

Meeting  
12/12/08

Agenda Item  
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Reference No  
HEFCW/08/87

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## **1 Issue**

- 1.1 This paper details the outcomes of the recent review by officers and the Chair of the Council committee structure. The current committee structure is presented in **Annex A**. The proposed revised committee structure and proposed new standing orders and committee terms of references are presented in **Annexes B, C and D** respectively for Council's approval.

## **2 Corporate Planning Implications / Rationale for paper**

- 2.1 Objective 8 (Improving Operational Efficiency, Standards of Service and Customer Care) of the Council's current Corporate Strategy and Corporate & Operational Plan states that :

**We intend, over the period of this plan, to: review our committee structure.**

## **3 Recommendations**

- 3.1 The Council is invited to:
- i Consider the review of the committee structure;
  - ii Approve the new committee structure;
  - iii Approve the revised terms of reference and standing orders for each Council committee .

## **4 Timing for decisions**

- 4.1 The review has been timed to coincide with the changes in Council membership in 2008/09. A decision is required now in order to allow the new structure to be implemented as soon as practicable after 1 January 2009 to allow incoming Council members to take up their committee roles at the start of their first term.

## **5 Council members' interests**

- 5.1 No conflicts of interests, other than the standing declarations have been declared in advance of the meeting.

## **6 Further information**

contact Bethan Owen, Head of Governance, Leadership and Information (Tel 029 2068 2215; E-mail: Bethan.Owen@hefcw.ac.uk)

## 7 Background

- 7.1 A need to review the Council committee structure and membership had been discussed by members and officers at the Council Members' Workshops both in 2007 and 2008.
- 7.2 Following his appointment in May 2008, the Chair of Council, in consultation with HEFCW officers, has reviewed the overall structure, individual committee duties and membership and held discussions with members and officers. The Chair of Council discussed the proposed structure of committees with all members. All agreed the proposed structure. Their comments have been incorporated.
- 7.3 HEFCE and SFC's committee structure and Terms of Reference have also been considered during this review.
- 7.4 The scope of the committee review included the current sub-committees of Council as well as the Reconfiguration and Collaboration Panel and the Strategic Development Fund Panel. The current committees and panels are summarised in Annex A.
- 7.5 The proposed new structure, new Standing Orders and revised Terms of Reference for the new committees are attached as Annex B, C and D respectively for members' approval
- 7.6 It is proposed that these changes will be implemented as soon as practicable from 1 Jan 2009.

## 8 Committee Review

### 8.1 The Committee Structure

The primary changes for members to approve are:

- A clear separation between **the governance and the advisory** committees;
- That the **Learning and Teaching Committee** will be merged with the Widening Access Committee and its remit will include the skills agenda previously part of the Third Mission Committee;
- That the **Reconfiguration and Collaboration Committee** will incorporate the Strategic Development Fund Panel;
- A new **Research, Innovation and Engagement Committee** taking on the previous work of the Third Mission Committee (other than skills), as well as advising and providing intelligence on matters of research policy. It is proposed that a Task & Finish sub group with the required expertise will be set up to advise the Committee and the Council when significant research issues require more extensive consideration.

## 8.2 Terms of Reference and Standing Orders

Committee secretaries, in consultation with HEFCW officers and committee members have reviewed and drafted Terms of Reference and Standing Orders for the new committees and updated Terms for existing committees. These need to be approved by Council before implementation and will be reviewed by each committee and by Council on an annual basis.

## 8.3 Council membership on Committees

Following Council's approval of the committee structure and related Terms of references and Standing Orders, the Chair will discuss with existing and new members who should chair each committee and which committee or committees each member should join

## 9 **Financial implications**

- 9.1 There are no direct financial implications arising from this review. It is not anticipated that the resources required to service the new structure will be significantly different to the existing position.

## 10 **Communications implications**

- 10.1 Changes to the committee structure will need to be communicated to all HEFCW staff and incoming/existing Council members via the Clerk and the Chair.
- 10.2 The review of external committee membership will be communicated to participants via committee secretaries.
- 10.3 Amendments required to external publications such as the Annual Report and to the HEFCW website would be managed by the Communications Manager.

## 11 **Diversity and Equal Opportunities implications**

- 11.1 This paper has no direct implications for age, disability, gender, race, religious belief, sexual orientation or the Welsh language.

## 12 **Risk Assessment**

RISK	ACTION TO ADDRESS RISK
Continuation of current committee structure: Gaps or overlap in committee agendas;  Inappropriate representation of external stakeholders on committees; Insufficient number of Council members on committees.	Proposed new structure is approved and implemented  All Council members to be appointed to at least one committee in consultation with the Chair.

RISK	ACTION TO ADDRESS RISK
Skills mix of committee members not a good 'fit' with the committee's remit	Committee Chair and Council Chair to review skills mix and co-opt members as required to address gaps.
Difficult management of change for new/existing Council members and external members and HEFCW officers	New Committee membership confirmed during Dec 2008, new structure commences 1 Jan 2009 and all 2009 meeting dates to be agreed as soon as practicable after the appointment of the Committee Chairs.