

1 MEMBERSHIP OF THE COUNCIL

In accordance with section 62 (2) of the Further and Higher Education Act 1992 (hereafter, 'the Act'), the Council shall consist of a minimum of eight Members and a maximum of twelve Members, one of whom shall be appointed Chairman. The Chief Executive officer shall be a Member of the Council.

2 QUORUM

- 2.1 The quorum for a Council meeting is four Members, including the Chairman or his/her nominee
- 2.2 If a quorum is not present at a meeting of the Council, the Chairman shall declare that there is not a quorum present and the meeting shall stand adjourned.
- 2.3 The consideration of any business not transacted shall be adjourned to a date and time to be fixed by the Chairman or to the next meeting of the Council.

3 FREQUENCY AND LOCATION OF COUNCIL MEETINGS

- 3.1 The Council shall normally meet on at least seven occasions each calendar year. Meetings shall normally be held on Friday mornings at the Council's offices in Cardiff or at a funded institution in Wales, but may be held at other times and locations at the Council's discretion. The Council will agree at one of its regular meetings each year the times and locations of all of its meetings for the following year.
- 3.2 Once a year the Council will hold a special meeting, primarily to consider strategic issues.
- 3.3 The Council will normally hold an annual public meeting, or meetings, to further the public understanding of the Council's work and to announce the publication of the Council's latest Annual Report.
- 3.4 The Council may decide, or the Chairman may request, that the Clerk to the Council convene a special meeting of the Council to deal with business that cannot wait until the next ordinary meeting.

4 ATTENDANCE AT COUNCIL MEETINGS

In addition to Council Members, meetings of the Council shall normally be attended by the following:

4.1 *Staff*

- the Clerk to the Council
- the Director of Finance and Corporate Services
- the Director of Strategic Development
- other members of staff for agenda items for which they are presenting papers, to be available to respond to questions on those papers
- other members of staff, to hear debate where the Council's discussion will inform their work or as part of their professional development

4.2 *Welsh Assembly Government representatives*

Representatives of the Welsh Assembly Government are entitled to attend Council meetings, or meetings of any Committee of Council, and may take part in deliberations (but not in decisions) at those meetings. Such representatives will be sent copies of Council papers [Schedule 1, paragraph 11 (a) & (b) of the Act refers].

4.3 *Observers*

The following, or another member of staff or a Board Member nominated by the body concerned, will be invited to attend meetings of the Council as observers, and will be sent copies of Council papers:

- Chief Executive of the Higher Education Funding Council for England
- Chief Executive of the Scottish Funding Council
- Deputy Secretary of the Department for Employment and Learning Northern Ireland
- Director General of the Research Councils

Other participants

- 4.4 The Chairman may, if he/she thinks it desirable, invite a representative of another body or individual to attend a meeting of the Council, either for a particular agenda item or for the meeting as a whole. Any such invitation shall be notified to the Clerk to the Council.

Withdrawal of non-Council Members

- 4.5 The Chairman may request the withdrawal of members of staff and/or observers and/or other participants if he/she deems it appropriate at any time during a Council meeting or during the meeting of a Council Committee or Working Group. In such a case the Clerk to the Council, or the person acting on behalf of the Clerk, shall remain to minute that part of the meeting, save in such cases as the Chairman shall determine.

Register of attendance

- 4.6 A register of attendance shall be maintained by the Clerk to the Council, or by the person acting on behalf of the Clerk, for all Council and Council Committee and Working Group meetings, and a note of attendance shall be included in the minutes to those meetings.

5 ORDER OF BUSINESS

- 5.1 The normal order of business at Council meetings shall be as follows:

- i) introductory remarks (at the Chairman's discretion)
- ii) apologies for absence
- iii) declarations of interest
- iv) to approve as a correct record the minutes of the last meeting of the Council
- v) matters arising
- vi) Chairman's Report
- vi) Chief Executive's Report, as required (including items which may require discussion and/or decision by the Council, and reports on the exercise of delegated authority)
- vii) papers for discussion
- viii) any other business
- ix) date of next meeting
- x) papers for approval without discussion
- xi) papers for information

A schedule of key matters for consideration by the Council for the year shall be drawn up by the Clerk to the Council and shall include, inter alia, quarterly reports for the current financial year on:

