr N. Williams</td>
<td>Leighton Park School, Reading</td>
<td>2017</td>
</tr>
<tr>
<td>Mrs K. Winrow</td>
<td>Ranelagh School, Bracknell</td>
<td>2017</td>
</tr>
<tr>
<td>Mrs H. Winter</td>
<td>The Piggot School, Wargrave</td>
<td>2017</td>
</tr>
</tbody>
</table>

Recent Honorary Graduates and Fellows of the former Henley Management College

Professor J.R.L. Allen
Dr. L. Arnold
Sir John Armitt
Professor J. Beer

Dr H. Blumenthal
Dr M. Bond
Dame Lynne Brindley
Dr D. Burridge
Dr A. Carnwath
Dr T.A.B. Corley
Dr P.A. Erskine
Dr J. Fletcher
Dr T.G. Ford
Dr J. Godfrey
Dr M. Green
Lord Hennessey of Nympsfield
Dr P. Hillebrandt
Professor J.R. Knowlson
Dr S. Lehrfreund
Dr P. Lindley
Professor G. Materlik
Sir Peter Michael
Sir Nicholas Montagu
Dr C. P. Peacock
Ms V. Scoular
Professor J. M. Slingo
Dr S. Solomon
Mr J. Steele
Emeritus Professor M.L. Twyman
Dr P. Walsh
Sir Philip Wroughton

Former members of the Council of this University (appointed by the Council to serve in perpetuity)

Mr W. Barclay
Dr G.P. Botting
Mr R. Buller
Mr J.D. Fishburn
Mr D. Gibbons
Miss C. Harmer
Dr J.C.F. Hayward
Councillor Mrs P. Helliar-Symons
Professor A.M. Hodge
Mr D. Luffrum
Dr G. Marshall
Dr P.D. Orchard-Lisle
Dr E.S. Page
Mr A.E. Palmer
Dr W.A. Palmer
Dr A. P. Reed
Mrs J. M. Scott
Dr P.T. Warry
Dr J.D. Wilkins
Professor Sir Roger Williams
The Council

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

The normal period of tenure is three years.

Class 1: Ex officio

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

Class 2: Fifteen persons not being employees or registered students of the University to be appointed by the Council.

Mr T. Bartlam 31.7.2017
Lord Crisp of Eaglescliffe 31.7.2017
Mr R. Dwyer (Vice-President of the Council) 31.7.2015
Dr P.A. Erskine 31.7.2016
Mr R.E.R. Evans 31.7.2017
Mr C.C. Fisher (President of the Council) 31.7.2016
Mr S. Hawker 31.7.2016
Dame Moira Gibb 31.7.2016
Mr H.W.A. Palmer QC 31.7.2016
Dr P.R. Preston 31.7.2017
Mr S.C.C. Pryce 31.7.2016
Mr S.P. Sherman 31.7.2016
Mr I.P. Smith 31.7.2015
Sir John Sunderland 31.7.2017
Ms S.M. Woodman (Vice-President of Council) 31.7.2017

Class 3: The Deans of the Faculties

Professor G.H. Tucker Arts, Humanities and Social Science
Professor J. Board Henley Business School
Professor R.H. Ellis Life Sciences
Dr B. Cosh Science

Class 4: One member of the Senate not being a registered student of the University to be appointed by the Senate

One vacancy 31.7.2017
Class 5: 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 O. Kennedy 31.7.2017

Class 6: 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 M. Martin 31.7.2017

Class 7: One member of convocation not being an employee or registered student of the University to be appointed as provided in the Ordinances

Ms S. Webber 31.7.2015

Class 8: Two Officers of the Students’ Union and two alternates as determined from time to time by the Council after consultation with the Students’ Union.

The President of the Students’ Union
Welfare Officer of the Students’ Union

Alternates

Community and Development Officer of the Students’ Union
Student Engagement Officer of the Students’ Union

Secretary: The University Secretary (for whom Mr K.H. Swanson acts)
The Senate

Statutes XVI and XVII define the membership and powers of the Senate.

Ex officio

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

Deans of the Faculties

Professor G.H. Tucker  Arts, Humanities and Social Science
Professor J. Board  Henley Business School
Professor R.H. Ellis  Life Sciences
Dr B. Cosh  Science

The Faculty Directors of Research

Professor G.H. Tucker  Arts, Humanities and Social Science
Professor V.A. Gibson  Henley Business School
Professor R.H. Ellis  Life Sciences
Dr B. Cosh  Science

The Associate Deans (Teaching and Learning)

Professor M. J. Almond  Arts, Humanities and Social Science
Dr D.M. Carter  Arts, Humanities and Social Science
Mr R. Gibbard  Henley Business School
Dr O.B. Kennedy  Life Sciences
Dr E. McCrum  Science

The Heads of the Schools

Professor A.R. Bell  ICMA Centre  31.7.2016
Professor J.C. Bignell  Arts and Communication Design  31.7.2016
Professor S. Breau  Law  31.7.2018
Professor P.J. Byrne  Real Estate and Planning  31.7.2015
Professor S.N. Chandler-Wilde  Mathematical and Physical Sciences  31.7.2018
Professor M. Clark  Marketing and Reputation  31.7.2015
Dr B. Cosh  
Professor A.J. Donnell  
Dr M.D.E. Fellowes  
Professor A. Ghobadian  
Professor R.L. Gilchrist  
Professor A.C. Goodwyn  
Professor S.D. Green  
Professor K. Liu  
Professor J. R. Park  
Professor R. Richards  
To be confirmed  
Professor P.J. Stratton-Lake  
Professor A.C. Williams  
Professor D. Zaum  

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.

Professor M. Ambaum  
Dr J.W. Bell  
Professor A.D.T. Cromartie  
Mr A.J. Doak  
Professor R.A. Frazier  
Dr E. Hyder  
Professor P. Luna  
Professor F.H.M. LeSaux  
Dr R. McBain  
Dr L. McCuffin  
Dr S. Musson  

Dr B. Potter  
Professor S. Reynolds  
Dr L. Schweber  
Dr A. Thies  
Mr R.B. Tranter  
Mr B. Howell  

Dr B. Cosh  
Professor A.J. Donnell  
Dr M.D.E. Fellowes  
Professor A. Ghobadian  
Professor R.L. Gilchrist  
Professor A.C. Goodwyn  
Professor S.D. Green  
Professor K. Liu  
Professor J. R. Park  
Professor R. Richards  
To be confirmed  
Professor P.J. Stratton-Lake  
Professor A.C. Williams  
Professor D. Zaum  

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.

Professor M. Ambaum  
Dr J.W. Bell  
Professor A.D.T. Cromartie  
Mr A.J. Doak  
Professor R.A. Frazier  
Dr E. Hyder  
Professor P. Luna  
Professor F.H.M. LeSaux  
Dr R. McBain  
Dr L. McCuffin  
Dr S. Musson  

Dr B. Potter  
Professor S. Reynolds  
Dr L. Schweber  
Dr A. Thies  
Mr R.B. Tranter  
Mr B. Howell
Twelve Professors elected by and from amongst the Professors including those appointed to an established Professorship, those accorded the 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 J.A. Ellis
Professor P. Glaister
Professor Y. Kalyuzhova
Professor P. Kruschwitz
Professor A. Marzano
Professor R. Matthews
Professor G. Razzu
Professor P.M. Riddell
Professor P. Robinson
Professor V.F. Ruiz
Professor D. Stack
One vacancy

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 defined as in Clause (8) above. Each member so elected shall hold office for three years and shall be re-eligible.

Dr K. Ayres
Ms H. Bilton
Dr I. Bland
Ms. C. Duckett
Dr J. Creighton
Dr C. Furneaux
Dr C. Fuller

Mrs S. Mott
Dr D. Powell
Dr C. Tissot
Dr S. Walsh
One vacancy

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
The Education Officer
The Welfare Officer
The Student Engagement Officer
The Community and Development
Officer

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

To be appointed
- Arts, Humanities and Social Science
To be appointed
- Arts, Humanities and Social Science
To be appointed
- Henley Business School
To be appointed
- Life Sciences
To be appointed
- Science

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 D.C. Berry  31.7.2016
Professor T.A. Downes  31.7.2017
Dr M-M. Kleinhans  31.7.2015

Secretary:  Ms L.V. Sharman (appointed by the University Secretary)

The Heads of Service shall have a right of attendance at meetings of the Senate.
University Board for Teaching and Learning

Ex officio

The Vice-Chancellor
The Deputy Vice-Chancellor
The Pro-Vice-Chancellor (Teaching and Learning) (Chair)

The Associate Deans (Teaching and Learning)

Professor M. J. Almond  Arts, Humanities and Social Science
Dr D.M. Carter  Arts, Humanities and Social Science
Mr R. Gibbard  Henley Business School
Dr E. McCrum  Science
Dr O.B. Kennedy  Life Sciences

Chief Strategy Officer and University Secretary  Dr R.J. Messer
Vice-Provost (Academic) of the University of Reading Malaysia  Dr M-M. Kleinhans
Director of Student, Learning and Teaching Services  A. Cheshire
Dean of Postgraduate Research Studies  Professor D.C. Berry
Director of the Centre for Quality Support and Development  Mr K.H.S. Swanson
The President of the Students’ Union
The Education Officer of the Students’ Union
Director of Student Development and Access  Dr P.E. Woodman

Rights of Attendance

The Deans of the Faculties
The Director of the Careers, Placement and Experience Centre

Secretary:  Ms V.A. Howard (appointed by the University Secretary)

Sub-Committee on Delivery and Enhancement of Teaching and Learning

The Associate Deans (Teaching and Learning) (of whom two will act as Joint Chair)  Dr D.M. Carter
The Education Officer of the Students’ Union  Dr R.J. Messer
Chief Strategy Officer and University Secretary  A. Cheshire
Director of Student, Learning and Teaching Services  Professor D.C. Berry
Dean of Postgraduate Research Studies  Professor V.A. Gibson
Chair of the Committee on Teaching and Learning Facilities  Mrs J.H. Munro
The Librarian
No fewer than two members from amongst the Academic Staff of the University

Professor A. Culham  
Dr E.M. McCrum  
Dr R.J. Mitchell  
Professor J.E. Setter  
Dr K. Strohfeldt-Venables

Rights of Attendance

A Pro-Vice-Chancellor

Secretary: Ms J. Chetcuti (appointed by the University Secretary)

The Sub-Committee will extend invitations to others to attend meetings from time to time to consider particular agenda items.

Terms of Reference:

(a) To take an institutional overview of matters relating to teaching and learning enhancement and advise the University Board for Teaching and Learning accordingly;

(b) To consider matters relating to examinations and assessment;

(c) To consider the impact of information services in teaching and learning and ensure that these are appropriately aligned with the University Teaching and Learning Strategy;

(d) To advise and report to the University Board for Teaching and Learning as appropriate.

Sub-Committee on Student Development and Employability

The Associate Deans (Teaching and Learning)  
Dr O.B. Kennedy  
(of whom one will act as Chair)
The President of the Students’ Union
Community and Development Officer
Director of the International Study and Language Institute
Ms R.J. Richards (alternate Dr C. Cirillo)
A Faculty Liaison Librarian
Ms H. Hathaway
A member of staff from the Reading International Office
Mr M. Dowse
A member of staff from the Careers, Placement and Experience Centre
Mrs E. Sowden (alternate Mr K. Thompson)
A Study Advisor
Dr K. Shahabudin
The Student Engagement Officer of the Students’ Union
A member of the Centre for the Development of Teaching and Learning
Ms J. Collier

No fewer than two members from amongst the Academic Staff of the University

Dr A. Renwick
Vacancy

Rights of Attendance

A Pro-Vice-Chancellor

Secretary: Ms D. Doyle (appointed by the University Secretary)

The Sub-Committee will extend invitations to others to attend meetings from time to time to consider particular agenda items.

Terms of reference:

(a) To take an institutional overview of matters relating to the full range of development activities provided by the University but which fall outside the core academic curriculum;

(b) To ensure that student development activities are appropriately aligned with the University’s Learning and Teaching Strategy and priorities;

(c) To foster collaboration and sharing of good practice, and in particular to consider how to maximise the effectiveness of such activities in terms of students personal, academic and career development;

(d) To advise and report to the University Board for Teaching and Learning as appropriate.

The Sub-Committee will meet twice a term.
Sub-Committee on Student Support

The Associate Deans (Teaching and Learning) Dr O.B. Kennedy; (of whom one will act as Chair) (alternate: Mr R. Gibbard)
Director of Student, Learning and Teaching Services A. Cheshire
Head of Student Wellbeing Service Dr A. Peña-Bizama
Mental Health Adviser Mr C. Kenderdine
Student Communication Officer Mr R.J. Sandford
A member of the Welfare and Pastoral Care team from the Halls Dr F.J. Davis
The University Chaplain Revd M.D. Laynesmith
The Welfare Officer of the Students’ Union
A representative of the Centre for the Development of Teaching and Learning
RUSU Advice Services Manager Ms C. Milne

No fewer than two members from amongst the Academic Staff of the University

Dr N.F. Beard
Dr C.L. Furneaux

Rights of Attendance

A Pro-Vice-Chancellor

Secretary: Ms H. Taylor (appointed by the University Secretary)

The Sub-Committee will extend invitations to others to attend meetings from time to time to consider particular agenda items.

