
ARRANGEMENTS FOR MANAGING THE PRODUCTION AND DISTRIBUTION OF THE MINUTES OF THE BOARD AND ITS COMMITTEES

Individuals/Groups	Arrangements
Committee Clerk	<ol style="list-style-type: none"> 1. Produce draft minutes - normally within five working days of a meeting 2. Forward draft minutes to relevant Senior Manager for comment
Senior Manager	<ol style="list-style-type: none"> 3. Approve initial draft to Board/Committee minutes prior to being sent to the Board/Committee Chairman <p><u>Vice-Chancellor</u></p> <ul style="list-style-type: none"> • Board of Governors • Governance Committee • Remuneration Committee <p><u>Director of Finance & Resources</u></p> <ul style="list-style-type: none"> • Audit Committee • Resources Committee <p><u>Deputy Vice-Chancellor</u></p> <ul style="list-style-type: none"> • Student Liaison & Experience Committee
Committee Clerk	<ol style="list-style-type: none"> 4. Send draft minutes to Board/Committee Chairman following approval by Senior Manager - normally within ten working days of a meeting 4.1 Minutes containing personal data to be produced in anonymised form for distribution. 4.2 Full minutes produced for members of the Board/Committee
Chairman	<ol style="list-style-type: none"> 5. Approve draft minutes and return to the Clerk
Committee Clerk	<ol style="list-style-type: none"> 6. Unconfirmed minutes distributed to all members of Board/Committees involved 7. Unconfirmed minutes - or relevant extracts as appropriate - distributed to relevant Senior Managers - normally within 20 working days of a meeting 8. Produce action list and advise those involved of action to be taken by them 9. Electronic version of unconfirmed minutes to be sent to Assistant Clerk to the Governors
Chairman	<ol style="list-style-type: none"> 10. Minutes confirmed at next meeting of Board/Committee
Assistant Clerk to Governors	<ol style="list-style-type: none"> 11. Arrange for confirmed minutes to be placed on Committees website