

Senior Tutors' Business Committee

Terms of reference

Purpose

The Senior Tutors' Business Committee:

- provides a forum for the preparation of business for the Senior Tutors' Committee and its Standing Committees;
- provides for the small-group to review future strategy and to identify and give initial consideration to impending challenges to College provision for students; and
- to support the Chair and Secretaries in setting the agenda of the Senior Tutors' Committee and its Standing Committees and to monitor otherwise the passage of business through the Senior Tutors' Committee.

Standing

The Senior Tutors' Business Committee is a sub-committee of the Senior Tutors' Committee.

Business is conducted on a confidential basis.

The Business Committee has no power to make decisions binding on, or to represent the views of, any College: equally, the Business Committee is not subject to the direction or control of the Colleges, either jointly or severally.

In addition, the Business Committee does not have the authority to make decisions on behalf of the Senior Tutors' Committee. It will responsible for:

- making recommendations to the Senior Tutors' Committee for appointment or nomination to Committees (as set out in paragraph 3);
- ensuring that a procedure for the appointment of the Secretary and Associate Secretary(ies) of the Senior Tutors' Committee and the Director of Undergraduate Admissions for the Colleges is agreed in good time by the Senior Tutors' Committee and implemented.
- regular review and appraisal of the Secretary and Associate Secretary(ies) and of the Director of Undergraduate Admissions;
- setting and implementing a regular system of performance appraisal of the Secretary and Associate Secretary(ies); and
- considering and proposing for the approval of the Senior Tutors' Committee revisions to the Senior Tutors' Committee Constitution.

All recommendations shall be provided to the Senior Tutors' Committee in the form of a written report for discussion and approval at the next convenient meeting of the Senior Tutors' Committee, providing that the Chair has discretion to allow for a formal decision to be made by circulation to the Senior Tutors' Committee.

Appointments to Committees

The Business Committee is responsible for making recommendations for appointment or nomination of members of committees by the Senior Tutors' Committee under the following procedures

Memberships of External Committees:

- There shall be a list of all committees and memberships to which the Senior Tutors' Committee makes nominations, with retirement dates.
- The list indicating vacancies to be filled will be circulated to Senior Tutors as necessary at the appropriate time, with an invitation for expressions of interest for each vacancy. There will normally be a deadline for expressions of interest.
- The Business Committee will review expressions of interest and seek to make appropriate recommendations to the Senior Tutors' Committee for appointments. In the event that no nomination is made for a given vacancy the Committee will approach eligible candidates as necessary.
- Members of the Senior Tutors' Committee will be invited to declare any interest in serving on external committees. A list of all committees will be made available to all Senior Tutors.
- The Committee will be conscious of the need to spread the burden of work, to match interests to needs, and to secure continuity, succession, and effectiveness in the conduct of business.

Memberships of Standing Committees:

- The Business Committee shall be responsible for ensuring that the procedure for electing members to the Standing Committees is carried out according to the any procedures laid down in the Constitution of the Senior Tutors' Committee. The Committee shall ensure a balance of representation in the Standing Committees.
- Members of Standing Committees taking leave of two terms or less shall be replaced on a temporary basis only, with the current member returning after their period of leave. Members taking leave of three or more terms shall be replaced on a permanent basis.

Membership

Membership of the Business Committee shall be:

- the Secretary and Associate Secretaries of the Senior Tutors' Committee ex officio;
- the Director of Undergraduate Admissions for the Colleges ex officio;
- four Senior Tutors, elected by the Senior Tutors' Committee, each for a term of four years and normally of a cycle of replacing one Senior Tutor annually;
- the Executive Secretary of the Senior Tutors' Committee ex officio.

The election procedures shall be agreed by the Senior Tutors' Committee from time to time.

The Chair, at his or her or their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

The Secretary of the Senior Tutors' Committee shall serve as the Chair of the Senior Tutors' Business Committee. The Chair is responsible for ensuring that reports of recommendations from the Business Committee to the Senior Tutors' Committee are agreed between members of the Committee and are produced in a timely fashion.

Current membership

Dr M Frasca Spada (CC) Secretary of STC

Dr J Bunbury (ED) (Associate Secretary of the STC)
--

Dr S Martin (M) (Associate Secretary of the STC)
Dr S Lucy (N) (Director of Undergraduate Admissions)
Mr R Partington (CHU) Senior Tutor
Dr M Sewell (SEL) Senior Tutor
Dr R Henderson (EM) Senior Tutor
Dr P Johnston (HH) Senior Tutor
Dr M Russell (Executive Secretary of the Senior Tutors' Committee)
Mr M Millbrook (Secretary) deputy@ois.cam.ac.uk

Meetings of the Business Committee

- Meetings are convened by the Chair: the Business Committee meets at least once each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Chair, in a manner to be determined by him or her.
- There is no quorum for the approval of business.
- Attendance at the Committee may include remote attendance through teleconferencing or other mechanisms, providing it is clear that the members can contribute effectively to any discussion and vote.
- In the absence of the Chair, the Chair will nominate another member of the Committee to chair that particular meeting. Otherwise, the Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.
- Decisions of the Committee are made wherever possible by consensus. In the event of a vote being required, a decision is carried on a simple majority of the members of the Committee present. In the event of a tie, the Chair carries an additional and deciding vote.

Conduct of business outside of meetings

- In exceptional circumstances, the Business Committee may agree to conduct business by circulation.
- The Business Committee may also agree which matters it may wish to delegate to a single member of the Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting.
- The Business Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Business Committee outlined above.
- The Business Committee may establish the membership, terms of reference, and duration of any Working Group, and shall report on these at least annually to the Senior Tutors' Committee.

Terms of reference

The terms of reference of the Business Committee are approved by the Senior Tutors' Committee: the Business Committee shall receive the terms of reference at least annually and may make recommendations to the Senior Tutors' Committee on proposed changes at any time.