Terms of reference:

(a) To take an institutional overview of the University’s support for students (other than direct academic support) and identify opportunities to enhance this support;

(b) To monitor activities and data relating to support for students and report on matters which could impede delivery of the University’s objectives;

(c) To foster collaboration and the sharing of good practice in the provision of support for students;

(d) To advise and report to the University Board for Teaching and Learning as appropriate.

The Sub-Committee will meet twice a term.
Sub-Committee on Teaching and Learning Facilities

Chair

Deputy Dean, Henley Business School  Professor V.A. Gibson

Ex officio

The Pro-Vice-Chancellor (Teaching and Learning)

Representatives from Faculties

Dr C.L. Furneaux  English Language and Literature  AHSS
Mrs H. Bilton  Education  AHSS
Dr R. Foxley  History  AHSS
Dr C.A.B. Nygaard  Economics  HBS
Dr E. Fenton  Leadership, Organisations and Behaviour  HBS
Dr B. Vogel  Leadership, Organisations and Behaviour  HBS
Dr G. Schafer  Psychology and Clinical Language Sciences  LS
Mr N.F. Beard (alternate Ms R. Jerrome)  Agriculture, Policy and Development  LS
Dr G.K. Cook  Construction Management and Engineering  S
Professor R.S. Sherratt  Systems Engineering  S

Representatives from Service Departments

Mr L.F. Beck  Finance and Corporate Services
Mr J. Leary  ITS
Mr S.M. Gough  ITS
Mrs M. Whitmarsh  Commercial Services, E&F
Ms M-C. Papaefthimiou  Teaching and Learning Support
Mrs J.L. Pich  Deputy Director, E&F
Mr D.J. Wallace  Space Manager, E&F
Ms J. Pendleton  Central Room Bookings and Timetabling
Mr M.R. Evans  Projects, E&F
Mr I. Cruickshank  Campus Services, E&F
Ms A. Cheshire  Student Learning and Teaching Services
Mr P. Johnson  Library and Collections Services
Mrs L. Virtue  Campus Services, E&F

Representative from the Students’ Union
Education Officer of the Students’ Union
(alternate: The President of the Students’ Union)

Secretary: Ms R.A. Bridges (appointed by the University Secretary)

(Reports to the Sub-Committee on Delivery and Enhancement of Teaching and Learning and to the Estates and Facilities Committee)
University Board for Research and Innovation

Ex officio

The Vice-Chancellor
The Deputy Vice-Chancellor (Chair)

Deans of the Faculties

Professor G.H. Tucker  Arts, Humanities and Social Science
Professor J. Board (or his nominee)  Henley Business School
Professor R.H. Ellis  Life Sciences
Dr B. Cosh  Science

The Faculty Directors of Research (if not already members)

Professor G.H. Tucker  Arts, Humanities and Social Science
Professor V.A. Gibson  Henley Business School
Professor R.H. Ellis  Life Sciences
Dr B. Cosh  Science

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
To be confirmed  Sub-Committee on Research Excellence
To be confirmed  Sub-Committee on Research Impact

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

Professor F.N. Crosby  Real Estate and Planning
Professor M. Lockwood  School of Mathematical and Physical Sciences

The Director of Thames Valley Science Park

Dr D.J. Gillham

Right of attendance

The Education Officer of the Students’ Union

Secretary: Dr N.E. Helsby (appointed by the University Secretary)
Terms of reference:

1. To monitor the implementation of the University's Research and Enterprise Strategies and achievement of key strategic objectives set in the University’s Corporate Plan.

2. To support and monitor the development of Research Centres of Excellence, foster interdisciplinary activity and collaboration with external organisations, including international; encourage innovative initiatives in emerging areas of strength.

3. Focusing on areas of research excellence, enable strong sustained relationships with business and other stakeholders to increase the economic and social impact of our research.

4. Evaluate the impact of our research, including through income generation, technology transfer, and knowledge exchange and policy development.

5. To ensure that RETF and HEIF funds are allocated in a manner that is effective and supports areas of research strength and potential.

6. To support and monitor implementation of PGR recruitment strategies and development of an excellent research and training environment.

7. To support the development of early career researchers and ensure appropriate implementation of the research Concordat within the University.

Sub-Committee on Research Excellence

*Ex officio*

The Deputy Vice-Chancellor

Professor S. J. Mithen (Chair)

The Deans of the Faculties

Professor G.H. Tucker  
*Arts, Humanities and Social Science*

Professor J. Board (or his nominee)  
*Henley Business School*

Professor R.H. Ellis  
*Life Sciences*

Dr B. Cosh  
*Science*

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

Professor G.H. Tucker  
*Arts, Humanities and Social Science*
Professor V.A. Gibson
Professor R.H. Ellis
Dr B. Cosh

*Henley Business School*
*Life Sciences*
*Science*

_The Director of Thames Valley Science Park or their nominee_

Dr. A-M. van Dodeweerd

_The Director of Planning and Strategy or their nominee_

Dr N. E. Helsby

_Secretary:_ Dr B.S. Bhattacharya (appointed by the University Secretary)

**Terms of Reference:**

1. To ensure that structures and procedures are in place to maximise the quality of research activity most effectively, be it research by individuals, research groups, cross-faculty teams or with external organisations or institutions.

2. To monitor and advise on the strategic use of centrally-provided funds to enhance research excellence.

3. To be apprised of the use of research platforms, museums and collections, and other specialist facilities, to enhance research excellence.

4. To be informed of the work being conducted to develop the University’s research centres of excellence and other interdisciplinary research activity.

5. To make preparations for the next Research Excellence Framework, to include lessons learned from the University’s REF 2014 submission and implementation of any necessary processes in response to future changes in methods of assessment.

6. To monitor the University’s research excellence, research volume and research intensity through key performance indicators.

**Sub-Committee on Research Impact**

_Ex officio_
The Pro-Vice-Chancellor (Research and Innovation)

The Director of Thames Valley Science Park
   Dr D.J. Gillham (Chair)

The Head of Research and Enterprise Development
   Dr A.M. Van Dodeweerd

The Head of Knowledge Transfer Partnerships
   Dr Susan Matos

The Director of the Planning and Strategy Office
   Dr. R.E. Stewart

The Research Communications Manager
   Dr L. Wallace

The Head of Engagement and External Relations
   Ms R. Collier

Representatives of the Faculty Directors of Research

   Professor R.E. Ellis (Life Sciences)
   Professor V.A. Gibson (Henley Business School)

Nominated representatives from the Faculties

   Professor P.J. Almond. Sloan Arts, Humanities and Social Science
   Professor A.C. Godley Henley Business School
   Dr C. Creswell Life Sciences
   Professor J. Connaughton Science

Secretary: Dr B.S. Bhattacharya (appointed by the University Secretary)

Terms of reference:

1. To oversee the development of processes and procedures to support the implementation of the impact element of the University’s research strategy, and to
identify and disseminate best practice

2. To make preparations for the impact element of the next Research Excellence Framework, to include lessons learned from the University’s REF 2014 impact submission and implementation of any necessary processes in response to future changes in methods of assessment

3. To ensure the embedding of research impact in externally funded research projects, including support received through external bodies, through the BBSRC excellence with impact project, pathways to impact and the NERC impact accelerator fund

4. To be aware of the use of external funding to support impact and to be alert to further opportunities arising in this area

5. To monitor the development and maintenance of the University’s relationships with end users

6. To ensure the effective communication of, and to maximise the visibility of, the University’s impact from research through appropriate communication strategy and targeted use of media channels

7. To have oversight of the University’s commercialisation of research and patent portfolio

Sub-Committee on Research Travel Grants

Dr B. Whalley (Chair)
Dr M. Dyson

Secretary: Ms L.M. Davies (appointed by the University Secretary)

Terms of reference:

1. To consider applications for travel funding related to the “outcomes” of personal research, from the following:

   (a) All academic staff paid from whatever source, with the exception of those at professional level.
   (b) 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.
   (c) 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.

2. The Sub-Committee will report to the University Board for Research and Innovation
Boards of Faculties

Management Board of the Faculty of Arts, Humanities and Social Science

Ex officio

The Vice-Chancellor
The Dean of the Faculty
Professor G.H. Tucker (Chair)

Heads of Schools of the Faculty

Professor J.C. Bignell School of Arts and Communication Design 31.7.2016
Professor A.C. Goodwyn Institute of Education 31.7.2015
Ms R. Richards International Study and Language Institute 31.7.2017
Professor P.J. Stratton-Lake School of Humanities 31.7.2015
Professor S.C. Breau School of Law 31.7.2018
Professor A.J. Donnell School of Literature and Languages 31.7.2016
Professor D. Zaum School of Politics, Economics and International Relations 31.7.2018

The Director of Research of the Faculty

Professor G.H. Tucker 31.7.2015

The Associate Deans (Teaching and Learning)

Dr D.M. Carter 31.7.2015
Professor M.J. Almond 31.7.2015

Secretary: Ms. A. Chatterjee (appointed by the University Secretary)

Terms of Reference:

Ordinance XII

Faculty Board for Research in Arts, Humanities and Social Science

Ex officio
The Vice-Chancellor
The Deputy Vice-Chancellor
Professor S.J. Mithen

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

Professor G.H. Tucker (Chair) 31.7.2015

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

Professor E. Taylor  School of Arts and Communication Design
Professor S.J. Graham  Institute of Education
School of Humanities
Professor P.J. Almond  School of Law
Professor C. Leglu  School of Literature and Languages
Professor C. McKinnon  School of Politics, Economics and International Relations

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

Ms K. Powell  Research and Enterprise Development Manager

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:  Mr D. Mitchell (appointed by the University Secretary)

Standing Invitations

Dr D.M. Carter  Associate Dean (Teaching and Learning)
Mr G. Roberts  Faculty Library Representative
Ms H. Taylor  Faculty Manager
Ms K. Webb and Revd G. Connell  Faculty Library Representatives

Faculty Board for Teaching and Learning in Arts, Humanities and Social Science

Ex officio

The Vice-Chancellor
A Pro-Vice-Chancellor

Such Deans and Associate Deans (Teaching and Learning) as may be assigned to the Board by Senate

Dr D.M. Carter (Chair) 31.7.2015
Professor G.H. Tucker 31.7.2015
Professor M. J. Almond 31.7.2015

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

Mr A. Rowlands School of Arts and Communication Design
Dr E. McCrum Institute of Education
Dr C. Cirillo International Study and Language Institute
Dr R.A.C. Rist School of Humanities
Professor R. Auchmuty School of Law
Dr J. Waters School of Literature and Languages
Dr A. Nygaard School of Politics, Economics and International Relations

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

Vacancy

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

Vacancy
Vacancy
Vacancy
Vacancy

Secretary: Ms L. Tomlinson (appointed by the University Secretary)

Standing Invitations

Ms M.C. Papaefthimiou A representative from the Centre for the Development of Teaching and Learning
Mr G. Roberts Faculty IT representative
Revd G. Connell Faculty Library representatives
Ms H. Taylor Faculty Manager

30
Management Board of the Henley Business School

Ex officio

The Vice-Chancellor
The Dean
Professor J. Board (Chair)

The Heads of School of the Henley Business School

- Professor K. Liu: Business Informatics, Systems and Accounting
- Professor A.R. Bell: ICMA Centre
- Professor A. Ghobadian: International Business and Strategy
- Professor M. Clark: Leadership, Organisations and Behaviour
- Professor P.J. Byrne: Marketing and Reputation
- Professor J. Board: Real Estate and Planning

The Director of Research

Professor V.A. Gibson

The Associate Dean (Teaching and Learning)

Professor R. Gibbard

Secretary: Mr D.A. Stannard (appointed by the University Secretary)

Standing Invitations

- Professor V.A. Gibson: The Deputy Dean
- Professor A. R. Bell: The Associate Dean (International)
- Mr A.J. Doak: Head of Undergraduate Programmes
- Mrs G. Kilner: Head of Pre-experience Postgraduate Programmes
- Dr R. McBain: Head of Post-experience Postgraduate Programmes
- Dr A. Dufour: Head of Postgraduate Research Programmes
- Mr S. Ludlow: Head of Executive Education
- Mr J. Foster-Pedley: The Dean, Henley South Africa
- Ms A. Matula: The Director, Henley Business School, Finland
- Mr F. Müller: The Director, Henley Business School, Germany
- Mr N. Logan: The Director, Henley Business School, Hong Kong/Singapore
- Mr D.C.L. Savage: Chief Operating Officer
- Mr L. Temple: Finance Manager, Henley Business School
- Mrs C. Rolstone: The Human Resources Partner
- Mr S. Williams: The Director of Marketing
Board for Research of the Henley Business School

Ex officio

The Vice-Chancellor
The Deputy Vice-Chancellor
Professor S.J. Mithen

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

Professor V.A. Gibson (Chair)

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

Professor J. Atkins
Professor C. Brooks
Professor R. Narula
Professor A. Godley
Professor K. Money
Professor K. Pain

Business Informatics, Systems and Accounting
ICMA Centre
International Business and Strategy
Leadership, Organisations and Behaviour
Marketing and Reputation
Real Estate and Planning

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

Professor F.N. Crosby
Dr A. Dufour
Professor P. Miskell

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

Ms A. Kaplan
Vacancy

Secretary: Mrs Z. Bourne (appointed by the University Secretary)

Standing Invitations

Ms K.E. Powell
A representative of Research and Enterprise

Terms of Reference:

1. Subject to the authority of the University Board for Research and Innovation, 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 and Innovation.