- performance against the Council's recurrent, capital and running costs budgets;
 - the cash-flow profile, including the projected year-end balance; and
 - key balance sheet information, including information on debtors and creditors and on cash.
- 5.2 The foregoing order of business may be varied at the discretion of the Chairman.
- 5.3 Papers for information will be discussed at the meeting if any Member notifies the Clerk to the Council before the meeting.
- 5.4 Any matter not specified in the notice of the meeting may be dealt with if, in the opinion of the Chairman or Chief Executive, it is of an urgent nature at such stage of the meeting as the Chairman considers appropriate. Alternatively, on matters normally requiring approval of the Council (but excluding those matters explicitly reserved for decision by the Council alone as specified in the Council's Scheme of Delegation) the Chief Executive is authorised to take action jointly with the Chairman (or, in the absence of the Chairman, his/her appointed deputy or other member nominated by the Chairman) on any matter within the remit of the Council which the Chairman or Chief Executive considers to be of such urgency that it cannot await a meeting of the Council, provided that such action shall be reported for information to the next meeting of the Council.
- 5.5 If the Chairman is unable to attend a Council meeting, then he/she will nominate another Member to chair the meeting.
- 5.6 A named Council member shall be identified by the Chairman on an annual basis to Chair Council meetings and otherwise act for the Chairman in his/her unforeseen absence.
- 5.7 Discussions at Council meetings shall take place in accordance with the principles set out in the *Code of Practice for Members of the Higher Education Funding Council for Wales*, including those relating to the handling of conflicts of interest.

6 AGENDA AND PAPERS

- 6.1 The Clerk to the Council shall liaise with the Chairman over the agenda for forthcoming Council meetings.
- 6.2 The agenda and supporting papers will be despatched to Members no later than seven days before the meeting.
- 6.3 Any additional papers may only be despatched or tabled with the consent of the Chairman or Chief Executive, pursuant to Standing Order 5.4 above

6.4 More detailed information on the various categories and structure of Council papers is set out in Annex A to these Standing Orders.

7 DECISIONS AT COUNCIL MEETINGS

7.1 All decisions at Council meetings are to be reached on the basis of agreement by consensus. In the absence of consensus, and where it is proposed and seconded by two Members, the Clerk to the Council may be requested to count and record a vote by a show of hands.

7.2 The Council acts on the basis of collective responsibility. Council Members are encouraged to express any differing views within the Council's internal decision-making process, but once a decision is reached that decision is binding on all Members.

8 MINUTES

8.1 Minutes of every meeting of the Council shall be submitted to the next meeting of the Council. All minutes of Council Committees shall be submitted to Council as soon as possible after they have been approved by the Chairman of the Committee concerned, and shall be marked 'unconfirmed' if not yet approved by the Committee.

8.2 The Chairman shall seek confirmation that the minutes of the last meeting be approved as a correct record of that meeting.

8.3 No discussion shall take place upon the minutes except upon their accuracy (matters arising are dealt with as a separate agenda item – Standing Order 5.1 v) refers). If no question is raised upon their accuracy, or if a question is raised then as soon as it has been disposed of, the Chairman shall sign the minutes. All signed minutes shall be retained in a secure location by the Clerk to the Council.

9 FINANCIAL AND OTHER INTERESTS OF MEMBERS

9.1 The Clerk to the Council shall maintain a Register of Members' Interests which, in accordance with the Council's Publication Scheme, shall be placed in the public domain.

9.2 Upon taking up appointment to the Council, Members shall declare their interests by completion of a Declaration of Interests form setting out all the necessary particulars, and shall sign and return the form to the Clerk to the Council.

9.3 Members shall be under a continuing duty to ensure that the Register of Members' Interests correctly reflects the particulars notified by them by inspecting the Register from time to time. In the event of any change

occurring, a Member shall immediately notify the Clerk to the Council of the change by completing and sign a new Declaration of Interest form.

- 9.4 At the end of each financial year, Members shall be asked to complete and sign a new Declaration of Interests form.
- 9.5 If a Member declares an interest in a matter to be considered at a meeting of the Council the disclosure shall be recorded in the minutes of the meeting.
- 9.6 Members with a direct interest in any item to be considered at a meeting of the Council shall withdraw from the meeting during discussion of that item in accordance with the *Code of Practice for Members of the Higher Education Funding Council for Wales*

10 CUSTODY AND APPLICATION OF THE COUNCIL SEAL

- 10.1 The Council's Seal shall be kept in a safe place in the custody of the Clerk to the Council.

Sealing of Documents

- 10.2 A decision of the Council (or Committee or officer where that Committee or officer has delegated authority) authorising the transaction, contract or other activity shall be sufficient authority for the sealing of any document.
- 10.3 In accordance with Schedule 1, paragraph 14 (a)+(b) of the Act, the application of the Council's seal shall be made and must be authenticated by the signature:

- (a) of the Chairman or of some other person authorised either generally or specially by the Council to act for that purpose, and
- (b) of one other Member.

The Director of Finance and Corporate Services shall have authority to authenticate the application of the Council's official seal under (a) in the absence of the Chairman.

- 10.4 An entry of every application of the Council's seal to a document shall be made and consecutively numbered in a book kept for the purpose by the Clerk to the Council and shall be made available for inspection during normal office hours.
- 10.5 The Clerk to the Council shall submit an annual report to the Council detailing the documents sealed in the preceding year.

