

## REU committees, working groups and project teams

### Requirements

All committees, working groups and project teams shall have:

**Terms of Reference** that set out:

- **Purpose**  
A statement of the principal purpose or purposes  
This will indicate where a group is time limited and the planned life of a project team
- **Remit and responsibilities**  
An enumerated list outlining the remit and linked responsibilities Delegated authorities should be clear
- **Constitution**  
This should indicate if members are ex-officio or are elected and if co-option or invited attendance is permitted  
The secretary to the committee/group/team should be identified
- **Quorum**
- **Frequency of meeting**
- **Reporting and record keeping**  
The reporting route and means and where the record of meetings are kept.
- **Delegation**
- **Approval and review**  
The date the ToR were approved and who by; the dates and details of any modifications and the next planned formal review (which will be no more than five years)

The membership is given as an annex; this will be dated, will indicate the length of any term

### Operational practice

**Agendas.** All formally established committees etc should have an agenda. This should be agreed by the Chair and Secretary and circulated in advance; where appropriate members may be asked if they have items for an agenda. Papers should be circulated in advance. Tabled papers are not encouraged and only in exceptional circumstances will anything longer than 1 side of A4 be permitted to be tabled.

**Conflicts of Interest.** Conflicts of Interest will normally form a standard agenda item (usually following the welcome, approval of minutes and consideration of any matters arising not otherwise on the agenda). However, whether it is an agenda item or not, the members of all committees, working groups and project teams have an explicit duty to raise any conflict of interest with the Chair either at the start of a meeting or when a matter comes up for consideration. Normal practice is for an individual to absent themselves for the discussion and decision on any item/s where they have a conflict of interest.

**Minutes.** The business and discussion of all formally established committees etc should be recorded in minutes. The minutes of working groups may be less formal than those of governance committees, nevertheless the nature of the business and all decisions must be clearly recorded. Project teams may use action points, highlight reports, the agreed updating of the project action plan etc. so long as the status of the project remains clear and accessible both to the team and the sponsor. Minutes are draft or unapproved until **approved** at the next meeting of the committee etc. and the status changed.



**Confidential and reserved business.** Matters concerning individuals are not normally to be discussed in open business other than dedicated committees or panels set up for that purpose (e.g. appeals, academic misconduct, remuneration etc.). All matters concerning individuals must comply with the law on Data Protection.

Some matters may be deemed confidential or be commercially sensitive and be designated reserved business and form a separate part of an agenda to be discussed only by formal members. Closed, reserved and confidential matters are recorded in closed minutes to which access is restricted.

### **Chair's action**

Where there are matters requiring actions and decision between meetings, Chair's action may be taken. All such matters and decisions are formally recorded and reported to the following scheduled meeting of the relevant committee; it should be clear why a matter was not brought to the preceding meeting and cannot wait until the next meeting.

### **Decisions available**

Committees, working groups and project teams may:

Receive	Consider	Recommend	Approve	Refer
Note	Endorse	Agree	Reject	

The university seeks to work by consensus and to come to firm decisions efficiently; where a vote is needed a motion is carried by simple majority with the Chair having a casting vote (individuals may vote for, against or abstain).