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
The Pro-Vice-Chancellor (Teaching and Learning)

Such Deans and Associate Deans (Teaching and Learning) as may be assigned to the Board by Senate

Professor R. Gibbard (Chair)
Professor V.A. Gibson

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

Mr N. Spinks  
Business Informatics, Systems and Accounting
Dr M. Bicknell  
ICMA Centre
Professor J.T. Walker  
International Business and Strategy
Dr L. Thurloway  
Leadership, Organisations and Behaviour
Dr S. Rose  
Marketing and Reputation
Dr S. Devaney  
Real Estate and Planning

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

Mr A.J. Doak  
Head of Undergraduate Programmes
Mrs G. Kilner  
Head of Pre-experience Postgraduate Programmes
Dr R. McBain  
Head of Post-experience Postgraduate Programmes
Dr A. Dufour  
Head of Postgraduate Research Programmes
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

Vacancy

Vacancy

Secretary: Mrs Z. Bourne (appointed by the University Secretary)

Standing Invitations

Ms L. Froud The Director of Careers and Employability Services
Mrs N. Pasha Head of Careers
Revd G. Connell The Faculty Library Team Manager
Mr K.H.S. Swanson The Director of the Centre for Quality Support and Development
A representative of the International Study and Language Institute
Mr G. Roberts A representative of IT Services
Mr J. Ackroyd University Head of Admissions
Mr A. Keeble The Senior Admissions Manager
Dr A.C. Crook A representative of the Centre for the Development of Teaching and Learning
The Head of Programme Administration
Ms S. Hood Study Advisor
Mr F. Müller A representative of the International Partner Network

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 the 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

Professor R.H. Ellis (Chair)

The Head of Schools of the Faculty

Professor J.R. Park  Agriculture, Policy and Development  31.7.2018
Professor M.D.E. Fellowes  Biological Sciences  31.7.2018
Professor A.C. Williams  Chemistry, Food and Pharmacy  31.7.2015

The Director of Research of the Faculty

Professor R.H. Ellis  31.7.2016

The Associate Dean (Teaching and Learning)

To be confirmed  31.7.2015

Secretary: Ms A. Chatterjee (appointed by the University Secretary)

Joint Faculty Board for Teaching and Learning in Science and in Life Sciences

Ex officio

The Vice-Chancellor
The Pro-Vice-Chancellor (Teaching and Learning)

Such Deans and Associate Deans (Teaching and Learning) as may be assigned to the Board by Senate

Professor R.H. Ellis  31.7.2016
To be confirmed  31.7.2015
Dr O.B. Kennedy (joint-chair)  31.7.2014
To be confirmed (joint-chair)  31.7.2015

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
Mr N. Beard  Agriculture, Policy and Development
Dr M.J. Fry  Biological Sciences
Professor M.J. Almond  Chemistry, Food and Pharmacy
Professor M. Radosavljevic  Construction Management and Engineering
Professor S. Musson  Archaeology, Geography and Environmental Science
Dr R. Plant  Mathematical and Physical Sciences
Dr C.P. Beaman  Psychology and Clinical Language Sciences
Eur Ing Professor R.S. Sherratt  Systems Engineering

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

To be appointed  Centre for Quality Support and Development
Dr M. Reid  University Study Adviser

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

A Representative from the College of Estate Management

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

Vacancy
Vacancy

Standing Invitations

Mrs T. Lyden  The Director of the Careers, Placement and Experience Centre
Ms H. Hathaway  The Faculty Team Managers, University Library
and Mr T. Chapman
Mr G. Roberts  ITS
Mr K.H.S. Swanson  The Head of the Centre for Quality Support and Development
To be appointed  A representative of the RISIS Office

Secretary:  Ms L.R. Brown (appointed by the University Secretary)
Management Board of the Faculty of Science

Ex officio

The Vice-Chancellor
Dr B. Cosh (Chair)

The Dean

The Head of Schools of the Faculty

Professor S.D. Green Construction Management and Engineering 31.7.2018
Professor R.L. Gilchrist Archaeology, Geography and Environmental Science 31.7.2015
Professor V.F. Ruiz Systems Engineering 31.7.2016
Professor S.N. Chandler-Wilde Mathematical and Physical Sciences 31.7.2016

The Director of Research of the Faculty

Dr B. Cosh 31.7.2015

The Associate Dean (Teaching and Learning)

Dr O.B. Kennedy 31.7.2014

Secretary: Ms A. Chatterjee (appointed by the University Secretary)

Faculty Board for Research in the Sciences

Ex officio

The Vice-Chancellor
The Deputy Vice-Chancellor

Professor S. J. Mithen

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

Professor R.H. Ellis (Joint-Chair) 31.7.2016
Dr B. Cosh (Joint-Chair) 31.7.2015

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

To be confirmed Agriculture, Policy and Development
Professor P. Knight  
To be confirmed  
Professor M. Sexton  
Professor A.J. Wade  
Professor S. J. Gray  
Professor J.A. Ellis  
Professor W.S. Harwin  

Biological Sciences  
Chemistry, Food and Pharmacy  
Construction Management and Engineering  
Human and Environmental Sciences  
Mathematical and Physical Sciences  
Psychology and Clinical Language Sciences  
Systems Engineering

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

Dr M.S. Cross  
Dr C.D. Johnson  
Dr K. Smith  
Dr N. Crawford  
Dr M. Phillips  

Research and Enterprise Development

*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:** Mr D. Mitchell (appointed by the University Secretary)  
Mrs N. Easton

**Standing Invitations**

Ms H. Hathaway  
Dr H. Prior  
Dr A.M. van Dodeweerd  
Dr A. Webb  
Ms L. Firth  

Faculty Team Manager, University Library  
Research and Enterprise Services  
Research and Enterprise Development  
Research and Enterprise Development  
Research and Enterprise Development
Standing Committee on Academic Engagement and Fitness to Study

The Deputy Vice-Chancellor or Pro-Vice-Chancellor
One Associate Dean (Teaching and Learning) or Dean from another Faculty
One School Director of Teaching and Learning or Senior Tutor from another School
One Sabbatical Officer from the Student’s Union

Secretary: Ms H. Taylor (appointed by the University Secretary)

Terms of Reference: Ordinance XVII

Standing Committee of Academic Misconduct

Ex officio

Professor D.C. Berry (Chair) 31.7.2015

The Deans and the Associate Deans (Teaching and Learning), two of whom shall normally be selected by the Chair to serve at each meeting, subject to the proviso that an Associate Dean (Teaching and Learning) should not normally hear a case which he or she has referred, and a Sabbatical Officer of the Students’ Union.

Secretary: Ms J. Turner (appointed by the University Secretary)

Terms of Reference:

The Committee is responsible for:

(a) Considering cases of alleged academic misconduct;

(b) 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:

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

(ii) failure in the year or part;

(iii) failure in the module (or equivalent) in which plagiarism has been committed without the normal right to re-examination;
(iv) failure in the module (or equivalent) in which plagiarism has been committed with the normal right to re-examination;

Reports to Senate

[See Ordinance XVII]

Appeals against decisions of the Personal Titles Committee

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

Chair (appointed by the Council)

Mr R. Dwyer 31.7.2014

One member appointed by the Senate

Professor D.C. Berry 31.7.2014
(alternate: Professor H.M.I. Osborn) 31.7.2016

Ex officio

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

Secretary: The University Secretary (Dr R.J. Messer)

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:

(a) to reject the appeal; or

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

(c) 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.
Council.

C4718
S8001
Item 11 (Report of the Joint University/UCU Committee, Annex 3)

Appeals against decisions of Faculty Promotions Groups

The normal period of tenure is three years

Chair (appointed by Council)

Dr P.R. Preston 31.7.2017

Ex officio

The Deans of the other Faculty Promotions Groups

Secretary: The University Secretary (Dr R.J. Messer)

Terms of Reference:

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

(a) to reject the appeal; or
(b) to refer the case to the Personal Titles Committee.
**Appointments Committee**

*Ex officio*

The President of the Council  Mr C.C. Fisher *(Chair)*  
The Vice-Chancellor  
One Pro-Vice-Chancellor  Professor G. Brooks  31.7.2015  
One Dean  Professor G.H. Tucker  31.7.2015

*Four other lay members of Council*

- Mr R. Dwyer  31.7.2015
- Mr S.P. Sherman  31.7.2015
- Mr S. Hawker  31.7.2016
- Ms S. Woodman  31.7.2017

Two vacancies

*Secretary:*  Ms L.V. Sharman (appointed by the University Secretary)

*By invitation*

To be determined by the Chair.

**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 Council
   - One Dean appointed by Council
   - Five members of Council, not being employed or registered students of the University, appointed by 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) shall be five members of whom three must be lay.

6. The function 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
University’s Risk Register.
Arts: Joint Standing Committee of Council and Senate

The normal period of tenure is three years with eligibility for re-appointment

Ex officio

Dr J. Gibbs (Chair)
The Vice-Chancellor (alternate the Deputy Vice-Chancellor or a Pro-Vice-Chancellor)
The Head of the University Museums and Special Collections Service

The Heads of the following Schools or Departments:

<table>
<thead>
<tr>
<th>School</th>
<th>Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language and Literature</td>
<td>Professor S. Dentith</td>
</tr>
<tr>
<td>Film, Theatre &amp; Television</td>
<td>Dr J. Gibbs</td>
</tr>
<tr>
<td>Art</td>
<td>Professor S. Clausen</td>
</tr>
<tr>
<td>Typography &amp; Graphic Communication</td>
<td>Professor P. Luna</td>
</tr>
</tbody>
</table>

Four members appointed by the Senate

<table>
<thead>
<tr>
<th>Professor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor P. Robinson</td>
<td>31.7.2017</td>
</tr>
<tr>
<td>Professor F.H.M. Le Saux</td>
<td>31.7.2016</td>
</tr>
<tr>
<td>Professor P.M. Miskell</td>
<td>31.7.2017</td>
</tr>
<tr>
<td>Dr R.S. Garfield</td>
<td>31.7.2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Council or Committee</th>
<th>Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Borough Council:</td>
<td>Ms K. Wood</td>
</tr>
<tr>
<td>Reading Film Theatre:</td>
<td>Mr U.M. Spencer</td>
</tr>
<tr>
<td>Senior Common Room Committee:</td>
<td>Mrs C.D. Lyle</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mrs F.J. Blair</td>
</tr>
<tr>
<td>Mrs L.J. Walsh</td>
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</table>

By invitation

Student representatives from relevant Departments and Societies

In attendance

Ms K. Arnold-Forster
Secretary: Mrs S.J. Pellow (appointed by the University Secretary)

Terms of Reference:

1. To keep under review the buildings and equipment available for Arts activities and to advise on possible developments.

2. To initiate and review such activities relating to the Arts as it deems appropriate.

3. To provide from such funds as it has available support for Arts activities in the University.

4. To have general responsibility for Arts organised in the University.

5. To make such representations on behalf of those concerned with organising Arts activities as it deems appropriate.

6. To seek in consultation with the Officers of the University outside support for Arts activities in the University.

7. To report annually to Senate and Council.
Audit Committee

Three lay members of the Council

Dr P.R. Preston 31.7.2017
Mr T. Bartlam 31.7.2017
Mr I.P. Smith (Chair) 31.7.2015

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

Mr D. Gibbons 31.7.2015
Mr R. Buller 31.7.2015

In attendance

Mr S.P. Sherman 31.7.2016

Rights of Attendance

The President
The Vice-Chancellor (alternate the Deputy Vice-Chancellor)
The Chief Operating Officer

By invitation

Head of Internal Audit
Director of Finance

Secretary: Ms L.V. Sharman (appointed by the University Secretary)

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

(ii) 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.

Attendance at meetings

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

   The President
   The Vice-Chancellor
   The Deputy Vice-Chancellor

(b) The Chief Operating Officer, 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 matter 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 provisions 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 auditors 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 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.

Catering and Hospitality Committee

Ex officio

Chief Operating Officer Mr D.C.L. Savage
A Dean Professor R.H. Ellis 31.7.2016

Four members of the Academic Staff

Ms C.A. Prior
Dr P.M. Riddell
Dr A.J. Happle
Professor J. Board

The Welfare Officer of the Students’ Union

In attendance

The Director of Estates and Facilities Mr C. Robbins
(alternate: Ms J.L. Pich)
The Director of Student and Applicant Services Ms A. Cheshire
The Chief Operating Officer or his nominee Ms K.L. Thomas
Contract Relationship manager Mr M.J. White
Head of Catering Mr A. Brand
Head of Hotel and Estate Services (Greenlands)

Standing Invitation

Management Accountant – Facilities Management Mr L.F. Beck
Secretary: Ms L.M. Davies (appointed by the University Secretary)

It has been agreed that because of the potential overlap of interests between Halls and Central Catering, one of the members of Academic Staff must represent the Halls.

Terms of Reference:

1. To receive financial reports at each meeting for the Hotel and Catering activities at Greenlands, hospitality function at Cedars Hotel and Commercial Services.

2. To approve the annual budget and surplus targets for Hotel and Catering activities at Greenlands and Commercial Services.

3. Approval and oversight of the standards and pricing structure for service delivery of the Hotel and Catering Services at Greenlands.