11 COUNCIL COMMITTEES (TO BE UPDATED)

- 11.1 The Council shall be served by the following standing Committees:
- i) Quality Assessment Committee [a statutory requirement under section 70 (1) (b) of the Act]
 - ii) Learning and Teaching Committee
 - iii) Audit and Risk Committee [a requirement under paragraph 2.5.6 of the Management Statement]
 - iv) Third Mission Committee
 - v) Human Resources Committee
 - vi) Remuneration Committee
 - vii) Widening Access Committee
 - viii) Appointments Committee
- 11.2 The Council may establish such other Committees as it sees fit, and shall determine the membership and the Terms of Reference of its Committees [Schedule 1, paragraph 8 (1) + (2) of the Act refers].
- 11.3 There shall be Terms of Reference and Standing Orders for all Council Committees which shall state, inter alia, the quorum for Committee meetings; the terms of office of Committee members; arrangements for identifying a deputy chair to cover meetings in the absence of the Chair; and that each Committee shall submit an annual report to the Council.
- 11.4 The Chairs of Council Committees shall be appointed by the Council and shall be members of the Council. .
- 11.5 The Council shall keep the structure of its Committees under review, and also the scope of each Committee's activities [Schedule 1, paragraph 8 (4) of the Act refers].
- 11.6 The Council may at any time:
- dissolve a Committee (with the exception of those Committees required by statute or under the terms of the Management Statement); or
 - alter its membership or amend its Terms of Reference or Standing Orders; or
 - withdraw any powers delegated.

12 JOINT WORKING WITH OTHER FUNDING BODIES

- 12.1 The Council may exercise its functions jointly with other funding bodies where it appears to those bodies that to do so:
- i) will be more efficient, or
 - ii) will enable them more effectively to discharge any of their functions

[section 82 (1) of the Act refers]

12.2 The Council, the Higher Education Funding Council for England and the Scottish Funding Council have set up two joint committees: the UK Healthcare Education Advisory Committee (UKHEAC) and the Joint Information Systems Committee (JISC). Progress reports on these joint committees will be brought to the Council on a regular basis.

13 DISCLOSURE OF COUNCIL PROCEEDINGS

13.1 In accordance with the Council's Publication Scheme, all agendas, papers and minutes of Council meetings, and the minutes of Council Committees, shall be placed in the public domain by posting on the Council's website, subject to exemptions set out in the Freedom of Information Act 2000.

14 VARIATION AND INTERPRETATION OF STANDING ORDERS

14.1 Proposals for variations to Standing Orders may only be considered by the Council following the submission of a paper duly notified to the Council.

14.2 Any variation or revocation to Standing Orders shall have immediate effect unless otherwise determined by the Council.

14.3 The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

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CATEGORIES OF COUNCIL PAPERS

Council papers will typically fall into one of the following four categories:

i) For discussion

For papers where discussion of the issues and/or decisions by the Council are required.

ii) For approval without discussion

For papers where the Council's agreement is required but where the issues are not contentious and where full discussion is not necessary, including issues requiring ratification by the Council.

iii) For information - Exercise of delegated authority

For papers which report back on the exercise of authority delegated to the Chairman and/or the Chief Executive at an earlier meeting. (In many instances, this will be reported via the Chief Executive's Report).

iv) For information

For papers where Council agreement is not required but the content is presented for the information of Members and discussion is not felt to be required.

The Chief Executive's Report will normally contain shorter items which are brought to the Council for discussion, approval without discussion or information.

Some Council papers, or items in the Chief Executive's Report, will contain confidential material and will be marked '*Restricted - Members and Observers Only*' or '*Restricted - Members Only*'. In the latter instance, the papers will not be despatched to observers or HEFCW staff members and may or may not be made available to them for the Council meeting, at the discretion of the Chairman or the Chief Executive.

STRUCTURE OF COUNCIL PAPERS

Council papers will typically have the following general structure:

Issue

A brief explanation of the purpose/content of the paper, and what is being requested of the Council.

Corporate Planning Implications / Rationale for paper

Identifies the connection between the issue(s) being presented and the Council's strategic priorities and objectives set out in its current Corporate

Strategy and Corporate & Operational Plan. If there are no direct Corporate Plan implications, an explanation of how/why the issue has arisen and needs Council's attention.

Recommendation(s)

This section sets out the recommendations to which the Council's agreement is sought.

Timing for decisions

An indication of why decision(s) from Council are required at this point in time.

Council members' interests

Any specific members' interests relating to the items being presented, above and beyond interests already declared.

Further information

Name and full contact details of paper author

Background

Brief background information on the issues being presented in the paper, taking into account the extent to which the Council has already been informed of the subject through previous Council papers and discussions.

Main body of paper

Details of the main issues being presented, seeking Council's views, asking Council to approve recommendations or provide steers, or inviting Council to receive matters for information [depending on the category of paper].

Financial implications

Details of the financial implications, current or future, for the Council of agreeing the recommendations in the paper.

Communications implications

Details of any communications implications of the paper, including any publicity or media implications.

Diversity and Equal Opportunities implications

Details of any equality or diversity implications of the issues being presented in relation to age, disability, gender, race, religious belief, sexual orientation or the Welsh language.

Risk Assessment

Details of any inherent or residual risks, current or future, arising from the issues covered by the paper.

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