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

5. To review recommendations for the provision of hospitality at Greenlands in the light of current feasibility studies.

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

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

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


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
Mr A.J.A. Sheldon
Ms B. Wainwright
Co-opted

Mr H.E. Bell

Standing Invitation

Mrs B.L. Morris
The Clerk to Convocation (Ms T. O’Neill)

Terms of Reference:

See Ordinance XXII

**Discipline: Standing Disciplinary Appeals Committee**

*Ex officio*

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

Two members *(appointed by the Council) not being members of the Academic Staff of the University*

- Mr I.P. Smith 31.7.2015
- Mrs S. Webber 31.7.2015

*Substitute members in order of substitution*

- Mr H.W.A. Palmer QC 31.7.2014
- Dame Moira Gibb 31.7.2016
- Mr T. Bartlam 31.7.2014
- Mr S.P. Sherman 31.7.2016

*Secretary: Ms H. Dent (appointed by the University Secretary)*

Terms of Reference:

See Ordinance XVII
Discipline: Standing Disciplinary Committee

Ex officio

The Vice-Chancellor (Chair)  
(alternate: Professor G.H. Tucker) (31.7.2015)

Appointed by Council

Dr J.D. Wilkins  
(alternate: Dr P.R. Preston)  
31.7.2016

Appointed by Senate

Dr E.M. Page  
Professor R.S. Sherratt  
31.7.2017  
31.7.2016

Alternates

Dr P.J. Almond  
Dr J.D. Creighton  
Mr A.J. Doak  
Mrs G. Kilner  
Dr M.J. Proven  
31.7.2016

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

The Welfare Officer of the Students’ Union

Secretary:  
Ms H. Dent (appointed by the University Secretary)

Terms of Reference:

See Ordinance XVII

Reports to Senate and Council

Enterprise Centre Committee

The Chief Operating Officer (Chair)  
Mr D.C.L. Savage
The Director of Estates and Facilities  
Mr C. Robbins
The Director of Finance and Corporate Services  
Ms. C.A.B. Wright
The Director of Thames Valley Science Park

Dr D.J. Gillham

Secretary: Mr I. Evans (appointed by the University Secretary)

Terms of Reference

To oversee the management of the University of Reading Enterprise Centre.

Environment and Sustainability Committee

Professor R.H. Ellis (Chair)

Appointed

The Community and Development Officer of the Students’ Union Miss K. Ashford

Ex officio

The Director of Estates and Facilities or his nominee Mr C. Robbins
The Chief Operating Officer or his nominee Mr L.F. Beck
Deputy Director, Estates and Facilities Mrs J.L. Pich (alternate Mr I. Cruickshank)
Head of Campus Services Ms C.A. Derham

Director of Hotel and Estates Services, Greenlands Campus Mr A. Brand
Communications Manager, External Affairs Directorate Ms C.A. Prior (alternate: Mrs D. Doyle)

Right of attendance

A representative from the School of Construction Management and Engineering Dr A.A. Elmualim
A representative from Health and Safety Services Mrs M.E. Simpson
A representative from the Environmental Ambassadors Ms C.A. Prior

A representative from Procurement Mr A.G. Tooley
A representative from the Whiteknights Campus Dr. S. Musson
A representative from the London Road Campus Dr B. Billingsley
A representative from the Library Mr R.D. Hunter
A representative from Catering Services Mr M.J. White
Sustainable Travel Coordinator Dr K. Stanbridge
Energy Manager Mr D. Fernbank
Secretary: Ms L.M. Davies (appointed by the University Secretary)

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 and sustainability matters with particular regard to the use of resources, the production of waste and the quality of the natural environment on the University’s academic and residential estate (excluding tented areas);
   (b) all travel to, from and on the University Estate and includes 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 and Environmental Policy.

4. To assist the Estates and 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.

5. To monitor compliance with environmental legislation, report incidents and near misses, and to ensure that University procedures meet best practice.

To make reports on these matters to the Estates and Facilities Committee.

Equality and Diversity Committee

Chair appointed by the University Executive Board

Professor D.C. Berry (Dean of Postgraduate Research Studies)

Ex officio

The Deputy Director of Human Resources
Mrs R.C. Busby

University Disability Advisors
Ms A. Avery & Ms K.A. French

The Director of Human Resources
Mr J.J. Brady or his nominee
The Welfare Officer of the Students’ Union

By invitation

The Director of Student and Applicant Services
Chaplaincy Team Coordinator
Ms A. Cheshire
Revd M.D. Laynesmith

Other members

A representative from the Study Advice Team
A representative of the School Disability Representatives
A representative of the Harassment Advisors
A representative of the Halls Wardens
A representative of Estates and Facilities
Mrs E.A. Victor
Mrs A.M. Gallagher
Dr F.J. Davis or his nominee
Ms J.L. Pich or her nominee

Chair, Athena Swan Steering Group
The Dean of the Faculty of Arts, Humanities and Social Science
The Head of Legal Studies
Professor R.H. Ellis
Professor G.H. Tucker or his nominee
Mrs J. Rowe

One member from each of the following Trade Unions

UCU
TBA

Secretary: An HR Advisor (appointed by the University Secretary)

Terms of Reference:

1. To advise and support the relevant University Officers.
2. To advise and support University Disability Officers.
3. To work with the relevant University Officers to ensure that the University meets its obligations under the new Equality Act, and subsequent amendments to it.
4. To review and make recommendations as to the University’s policy on equality and diversity matters.
5. To promote equality and diversity across the University.
6. To identify issues and disseminate examples of good practice.
7. To liaise with relevant outside bodies as appropriate.
8. To ensure disabled student and staff involvement and consultation in guiding policy
and procedure

9. To report and make recommendations to Staffing Committee, and to University Executive Board as and when necessary.

10. To meet on a termly basis

Examination Results: Standing Committee

A Pro-Vice-Chancellor (Mr V. Raimo) (Chair)
An Associate Dean (Teaching and Learning)
A Sabbatical Officer of the Students’ Union

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

Professor A.F. Knapp (AHSS) 31.7.2016
(alternate: Professor D.S. Oderberg) (AHSS)

Dr C. Tissot (AHSS) 31.7.2015
(alternate: Dr R. Foxley) (AHSS)

Professor P.J. Byrne (HBS) 31.7.2017
(alternate: Professor C.M.S. Sutcliffe) (HBS)

Dr C. Padgett (HBS) 31.7.2014
(alternate: vacancy) (HBS)

Professor H.M.I. Osborn (LS) 31.7.2016
(alternate: Professor R.M Bennett) (LS)

Dr E. McSorley (LS) 31.7.2016
(alternate: Dr H. Osbahr) (LS)

Professor S. Chandler-Wilde (S) 31.7.2015
(alternate: Professor A. Wade) (S)

Dr K. Ayres (S) 31.7.2016
(alternate: Dr M.E. Lewis) (S)

Secretary: Ms H. Dent (appointed by the University Secretary)

Terms of Reference:
To consider appeals by students against examination results, and to report to the Senate

Reports to Senate

**Estates and Facilities Committee**

*Ex officio*

- The Pro-Vice-Chancellor (Academic Planning & Resource) *(Chair)*
- The Pro-Vice-Chancellors
- The Director of Estates and Facilities

*Mr C. Robbins*

*Two Deans of the Faculties (one Arts, Humanities and Social Science, and one Science) or their nominee appointed by the University Executive Board*

Dr B. Cosh 31.7.2015
Professor G.H. Tucker 31.7.2015

*One member from each Faculty (nominated by the Faculty Board)*

Professor A.C. Goodwyn Arts, Humanities and Social Science
Professor V.A. Gibson Henley Business School
To be confirmed Life Sciences
Professor W.P. Hughes Science

*A representative of the Students' Union*

The Community and Development Officer

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

Professor A.C. Goodwyn London Road
Mr A. Brand Greenlands

*Right of attendance*

The Chief Operating Officer or his nominee
The Head of Health and Safety Services
The Deputy Director of Estates and Facilities
The Director of Finance & Corporate Services
Contract Relationship Manager

One representative from each of the Central Services

Student and Academic Services Directorate  Mrs D. Doyle
Chief Operating Officer’s Group  Mrs M.E. Simpson

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

Secretary:  Ms L.M. Davies (appointed by the University Secretary)

Terms of Reference:

1. To recommend to UEB and Strategy and Finance Committee and develop policy, monitor its implementation 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 facilities management services by Estates and Facilities - as delivered by ‘Maintenance, Grounds and Business Services’; ‘Campus Services’ and ‘Estates Management’

2. To oversee the production and maintenance of an Estate Strategy for the University in accordance with the current Corporate Plan.

3. To monitor the building programme emanating from the Estate Strategy or elsewhere

4. To oversee the monitoring of the key risks that relate to the estate

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

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

7. To oversee the interface between the academic estate and the investment property portfolio

8. To allocate minor improvement project funding as and when available

9. To approve the Planned Maintenance Programme
10. To approve expenditure against the Travel Plan (ex car parking) fund *

11. To provide governance for the allocation to the Lease Service Charge relating to the residential estate.

12. To monitor the expenditure of:
   (i) the Reactive and Planned Preventative Maintenance (PPM) allocation
   (ii) the Minor Improvement Projects Allocation as and when available
   (iii) the Planned Maintenance Allocation
   (iv) the Travel Plan Fund

13. To provide liaison as appropriate and necessary with other groups including the University Executive Board, the Investments Committee, Project Committees, the Sub-Committee on Teaching and Learning Facilities. To make at least annual reports on these matters to the Strategy and Finance Committee

# Applies to those items addressed by the Space Sub-Committee and Estate Strategy Working Group
* Delegated to the Environment and Sustainability Committee

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

**Space Sub-Committee**

A Pro-Vice-Chancellor *(Chair)*

Professor R. Van de Noort

Chief Operating Officer

Mr D.C.L Savage

The Deans of the Faculties or their nominees

Mr C. Robbins

The Director of Estates and Facilities

Mrs J.L. Pich

Deputy Director of Estates and Facilities

Mrs J.A. Pendleton

The Timetabling Manager (Central Room Booking and Timetabling)

Mr D.J. Wallace

The Space Manager

A representative from Commercial Services

Mrs M. Whitmarsh

**Secretary:** Ms L.V. Sharman (appointed by the University Secretary)

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

**Terms of Reference:**
1. To make proposals for allocations of space to academic and other departments in the University in accordance with the policy approved by the Estates and Facilities Committee and to keep this allocation, and the intensity of use of space generally, under at least annual review;

2. To make decisions on minor movements in the allocation of space (decisions on large movements being made by the Estates and Facilities Committee and on major movements by those Committees responsible for strategic decision-making);

3. To formulate policy on the allocation of space for approval by the Estates and Facilities Committee;

4. To consider such matters as may be referred to it by the Estates and Facilities Committee;

5. To report once per term to the Estates and Facilities Committee.

Committee of Deans 17 February 2003

Standing Committee on Fitness to Practise

The Pro-Vice-Chancellor (Teaching and Learning) (Chair)
An Associate Dean (Teaching and Learning) or a Dean
A registered member of the relevant profession from within the University who has not previously been involved with the case or a second Associate Dean of Teaching and Learning or a second Dean
A registered member of the relevant profession from outside the University

Secretary  Mrs H. Taylor (appointed by the University Secretary)

Terms of reference: Ordinance XVII

The Committee shall meet at such times as may be necessary and shall determine its own procedure. A Pro-Vice-Chancellor shall chair the Committee. The membership of the Committee shall be determined by the Pro-Vice-Chancellor in respect of each case. The Committee shall have the power to impose a range of sanctions including removal from membership of the University. An appeal brought by a student against the Committee shall be considered by the Standing Disciplinary Committee.

University Health and Safety Committee
Ex officio

The Deputy Vice-Chancellor (Chair) Professor S.J. Mithen

The Deans of the Faculties
The Chief Operating Officer Mr D.C.L. Savage
The Director of Estates and Facilities Mr C. Robbins
The Director of Human Resources Mr J.J. Brady
The Deputy Director of Estates and Facilities Mrs J.L. Pich
The Head of Health and Safety Services Mrs M.E. Simpson
The Farms Manager Mr J.S. Lamburn

One student representative

The Welfare Officer of the Students’ Union

One representative of each Trade Union and nominated alternate

Dr F.J. Davis (alternate: vacancy) UCU

One area Health and Safety Co-ordinator

Mrs R.A. Crabtree

Representatives from the Staff Forum

To be confirmed

Standing Invitations

The Chairs of such Sub-Committees as the Committee may establish
A representative from Occupational Health Ms D. Grout
The Head of Student Wellbeing Services Dr A. Peña-Bizama
The Insurance Officer Mr J.M.B. Fisher
The Biological and Scientific Safety Advisor Dr G. Roberts
The Head of Campus Services Mrs L. Virtue

Secretary: Ms L.V. Sharman (appointed by the University Secretary)

Terms of Reference:

1. To encourage consultation and co-operation between the University authorities.

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 University Executive Board to the Strategy and Finance Committee.

Sub-Committee for Biological Safety

Professor J.M. Dunwell (Chair)

Ex officio

The Head of Health and Safety Services
Mrs M. E. Simpson
The Biological and Scientific Safety Advisor
Dr G. Roberts

Specialist academic members

Dr S. Clarke (alternate Chair)
Dr B. Neuman
Dr K. Bicknell

Representatives from Academic Schools carrying out Biological Activities

Mrs J. Clarke (Biological Sciences)
Mr S. Feist (Biological Sciences)
Dr R. Haigh (Chemistry, Food and Pharmacy)
Dr A. McCartney (Chemistry, Food and Pharmacy)

One lay academic member

Dr T. Callus

Secretary: Miss J. Brindley

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.

Terms of Reference
To advise on and oversee all activities involving the use of, or potential exposure to Biological Agents and other biological materials within the University, and to oversee University
compliance with all regulations pertaining to activities involving genetic modification.

**Key Functions**

i. To advise on risk assessments for activities involving genetic modification and the use of biological materials, including biological agents.

ii. To approve all applications to undertake work involving genetic modification whether in contained use or deliberate release activities and to require that changes be made to proposed activities where the sub-Committee fails to approve such proposals.

iii. To receive, consider and advise on reports and information provided by inspectors of the enforcing authorities.

iv. To consider formal reports submitted by members of the University where appropriate.

v. To monitor the effectiveness of the University’s health and safety policy and procedures for genetic modification and biological safety.

vi. To consider and advise on Genetic Modification and Biosafety training and its effectiveness.

vii. To consider reports and statistics relating to incidents, work-related ill health and dangerous occurrences involving either genetically modified organisms or biological materials, and recommend remedial action where appropriate.

viii. To submit regular reports via the Chairman to the main Health and Safety Committee, and to receive, consider and (where appropriate) act on reports from the parent committee in relation to the sub-Committee’s activities.

**Powers of the Sub-Committee**

The Sub-Committee can:

i. require changes in experimental protocol to improve safety prior to approving projects;

ii. advise on the drawing up of local rules to cover work involving hazardous biological agents and/or genetic modification;

iii. define and review laboratory practice with regard to safety in biological work, including activities involving the use of genetically modified organisms;

iv. consider all relevant accidents/incidents and review University policy if necessary; and halt projects if breaches of University procedures or legislation occur.

**The Radiation Safety Sub-Committee**

Mrs M. Simpson (Chair)  
Dr G. Roberts  
Dr L. Shaw  
Dr J. Bowen  
Dr L.A. Crompton  
Dr F.J. Davis  

Head of Health and Safety Services  
The Biological and Scientific Safety Advisor  
School of Archaeology, Geography and Environmental Science  
School of Systems Engineering  
School of Agriculture, Policy and Development  
School of Chemistry, Food and Pharmacy
Terms of Reference:

1. To oversee, in conjunction with the Biological & Scientific Safety Advisor (BSSA) and the Radiation Protection Advisor (RPA) where appropriate, all activities involving sources of Ionising Radiation. Such activities include, but are not limited to, the storage and disposal of waste arising from the use of Open Sources of radionuclides; the use of sealed sources, and the use of X-Ray sets, and the keeping of records pertaining to such uses.

2. To oversee 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. The RSSC has the authority to stop work, or request changes to be made to projects or facilities where there may be a breach of Health and Safety or Environmental legislation.

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, authorisation 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 BSSA 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.

Honorary Degrees: Joint Standing Committee of the Council and Senate

The normal period of tenure is two years.

Ex officio

The Vice-Chancellor (Chair)

Appointed by the Council

Mr R. Dwyer 31.7.2015
Mr P. Erskine 31.7.2016
Mr C.C. Fisher 31.7.2015
Ms S. Woodman 31.7.2017

Appointed by the Senate

Professor V.A. Gibson 31.7.2016
Professor A.C. Godley 31.7.2015
Professor A. Marzano 31.7.2016
Professor J. M. Preston 31.7.2016
Professor K.P. Shine 31.7.2016

Secretary: Ms L.V. Sharman (appointed by the University Secretary)

Terms of Reference:

To receive proposals for the award of Honorary Degrees, and 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 and Policy Committee

Chair

The Pro-Vice-Chancellor (Teaching and Learning) (Chair)

Ex officio

Chair of the Advisory Board for Information Services
Professor G.H. Tucker
(alternate Dr D.M. Carter)

Chief Strategy Officer and University Secretary
Dr R. J Messer

Chair of the Committee on Museums, Archives and Collections
Professor A. Donnell

Chair of the Information Systems Managers Group
Mr D.C.L. Savage

A Dean
Professor J.L.G. Board

An Associate Dean (Teaching and Learning)
Dr D.M. Carter

The Education Officer of the Students’ Union

Right of Attendance

The Librarian
Mrs J.H. Munro

The Director of IT Services
Mr J. Leary

The Head of Information Management and Policy Services
Mr L. Shailer

The Head of Marketing
Mr M. Berger-North

The Head of UMASCS/ Director of MERL
Ms K. Arnold-Foster

RISIS Applications Manager
Dr R.J. Crabtree

The Risk Management and Business Continuity Officer
Mrs E. Stannard

Secretary: To be confirmed (appointed by the University Secretary)

Terms of Reference:

1. To have oversight of and make recommendations on matters of strategy and policy across the broad area of information in the University.

2. To have responsibility for the University’s Information Framework and oversight of action in support of its principles and themes.

3. To provide support and oversight of the University’s Museums and Collections

Reports to University Executive Board as and when necessary.

Receives reports from the Information Systems Managers Group, the Advisory Board for

70
Information Services and the Committee on Museums, Archives and Collections.

The Committee meets once a term

**Information Systems Managers Group**

*Chair*

- Chief Operating Officer: Mr D.C.L. Savage
- The Director of IT Services: Mr J. Leary
- Head of Maintenance and Business Services: Mr S.J. Boon
- Head of Financial and HR Systems: Mr P.A. Southwell
- Applications Manager, RISIS: Dr R.J. Crabtree
- Deputy Head, Centre for Quality Support and Development: Ms V. Holmes
- Head of Systems and Services Library: Miss C. Ayres

*Secretary:* To be confirmed (appointed by the University Secretary)

**Terms of Reference:**

1. To provide oversight of and ensure the smooth running of core University systems.

2. To provide a gateway for new projects seeking approval and determine which system developments should progress, prioritise developments and sponsor new ideas.

3. To routinely check all second-tier systems to ensure they remain compliant with University requirements for safe, legal and well-managed systems.

4. To provide guidance and support to Managers of core systems in their professional mentoring of second-tier systems and their teams.

5. To support the development of key corporate systems, such as the progression and integration of work relating to a Content Management System (CMS), a Customer Relationship Management system (CRM) and an Electronic Document Records Management system (EDRM).

6. To support the implementation of managing information reporting tools arising from work within the Efficiency and Effectiveness programme.
7. To receive reports from any relevant Working Groups.

8. To report to the Information Strategy and Policy Committee (ISPC). The Chair of Information Systems Managers Group would attend meetings of ISPC as requested.

The Group meets twice per term.

**Advisory Board for Information Services**

The normal period of tenure is three years

*Chair (A Dean or Faculty Director of Teaching and Learning)*

Professor G.H. Tucker 31.7.2015

*Ex officio*

An Associate Dean (Teaching and Learning) Dr D.M. Carter
Chief Strategy Officer and University Secretary Dr R.J. Messer
The Librarian Mrs J.H. Munro
The Director of IT Services Mr J. Leary
The Education Officer of the Students’ Union

One member (and an alternate) from each Faculty, nominated by the Dean

*Faculty of Arts, Humanities and Social Sciences* Professor D. Oderberg (alternate to be confirmed)
*Henley Business School* Dr L.A. Newton (alternate Mr S. Rowbotton)
*Faculty of Life Sciences* Dr A. Culham (alternate Dr J. Spencer)
*Faculty of Science* Professor W. Hughes (alternate Professor S. Williams)

In attendance

Head of Collections and Space, Library Mr P. Johnson
Head of Systems and Services, Library Ms C.A. Ayres
Two Assistant Directors from IT Services Mr S.M. Gough
and Mr A. Lawrence
Secretary: To be confirmed (appointed by the University Secretary)

Terms of Reference:

1. To consider policy and strategy issues relating to the provision of information services to staff and students by IT Services and the Library in support of the research intensive University.

2. To ensure that policy and strategy developments reflect the principles and themes of the Information Framework.

Reports periodically to the Senate and Information Strategy and Policy Committee.

The Advisory Board will meet once a term

International Operations Group

The Pro-Vice-Chancellor (Global Engagement) (Chair) Mr. V. Raimo
Director of Student and Applicant Services Ms A. Cheshire
The Director of Administration, Henley Business School Mr D.A. Stannard
The Deputy Director of Reading International Office Ms C. Allen
The Head of Postgraduate Research Support and Development Mr C. Robson
The Head of Programme Administration, HBS Mr M.H. Keighley
Director of Admissions Mr J.H. Ackroyd
An HR Partner – Henley Business School Ms C. Rolstone
The International Student Advisor Mr M. Daley
A representative from Communications Mrs K. Wilson
A representative from Finance Mrs C. Sherriff
A representative from ISLI Mr A. Seymour
A representative from the Library Mr C. Carpenter
A representative from Research & Enterprise Mrs C. Harris
A representative from Study Abroad Mr M. Dowse
Senior Quality Support Officer (International) Mrs G. Randall
UKBA Compliance Project Officer

Secretary: To be confirmed (appointed by the University Secretary)

Terms of Reference:

1. To advise the Pro-Vice-Chancellor (International and External Engagement) on operational matters in support of the internationalisation of the University.
2. To oversee and co-ordinate the implementation of operational aspects of the internationalisation of the University

Reports to and receives reports from the International Project Board. The Group meets once a term.

**International Project Board**

**Chair**

The Pro-Vice-Chancellor (Global Engagement) 
Mr V.Raimo

**The Deans of the Faculties**

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Professor G.H. Tucker</td>
<td>Arts, Humanities and Social Science</td>
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<tr>
<td>Professor J. Board</td>
<td>Henley Business School</td>
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<tr>
<td>Professor R.H. Ellis</td>
<td>Life Sciences</td>
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<td>Dr B. Cosh</td>
<td>Science</td>
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**Ex officio**

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Provost and Chief Executive Officer, University of Reading Malaysia</td>
<td>Professor T.A. Downes</td>
</tr>
<tr>
<td>Vice-Provost (Academic) University of Reading Malaysia</td>
<td>Dr M-M. Kleinhans</td>
</tr>
<tr>
<td>The Dean of Postgraduate Research Studies</td>
<td>Professor D.C. Berry</td>
</tr>
<tr>
<td>The Chief Operating Officer or his nominee</td>
<td>Mr D.C.L. Savage</td>
</tr>
<tr>
<td>The Chief Strategy Officer and University Secretary</td>
<td>Dr R.J. Messer</td>
</tr>
<tr>
<td>An Associate Dean (Teaching and Learning)</td>
<td>Professor R. Gibbard</td>
</tr>
<tr>
<td>The Director of Reading International Office</td>
<td>Mrs S. Myles</td>
</tr>
<tr>
<td>The Director of the International Study and Language Institute</td>
<td>Ms R.J. Richards</td>
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**Secretary:** Mrs G. Randall (appointed by the University Secretary)

**Terms of reference:**

1. To advise the Pro-Vice-Chancellor (Global Engagement) on strategic matters in support of the internationalisation of the University.

2. To make recommendations to University Executive Board on specific patterns of investment required to support the delivery of International Strategy.
3. To oversee the implementation of strategic aspects of the internationalisation of the University.

Reports to University Executive Board as necessary.

The Project Board will meet twice a term.

University of Reading Malaysia Executive Board

Chair

Provost and Chief Executive Officer, UoRM                     Professor T.A. Downes
Vice-Provost, UoRM                                           Professor M-M. Kleinhans
Chief Operating Officer, UoRM                               Mr P. Osborne
Director of Recruitment and Marketing, UoRM

By invitation

Chief Operating Officer, UoR                                 Mr D.C.L. Savage
The Pro-Vice-Chancellor (Global Engagement)                   Mr V. Raimo
Chief Strategy Officer and University Secretary               Dr R.J. Messer
A Dean                                                        Professor J. Board

Secretary:          Ms S.N. Nolan (appointed by the University Secretary)
Museum of English Rural Life: Committee for the

The normal period of tenure is three years.

Chair

Professor G.H. Tucker

Ex officio

The Vice-Chancellor
The Chief Strategy Officer and University Secretary Dr R.J. Messer
The Head of the Department of History or his representative Dr J. Burchardt
The Head of the UMASCS, and Director of MERL Ms K. Arnold-Forster
The Curator of Collections and Engagement, MERL Ms I. Hughes
The University Librarian Mrs J.H. Munro

Two members appointed by the Senate

Professor M.W. Shaw 31.7.2016
Professor A.J. Donnell 31.7.2017

By Invitation

Ms S. Macdonald Director of UCL Museums, Collections and Public Engagement
Professor J. Whittle University of Exeter
Ms S. Donnelly Archivist, LSE Library
Mr T. Butler Director of the Museum of East Anglian Life
Dr N. Vernon Sheffield Hallam University

Secretary: Ms S.E. Burgess (appointed by the University Secretary)

Ad personam

Mr S. Carter
Mr A.E. Palmer (Chair, Friends of the University)
Mrs V. Fishburn

Terms of Reference:

Revised Ordnance XXV for the Committee for the Museum of English Rural Life (revised August 2008)

1. There shall be a Museum of English Rural life hereinafter called “the Museum”, which
shall be established by the Council under such terms and conditions as it shall
determine subject to the following:

2. The functions of the Museum shall be:
   a) To acquire and manage nationally important collections relating to the
countryside and its history.
   b) To promote access and operate a range of public services arising from these
collections
   c) To contribute to the University’s teaching and research and its role within the
wider community

3. The Director of MERL shall be responsible through the University Librarian, the Head
of University Administration and the Vice-Chancellor to the Council for the
organisation and conduct of the Museum.

4. The Governing Body of the Museum shall be the Council.

5. a) There shall be a Committee for the Museum
   b) The Committee shall consist of:
      (i) Ex officio
           The Vice-Chancellor
           The Deputy Vice-Chancellor or a Pro-Vice-Chancellor or the Dean of a
           Faculty designated by the Vice-Chancellor
           The Head of University Administration
           The Head of the Department of History
           The Director of MERL
           The Keeper of the Museum
           The University Librarian
      (ii) Two members appointed by the Senate
   c) The Committee shall have the discretion to co-opt further members, any or all
of whom may be external to the University.
   d) All members other than ex officio members of the Committee shall hold office for
three years and shall be eligible for re-appointment.
   e) The Chairman of the Committee shall be designated by the Vice-Chancellor, and
shall normally be the Deputy Vice-Chancellor or a Pro-Vice-Chancellor or a Dean
of a Faculty.
   f) The Chief Operating Officer shall have right of attendance at meetings of the
Committee.
6. The Committee shall:
   a) Be responsible for considering and making recommendations on the operating policies and strategies and the forward plan of the Museum and for ratifying such policies and plans for the purposes of Accreditation and for the requirements of other external bodies.
   b) Recommend operating plans and policies to the Council.
   c) Report operating plans and policies to the Committee for Museums, Archives and Collections.
   d) Advise on management and financial matters concerning the Museum.

7. The Keeper of the Museum shall annually prepare and present a report on the activities of the Museum to the Committee, which will in turn present it to the Council.

Reports to the Information Strategy and Policy Committee, Senate and Council

Committee on Museums, Archives and Collections

Professor A.J. Donnell (Chair)

Ex officio

One Dean and the Chair of the Beckett International Foundation (alternate: Associate Dean (Teaching and Learning) of Arts, Humanities and Social Sciences) Professor G.H. Tucker (alternate Dr D. Carter)
Chief Strategy Officer and University Secretary Dr R.J. Messer
The University Librarian Mrs J.H. Munro
The Head of the UMASCS, and Director of MERL Ms K. Arnold-Forster
The Curator of Collections and Engagement, MERL Ms I. Hughes
The Curator (or equivalent) of the Cole Museum Dr. A. Callaghan
The Curator (or equivalent) of the Herbarium Dr A. Culham
The Curator (or equivalent) of the Ure Museum Dr A. Smith
The Curator (or equivalent) of the Lettering Printing and Graphic Design Collections Professor S. Walker
University Archivist Mr G. Baxter
The Curator (or equivalent) of the Geoscience Collection Dr H.J. McGoff
The Head of Collections and Space, University Library Mr P. Johnson
A representative of the History of Art Collections Professor A. Gruetzner-Robins
A member of Academic Staff
Co-Director of the Beckett International Foundation [BIF]  Dr A.P. Nash
Professor A. McMullan

By invitation

A representative of the Special Collections Service  Ms C. Gould
UMASCS Librarian  Mrs F. Melhuish/ Ms E. McCarthy
Public Programmes Manager  Ms P. Heath
Museum Studies Programme Director  Dr R. Smith

Secretary: Ms S.E. Burgess (appointed by the University Secretary)

Terms of Reference:

To develop and oversee the implementation of a co-ordinated strategy for the University’s museums, archives and collections in the context of the University’s Strategy.

Reports to the University Executive Board through the ISPC, and to the University Boards for Research and Innovation and Teaching and Learning.
The Committee meets once a term

Personal Title of Professor, Reader or Senior Lecturer: Joint Standing Committee of Council and Senate

The normal period of tenure is three years

Ex officio

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

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

Professor S.C. Breau  31.7.2017
Professor S.D. Green  31.7.2017
Professor J.R. Park  31.7.2016
Secretary: The University Secretary (Dr R.J. Messer)

Terms of Reference:

See Ordinance XXIII

Reports to Council and Senate.

Committee on Postgraduate Research Studies

The Dean of Postgraduate Research Studies  Professor D.C. Berry  (Chair)

The Faculty Directors of Research

Professor G.H. Tucker  Arts, Humanities and Social Science
Professor V.A. Gibson  Henley Business School
Professor R.H. Ellis  Life Sciences
Dr B. Cosh  Science

By invitation

An Associate Dean (Teaching and Learning)  Dr O.B. Kennedy
The Director of Admissions  Mr J.H. Ackroyd
The Director of the International Office or her nominee  Mrs S. Myles
The Director of Thames Valley Science Park or his nominee
The Students' Union Postgraduate part time Officer  Dr N.E. Helsby
A representative of the Planning Support Office  Mr J.D. Lloyd
Head of Doctoral Research Office
The Education Officer of the Students’ Union

Secretary:  Mr D. Mitchell (appointed by the University Secretary)

Procurement Board

The Chief Operating Officer (Chair)  Mr D.C.L. Savage
The Director of Finance and Corporate Services  Ms. C.A.B. Wright
The Head of Procurement  Ms. L.M. Jefferies
The Head of Category Management
Representatives from Schools and Services

By Invitation
The Head of Legal Services
Category Leads

Secretary: Mr J.P. Stock (appointed by the University Secretary)

Terms of Reference:

1 To increase the effectiveness of procurement as a function and provide a greater focus on efficiency improvement and realisation of benefits for the University through the adoption of category management.

2 To provide visible and effective senior management oversight and governance, with the creation of key gateways within the category cycle, where they review and endorse recommendations from Category Managers with a clear escalation route through to the University Executive Board.

3 To provide a focus on spend management through category strategies, including reviews and approval of the Procurement Work Programme, individual Category Plans and on strategic contract awards. The Procurement Board would also ensure a robust approach to compliance with category management principles and gateway reviews to track benefits realisation.

4 The Procurement Board was accountable for the overall guidance and strategic direction of procurement within the University and its subsidiaries, including Malaysia, and would oversee progress across all aspects of the Category Management Cycle. The key areas of focus would be:
   - Review and approval of the Procurement Strategy
   - Review and approval of the Annual Procurement Plan
   - Review and approval of Strategic Sourcing Plans
   - Review and approval of strategic contract awards and extensions
   - Review of progress in delivering savings / value to the University through assessment of the benefits across the University
   - Review of progress against key performance indicators and initiatives in place to ensure targets were met
   - Review and approval of major changes to Procurement policies and procedures

The Procurement Board would report to the Finance and Planning Committee.

Re-Grading Committee

A Pro-Vice-Chancellor (Chair) Professor R. Van de Noort
The Dean of the Faculty of Life Sciences Professor R.H. Ellis
Chief Strategy Officer and University Secretary Dr R.J. Messer
The Deputy Director of Estates and Facilities Management Ms J.L. Pich
Two Heads of School (or equivalent)  
Professor L.T. Butler
& Professor J.C. Bignell
Mrs R.C. Busby

The Deputy Director of Human Resources

Secretary:  Miss C.E. Eckett (appointed by the University Secretary)

Appeals against decisions of the Re-Grading Committee

The Director of Human Resources  Mr J.J. Brady
A Head of Service (one of whom be selected on each occasion depending on the nature of the appeal)
The Deans of the Faculties (one of whom be selected on each occasion depending on the nature of the appeal)

Secretary:  Miss C.E. Eckett  The Human Resources Manager (Reward and Benefits)
Remuneration Committee

Ex officio

The President of the Council  Mr C.C. Fisher
The Vice-Chancellor
A Vice-President of the Council  Mr R. Dwyer  31.7.2015

Three other lay members of the Council

Mr S. Hawker  31.7.2016
Ms S. Woodman (Chair)  31.7.2017
Mr S.P. Sherman  31.7.2016

Secretary:  The University Secretary (Dr R.J. Messer)

Terms of Reference:

The Remuneration Committee was established by the Standing Committee in October 1995 in 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) be three lay members.

(a)  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;

(b)  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).
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.

**Professorial Salaries Advisory Group**
The Deputy Vice-Chancellor (*Chair*)
The Pro-Vice-Chancellors

*In attendance*
One Lay member of the Remuneration Committee

*Secretary* The Director of Human Resources

Mr R. Dwyer

**Senior Staff Salaries Advisory Group**
The Vice-Chancellor (*Chair*)
The Deputy Vice-Chancellor

*In attendance*
One Lay member of the Remuneration Committee

*Secretary* The Director of Human Resources

Mr R. Dwyer

**Research Ethics Committee**

*Eight members appointed by the Senate*

Professor P.J. Almond 31.7.2016
Dr J.F.S. Burchardt 31.7.2017
Dr R. Everitt 31.7.2015
Professor M.A. Gosney 31.7.2017
Dr A.K. Ho 31.7.2015
Professor J.A. Lovegrove 31.7.2015
Dr N. Spinks 31.7.2015
Dr J. Wright (*Chair*) 31.7.2017

*Other members appointed by the Research Ethics Committee*

Mr J. Crompton 31.7.2014
Dr T. Lincoln 31.7.2014

*A representative of the Students’ Union*
The Education Officer

Secretary: Dr M.J. Proven (appointed by the University Secretary)

Terms of Reference:

1. To assess the ethical propriety of all research including 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.

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

3. 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.

4. 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.

Research Platforms Steering Group

Ex Officio

Pro-Vice-Chancellor (Research and Innovation) 31.7.2018

The Deans of the Science Faculties

Professor R.H. Ellis (Joint Chair) Life Sciences
Dr B. Cosh (Joint Chair) Science

The Lead Academic for each Research Platform

Professor C.D. Collins Chemical Analysis Facility
Professor J.D. Saddy Centre for Integrative Neuroscience and Neurodynamics

The Head of the host School for each research platform

Professor L.T. Butler Psychology and Clinical Language
Professor A.C. Williams  
Chemistry, Food and Pharmacy

Representatives from Research and Enterprise

Dr A.M. van Dodeweerd

A Management Accountant

Mrs E.A. Firth

Standing invitation

Professor A.V. Powell
Professor R.L. Gilchrist

Secretary: Mr D. Mitchell (appointed by the University Secretary)

Terms of Reference:

To maintain oversight of the activity of the University’s science-based research platforms to facilitate optimal cross-School usage, and to ensure that they support research of the highest quality, in line with the University’s overall research strategy and objectives, in a cost-effective manner.

1. To monitor usage of the facilities within the platform to ensure appropriate balance between grant funded, pump priming, researcher training and commercial activity

2. To review volume and quality of ‘outputs’ relating to research platform usage in terms of research outputs, research grant applications, and research income

3. To monitor staffing levels and recommend cases for additional staff

4. To monitor financial performance and make recommendations to Finance on annual budgets

5. To consider and recommend cases to SMB for acquisition, enhancement, or disposal of instrumentation

6. To give consideration and make recommendations to SMB on proposals for the establishment of additional, or the need for review of current, science research platforms at the University
7. To monitor promotion and dissemination internally and externally (industry, outreach) of the University’s research platforms

8. To keep abreast of national and international developments relating to research facilities and strategic research developments outside the University (e.g. Research Councils, commercial)

**Restructuring Committee for the National Centre for Learning and Literacy**

A Chairman
Mr R Dwyer
A member of Council not employed by the University
Mr S. Hawker
A member of the Academic Staff nominated by the Senate
Dr H. Osbahr
A Pro-Vice-Chancellor
Professor G. Brooks
The relevant Dean
Professor G.H. Tucker
The relevant Head of School
Professor R.J. Richards
The Director of Human Resources or his nominee
Ms C.Bryan

**Risk Management Group**

*Ex officio*

The Deputy Vice-Chancellor (Chair)  Professor S.J. Mithen
The Pro-Vice-Chancellor (Academic Planning & Resource)  Professor R. Van de Noort
The Chief Operating Officer  Mr D.C.L. Savage
The Chief Operating Officer and University Secretary  Dr R.J. Messer
The Risk Management and Business Continuity Officer  Ms J. Begum
The Director of Finance and Corporate Services  Mrs C.A.B. Wright

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

Professor S.C. Breau  31.7.2018
To be confirmed  31.7.2017
One further member

The Director of Estates and Facilities Mr C. Robbins

Secretary: Ms K.J. France (appointed by the University Secretary)

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

Ex officio

The Pro-Vice-Chancellor (Research and Innovation) Mr D.C.L. Savage
The Chief Operating Officer (Chair) Mr D.C.L. Savage
The Director of Estates and Facilities Mr C. Robbins
The Dean of the Faculty of Science Dr B. Cosh
The Director of Finance and Corporate Services Mrs C.A.B. Wright

Secretary: The Director of Thames Valley Science Park (Dr D.J. Gillham)

Terms of Reference:

See Memorandum and Articles of Association plus Memorandum of Understanding with the University.

Sports Management Committee

The Chief Operating Officer (Chair) Mr D.C.L. Savage

Three members of Academic Staff

Professor M.J. Almond 31.7.2015
To be confirmed 31.7.2017
Dr M.J. Proven 31.7.2016

In attendance

The Deputy Director of Estates and Facilities Ms J. Pich
The Director of Sport and Recreation Mr I.A. Akhurst
The Chief Operating Officer or his nominee Ms M. Misslebrook
A representative of Development and Alumni Relations
Mr D. Parkes
The Student Activities Manager of the University of Reading
Mr A. Bailey
Students’ Union
The Student Engagement Officer of the Students’ Union

Standing Invitation

Head of Physical Education and Sports Leadership
Dr T. Macfadyen
(Institute of Education)
A student representative from a sports team

Secretary: Ms S. Shears (appointed by the University Secretary)

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 sports and 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 Student Engagement Officer of the Students’ Union.

Reports to the Student Experience Committee and to the University Executive Board.
Staff Forum Committee

Employer representatives

The Pro-Vice Chancellor (Co-Chair)  Professor Robert Van de Noort
The Director of Human Resources  Mr John Brady
Nominated Representative of the Chief Operating Officer  Mrs Ruth Busby, Deputy Director of Human Resources
Dean of Faculty  Professor Richard Ellis
Head of School  Vacancy
Head of Function  Mrs Julia Munro
Technical Manager  Mr James Magee
School Administration Representative  Mrs Marguerite Gascoigne
Estates & Facilities Management Representative  Mr Steve Boon

Employee Representatives

Estates and Facilities Representatives  Rhiannon Vaughan
Tracy Lunn
Michelle Hargreaves
Joanne Dormer

Chief Operating Officer Representatives (excluding E&F)  Maureen Martin
Rob Sassoon
Vacancy

Academic Services and Governance  Vacancy
Faculty of Life Sciences Representatives  Debby Livermore
Jacqui Thijm

Henley Business School Representatives  Jessica Bennett
Vacancy

Faculty of Science Representatives  Dawn Turner
Sinead O’Flynn
Vacancy

Faculty of Arts, Humanities and Social Sciences  Vacancy

Secretary:  Rachel Thorns, HR Partner

Terms of Reference:

1 To enable employee representatives (representing employees as set out in 2.1 of the Information and Consultation Agreement relating to the Staff Forum) to bring ideas, questions and concerns to the Forum and take an active role in discussing, seeking practical ways forward and resolving such matters within the University.
To enable the University to inform and consult with employees and seek their views through the employee representatives on the following matters (as outlined in the Information and Consultation Agreement relating to the Staff Forum):

- Decisions likely to lead to substantial changes in work organisation or contractual relations, including redundancies and transfers of the business or part of the business
- Significant changes to HR policies or procedures or terms and conditions of employment common to employees covered by the Information and Consultation Agreement relating to the Staff Forum
- Changes to the University’s occupational pension scheme

Implications of any significant legislative initiatives which may affect the working environment, terms and conditions, or workplace practices and policies of the University

The Forum shall operate in a spirit of co-operation and in the interests of the business of the University and its members as a whole

**Staffing Committee**

*Ex officio*

- The Pro-Vice-Chancellor (Academic Planning & Resource) (Chair) Professor R. Van de Noort
- The Director of Human Resources Mr J.J. Brady
- The Deputy Director of Human Resources Mrs R.C. Busby

*Two Heads of School appointed by the University Executive Board*

  - Professor M.E. Fellowes 31.7.2018
  - Professor A.R. Bell 31.7.2016

*Two Deans appointed by the University Executive Board*

  - Professor R.H. Ellis 31.7.2016
  - Professor G.H. Tucker 31.7.2015

*One Head of Service appointed by the University Executive Board*

  - Dr R.J. Messer 31.7.2016

*Two senior members of the staff of the University appointed by the University Executive Board*
Standing Invitation

Chair of the Equality and Diversity Committee
One HR Partner
One Associate Dean (Teaching and Learning)
Head of Legal Services
The President of the Student’s Union

Terms of Reference:

1. To oversee the development of new Human Resources policy and related procedures, acting as project sponsor and establishing appropriate project teams from time to time.

2. To monitor progress towards the Human Resources strategy.

3. To review the effectiveness of current Human Resources procedures.

4. To consider the practical implications of new employment legislation, codes of practice and other national developments.

5. To discuss local variations to terms and conditions of employment.

6. To make recommendations to the University Executive Board and others as appropriate.

7. To provide advice on the implications for Human Resources policy of matters referred to it by other bodies.

8. To ensure that significant Human Resources developments are communicated to staff in an effective and timely manner.

9. To be responsible for the implementation of the University’s people development policy and for monitoring the University’s people development programme.

10. To be responsible for the monitoring of such risks as may be assigned to it within the University’s Risk Register.

11. To advise the University (as employer), through the University Executive Board and the Strategy and Finance Committee, on policy issues relating to the University of Reading Pensions Scheme (URPS).
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 H.W.A. Palmer, 31.7.2017
- Mr S.P. Sherman, 31.7.2016
- Mr R. Dwyer, 31.7.2015
- Mr S. Hawker, 31.7.2016
- Dame Moira Gibbs, 31.7.2016
- Lord Crisp, 31.7.2017

Tribunal

Appointed by the Council

- Mr S. Hawker, 31.7.2016
- Mr H.W.A. Palmer, 31.7.2017
- Mr S.P. Sherman, 31.7.2016
- Dr P.R. Preston, 31.7.2017
- Mr I.P. Smith, 31.7.2015
- Lord Crisp, 31.7.2017

Appointed by the Senate

- Professor C.J. Hilson, 31.7.2017
- Professor A. Ghobadian, 31.7.2016
- Professor S.C. Breau, 31.7.2017
- Professor J.C. Bignell, 31.7.2017
- Professor R.A. Rastall, 31.7.2017

Grievance Committee

Appointed by the Council

- Mr R.E.R. Evans, 31.7.2017
- Lord Crisp, 31.7.2017
- Ms S.M. Woodman, 31.7.2017
- Dr P.R. Preston, 31.7.2017
Mr S.C.C. Pryce 31.7.2016

One vacancy

Appointed by the Senate

Professor J.L.G. Board 31.7.2017
Dr B. Cosh 31.7.2016
Professor S.J. Graham 31.7.2015
Professor C.J. Hilson 31.7.2015
Professor A.C. Williams 31.7.2015

Appeal Body

Appointed by the Council

Dr P.A. Erskine 31.7.2016
Mr I.P. Smith 31.7.2015
Ms S. Webber 31.7.2015
Mr S.C.C. Pryce 31.7.2016

Appointed by the Senate

Professor R. Auchmuty 31.7.2016
Professor H.M. Colquhoun 31.7.2015
Professor G.R. Gibson 31.7.2016
Professor C.M.S. Sutcliffe 31.7.2016
Professor K.M. Bryden 31.7.2014

Secretary: The University Secretary (Dr R.J. Messer)

Terms of Reference:

See Ordinance XXXIII

Strategy and Finance Committee

The normal period of tenure is three years.

Ex officio

The President of the Council (Chair) Mr C.C. Fisher
The Vice-Presidents of the Council
Ms S. Woodman
Mr R. Dwyer

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

Four other lay members of the Council

Mr T. Bartlam 31.12.2014
Mr R.E.R. Evans 31.7.2017
Mr H.W.A. Palmer QC 31.7.2017
Mr S.P. Sherman 31.7.2016

Secretary: Mr K.H.S. Swanson (appointed by The University Secretary)

In attendance

The Chief Operating Officer
The Director of Finance & Corporate Services

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-Presidents of the Council
   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 Head of University Administration, the Director of Estates and Facilities Management, the Chief Operating Officer, the Director of External Affairs and the Director of Student, Learning and Teaching 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 lay.

6. 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 financial dealings;
(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

(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 University Executive Board.

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

Board of Trustees for the University of Reading Employees’ Pension Fund

University Appointed Trustees

Mr T.G. Ford (Chair)
Mr K.N. Hodgson (Vice-Chair)
Mr R. Dwyer
Mr D.C.L. Savage
Mr J.J. Brady

Member Nominated Trustees

Mrs V. Davis
Mr M. Taylor
Mrs S. Mott
Board of Trustees for the University of Reading Pension Scheme

Mr T.G. Ford (Chair)  
Mr D.C.L. Savage  
Mr K.N. Hodgson (Vice-Chair)  
Vacancy

Investments Committee

Chair (a lay member of the Council, normally a member of the Strategy and Finance Committee)

Mr R.E.R. Evans  31.7.2017

Ex officio

The President of the Council  
The Vice-Chancellor  
The Deputy Vice-Chancellor  
The Pro-Vice-Chancellor (Academic Planning & Resource)  
The Chief Operating Officer

Appointed by the Strategy and Finance Committee

Mr T. Bartlam  31.7.2017

Co-opted member

Mr D. Sleath  31.7.2016

Secretary: The Director of Finance and Corporate Services  

In attendance

The Director of Estates and Facilities
Terms of Reference:

1. To manage the long-term investments of the University and its Trusts, including the 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 advisors 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 keep under review the University’s medium-term financial and financing strategies.

7. To meet not less than three times each year.

8. To keep under review those risks on the University corporate risk register in which the Committee has an interest.

9. To undertake other such matters as are referred to it by the Strategy and Finance Committee.

Student Experience Committee

Membership

A Vice-President of the Council (Chair) Mr R. Dwyer (31.07.15)
One further lay member of the Council Mrs S. Webber (31.07.15)
One Pro-Vice-Chancellor appointed by the Council Mr G. Brooks (31.07.15)
The Dean of a Faculty or an Associate Dean (Teaching and Learning) appointed by the Council Dr O. Kennedy (31.07.14)
Chief Strategy Officer and University Dr R.J. Messer
Secretary
The Chief Operating Officer or his nominee
Mr D.C.L. Savage

The President of the Students’ Union
The other four sabbatical officers of the Students’ Union
The Chief Executive of the Students’ Union

Secretary: Ms L.M. Davies (appointed by the University Secretary)

Terms of Reference:

1. The Committee shall normally meet once in each Term, shall consider such matters as may from time to time be delegated to it by the Council, the Strategy and Finance Committee and the University Executive Board, and shall report routinely to the Council.

2. The quorum for meetings of the Committee shall be five members of whom at least two shall be appointees of the Council or employees of the University and at least two of whom shall be officers or employees of the Students’ Union.

3. In general, the Committee shall:

   (a) advise the Council on any policy proposals that specifically affect student-focused non-academic activity with a view to ensuring that the student voice is embedded in the development of strategic and operational policy in these and related areas.

   (b) monitor the implementation and effectiveness of such strategies as the University might from time to time adopt in relation to the student experience.

4. To approve programme withdrawals

   (a) employability and student development.

   (b) health and wellbeing.

   (c) sporting facilities, student societies and community activities.

   (d) academic support activities, such as the Library, IT Services and pastoral care.

   (e) analysis of collective feedback on the student experience.
(f) student conduct, discipline and complaints, primarily in dialogue with
the Standing Disciplinary Committee and the Complaints Committee.

(g) such other student-focused activities as the Council may from time to time
determine.

5. To consider future markets/subject areas/countries/modes of delivery that the
University might wish to develop

(a) encourage areas of synergy between the University and the
Students’ Union.

(b) keep under review the financial position of the Students’ Union and,
upon receipt of the Students’ Union financial statements, report to the
University Executive Board, the Strategy and Finance Committee and the
Council any concerns about the financial affairs of the Students’ Union.

(c) determine, on behalf of the Council, the Students’ Union Block Grant for
the forthcoming financial year.

(d) report to the Council any matter relating to the Students’ Union
Constitution, including any regarding the review of the Constitution
required under the Students’ Union Code of Practice and to frame
appropriate recommendations.

(e) monitor the overall financial and non-academic relationship between the
Students’ Union and the University and, where necessary, bring forward
any recommendations for changes to that relationship.

Committee on Student Recruitment and Marketing

Membership

The Pro-Vice-Chancellor (Teaching and Learning) (Chair)
The Pro-Vice-Chancellor (International and External Engagement)
The Pro-Vice-Chancellor (Academic Planning and Resource)
The Deans of the Faculties
The Associate Deans (Teaching and Learning)

Chief Strategy Officer and University Secretary Dr R.J. Messer
Dean of Postgraduate Research Studies Professor D.C. Berry
A representative from Planning Support  
Director of Student and Applicant Services  
A. Cheshire  
Head of Financial Planning and Analysis  
Ms S. Bartlett  
Director of Admissions  
Mr J.H. Ackroyd  
The Provost of University of Reading Malaysia (alternate: The  
Vice-Provost of University of Reading Malaysia)  
Professor T.A. Downes  
Student Engagement Officer

Secretary:  
Ms C Moran (appointed by the University Secretary)

Terms of Reference:

1. To agree and set targets for all student numbers in Schools/Departments
2. To monitor how well schools and departments perform against the students numbers set by STRAM
3. To approve new programme proposals
4. To approve programme withdrawals
5. To consider future markets/subject areas/countries/modes of delivery that the University might wish to develop
6. To consider recommendations on, and formally approve, entry standards for all undergraduate and post graduate programmes, and English Language requirements for non-UK students, including incoming Study Abroad and ERASMUS students
7. To determine the pricing of undergraduate, taught postgraduate and postgraduate research programmes, including work placements and modern languages/study abroad years
8. To recommend to University Executive Board any particular inclusions in standard fee packages over and above the distinctive offering
9. To monitor the effectiveness of activities and strategies for on-going marketing and communications activities in relation to all areas of student recruitment
10. To consider the effectiveness of bursary and scholarship schemes on recruitment and the marketing profile of the University
11. To agree the widening participation strategy for the University and to agree the Access Agreement and targets for widening participation set by the Group on Widening Participation
12. To report to University Executive Board and to liaise with other boards and committees
as appropriate.

Sub-group on Fees, University Bursaries and Scholarships (FUBS)

Director of Student and Applicant Services (Chair) A. Cheshire
Director of Admissions (or their nominee) Mr J. H. Ackroyd
Director of the Reading International Office (or their nominee) Mrs S. Myles
Head of Marketing (or their nominee) Mr M. Berger-North
Director of Student Recruitment and Outreach Ms C. Singleton
Applications Manager RISIS Development and Support (or their nominee) Dr R.J. Crabtree
An Associate Dean (Teaching and Learning) Mr R. Gibbard
Deputy Director of Campaigns and Supporter Engagement Mr. D. Parkes
Acting Head of Financial Planning and Analysis Miss M. Misselbrook
Student Financial Support Team Leader Vacancy
Head of the Doctoral Research Office Mr J. Lloyd

Secretary: Mrs D. Hobbs (appointed by the University Secretary)

Terms of Reference:

1. To establish an annual timetable and approval process for fee-setting across all programmes.

2. To ensure that a recommended fee for every programme on RISIS is brought to STRAM for approval annually in line with this timetable. (N.B. HBS will set their own fees and these will be brought directly to STRAM for approval via the Chair of this Sub-group).

3. In preparing fee recommendations, to consider fee data from competitor institutions and particularly relevant differentials, e.g. Home/EU and international students, placement/study abroad and Erasmus fees, and undergraduate/postgraduate fee levels.

4. To develop proposals and recommendations for scholarship programmes and prizes and bring these forward to STRAM.

5. To review the range of existing scholarships and prizes and, where appropriate, make recommendations to STRAM on their more effective use.

6. To oversee the operation of the University’s bursary schemes including, but not limited to, those proposed by the Sub-group on Widening Participation and included in the Access Agreement between the University and OFFA.
7. To monitor annual spend against budget for scholarship programmes, prizes and bursaries.

8. To ensure that all relevant offices are informed of fee decisions and the availability and level of scholarships and bursaries so that consistent and up to date information is available to both internal and external stakeholders, e.g. RISIS, SRO, RIO, Marketing.

**Group on Widening Participation**

*Ex Officio*

- The Dean of the Faculty of Science (Chair)  
  Dr B. Cosh
- The Community and Development Officer of the Students’ Union
- The Welfare Officer of the Students’ Union
- Two Associate Deans (Teaching and Learning)  
  Dr O.B. Kennedy

*In attendance*

- Director of Student and Applicant Services  
  A. Cheshire
- Head of Student Development and Employability  
  Ms C.J. Singleton
- Director of Student Recruitment and Outreach  
  Ms M. Wood
- Director of Planning Support (or their nominee)  
  Mr J.H. Ackroyd
- Director of Admissions
- Student Financial Support Manager
- Head of Financial Planning and Analysis  
  Ms M. Misslebrook
- Access and Recruitment Officer  
  Ms L. Poplett
- Professor of Science Engagement  
  Professor A. MacDonald
- Institute Director of Teaching and Learning (IE)  
  Dr E. McCrum
- A School Director of Outreach  
  Dr E. Page

*Secretary:* Mr J. Stock (appointed by the University Secretary)

Students’ Union: “independent person” to investigate and report on complaints from students under paragraph 25 of the Students’ Union Code of Practice

Dr J.C.F. Hayward  
31.7.2014

**Students’ Union: Trustee Board**
Sabbatical Officers

The President
The Education Officer
The Welfare Officer
The Student Engagement Officer
The Community and Development Officer

Student Trustees

Three Student Trustees

External Trustees

Ms T. Levell Clarke
Ms J. Guest
Ms R. Elliot

University Executive Board

The Vice-Chancellor (Chair)
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors
The Heads of Service

Secretary: Ms L.V. Sharman (appointed by the University Secretary)

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 University Executive 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 of, and framing of recommendations on, all matters relating to the allocation of resource, to academic and institutional planning and to the strategic direction of the research, teaching and learning, and international initiatives of the University;
(iii) The receipt of, and the co-ordination of responses to, all communications 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;

(iv) Through its Probationary Review Sub-Committee, the confirmation, or otherwise, of probationary appointments for Academic Staff;

(v) The recommendation to the Council through the Senate of appointments to Visiting Professorships;

(vi) The monitoring of such risks as may be assigned to it within the University’s Risk Register.

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

**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 (for whom Ms L.V. Sharman acts)

**University Farms Board**

The Chief Operating Officer Mr D.C.L. Savage *(Chair)*
A Pro-Vice-Chancellor Mr V. Raimo

*Ex officio*

The Dean of the Faculty of Life Sciences Professor R.H. Ellis
The Head of the School of Agriculture, Policy and Development Professor J.R. Park
Another academic member of the School of Agriculture, Policy and Development Mr R. Vaughan
Head of Food Production and Quality Professor D. I. Givens
The Director of CEDAR Professor C.K. Reynolds

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

Mr D. Homer 31.7.2015
Mr J. Kent 31.7.2015
By invitation

The Farms Manager                      Mr J.S. Lamburn

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 Service (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 CEDAR Farms, bearing in mind the University’s overall interest.

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 keep under review the health and safety performance of the University’s farming operations.

6. To make recommendations and report to the Strategy and Finance Committee as required.

Joint University/UCU Committee

Ex officio

The Vice-Chancellor
The Deputy Vice-Chancellor
One Dean of a Faculty or a Pro-Vice-Chancellor (as designate by Council): Professor R. Van de Noort

One member of the Senate appointed by the Senate

31.7.2018
Five members of the Reading Association of the UCU

The President of the Reading Association
Dr P.E. Hatcher (Chair)

Four other members of the Reading Association
To be confirmed

Secretary: Dr R.J. Crabtree acts (appointed by the University Secretary)

Right of attendance

The Director of Human Resources Mr J.J. Brady

The Chair alternates between the 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.
Representatives of the University

Representative Trustee

Higg’s and Newman’s Charities, South Stoke, Oxon
Normal period of tenure – four years
Dr G.P. Botting 31.1.2016

Representatives on Educational and Other bodies

University Courts

Court of the University of Bristol
Normal period of tenure – seven years
Emeritus Professor S. Nortcliff 31.12.2014

Court of the University of Liverpool
Normal Period of tenure – three years
Professor R.J. McCrindle 31.7.2015

Court of the University of Surrey
Professor P. Glaister 30.6.2014

Other Bodies

NFU/Unigate Scholarship Fund Advisory Group
Normal period of tenure – three years

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)
The Chief Operating Officer

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

Mr T. Bartlam (31.7.2017)

Audit Committee (from 1.1.15)
Discipline: Disciplinary Appeals Committee
Investments Committee
Strategy and Finance Committee (to 31.12.14)

Mr R. Dwyer – Vice-President of the Council (31.7.2015)

Appeals against Decisions of the Personal Titles Committee
Appointments Committee
Honorary Degrees: Joint Standing Committee of the Council and Senate
Remuneration Committee
Professorial Salaries Advisory Group
Senior Staff Salaries Advisory Group
Statute XXXIII Panel – Panel of Chairs, Tribunal, Grievance
Strategy and Finance Committee
Board of Trustees for the University of Reading Employees’ Pension Fund
Student Experience Committee (Chair)

Dr P.A. Erskine (31.7.2016)

Honorary Degrees: Joint Standing Committee of the Council and Senate
Statute XXXIII Panel – Appeal Body
Strategy and Finance Committee

Mr R.E.R. Evans (31.7.2019)

Strategy and Finance Committee
Investments Committee (Chair)
Statute XXXIII Panel – Grievance Committee

Mr C.C. Fisher – President of the Council (31.7.2016)

Appointments Committee (Chair)
Discipline: Disciplinary Appeals Committee (Chair)
Honorary Degrees: Joint Standing Committee of the Council and Senate
Remuneration Committee
Strategy and Finance Committee (Chair)
Investments Committee

Dame Moira Gibb (31.7.2016)

Discipline: Standing Disciplinary Appeals Committee
Statute XXXIII Panel - Panel of Chairs, Tribunal, Grievance

Mr S. Hawker (31.7.2016)

Appointments Committee
Remuneration Committee
Statute XXXIII Panel - Panel of Chairs; for Tribunal or Grievance, Tribunal

Mr H.W.A. Palmer QC (31.7.2017)

Discipline: Disciplinary Appeals Committee (Substitute member)
Statute XXXIII Panel - Panel of Chairs; Tribunal Committee
Strategy and Finance Committee

Dr P.R. Preston (31.7.2017)

Audit Committee
Statute XXXIII Panel - of Chairs for Tribunal; Grievance, Tribunal

Mr S.C.C. Pryce (31.7.2016)

Statute XXXIII Panel - Grievance Committee, Appeal Body

Mr S.P. Sherman (31.7.2016)

Appointments Committee
Audit Committee (Chair to 31.12.14)
Discipline: Disciplinary Appeals Committee (Substitute member)
Remuneration Committee
Statute XXXIII Panel - Panel of Chairs; for Tribunal Committee or Grievance, Tribunal
Strategy and Finance committee (from 01.01.15)

Mr I.P. Smith (31.7.2015)

Audit Committee (Chair from 01.01.15)
Statute XXXIII Panel - of chairs for Tribunal; Appeals
Investments Committee

Sir John Sunderland (31.7.2015)
Ms S.M. Woodman, Vice-President of Council (31.7.2017)

Appointments Committee
Honorary Degrees: Joint Standing Committee of the Council and Senate
Remuneration Committee (Chair)
Statute XXXIII Panel – of chairs for Tribunal; Grievance Committee, Tribunal
Strategy and Finance Committee

Lord Crisp of Eaglescliffe (31.7.2017)

Standing Disciplinary Appeals Committee
Statute XXXIII Panel – Tribunal; Grievance

Appendix 2

Terms of Office
Deputy Vice-Chancellor

Professor S.J. Mithen 31.7.2016

Pro-Vice-Chancellors

Professor G. Brooks 31.7.2015
Mr V. Raimo 31.7.2018
Professor R. Van de Noort 31.7.2016

Deans of the Faculties

Faculty of Arts, Humanities and Social Science
Professor G. Tucker 31.7.2015
Henley Business School
Professor J. Board
Faculty of Life Sciences
Professor R.H. Ellis 31.7.2016
Faculty of Science
Dr B. Cosh 31.7.2015

Faculty Directors of Research

Faculty of Arts, Humanities and Social Science
Professor G.H. Tucker 31.7.2015
Henley Business School  Professor V.A. Gibson  31.7.2016
Faculty of Life Sciences  Professor R.H. Ellis  31.7.2016
Faculty of Science  Dr B. Cosh  31.7.2015

Associate Deans (Teaching and Learning)

Faculty of Arts, Humanities and Social Science (co-Director)  Dr D.M. Carter  31.7.2015
Faculty of Arts, Humanities and Social Science (co-Director)  Professor M.J. Almond  31.7.2015
Henley Business School  Mr R. Gibbard  31.7.2015
Faculty of Science  Dr O.B. Kennedy  31.7.2015
Faculty of Science  Dr E. McCrum  31.7.2018

Heads of Schools

Faculty of Arts, Humanities and Social Science
School of Arts and Communication Design  Professor J.C. Bignell  31.7.2016
Institute of Education  Professor A.C. Goodwyn  31.7.2015
School of Humanities  Professor P.J. Stratton-Lake  31.7.2015
School of Law  Professor S.C. Breau  31.7.2018
School of Literature and Languages  Professor C.J.H. Duggan  31.7.2016
School of Politics, Economics and International Relations  Professor D. Zaum  31.7.2018

Henley Business School
Business Informatics, Systems and Accounting  Professor K. Liu  31.7.2015
International Business and Strategy  Professor J.T. Walker  Autumn 2014
The International Capital Markets Association Centre  Professor A. Bell  31.7.2016
Leadership, Organisations and Behaviour  Professor A. Ghobadian  31.7.2016
Marketing and Reputation  Professor M. Clark  31.7.2015
Real Estate and Planning  Professor P.J. Byrne  31.7.2015

Faculty of Life Sciences
School of Agriculture, Policy and Development  Professor J.R. Park  31.7.2018
School of Biological Sciences  Professor M.D.E. Fellowes  31.7.2018
School Chemistry, Food and Pharmacy  Professor A.C. Williams  31.7.2015
School of Psychology and Clinical Language Sciences  Professor L.T. Butler  31.7.2016
<table>
<thead>
<tr>
<th>Faculty of Science</th>
<th>School of Construction Management and Engineering</th>
<th>Professor S.D. Green</th>
<th>31.7.2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Archaeology, Geography and Environmental Science</td>
<td>Professor R.L. Gilchrist</td>
<td>31.7.2015</td>
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<tr>
<td>School of Mathematical and Physical Sciences</td>
<td>Professor S.N. Chandler-Wilde</td>
<td>31.7.2016</td>
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<tr>
<td>School of Systems Engineering</td>
<td>Professor V.F. Ruiz</td>
<td>31.7.2016</td>
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