

Colleges' Committee: Colleges' Standing Committee
Terms of reference

1. Purpose

The Colleges' Standing Committee was constituted in its present form in 1999. The purposes of the Standing Committee are:

- a. to be informed of and review any matters of major intercollegiate business, and to direct their further consideration to the most appropriate intercollegiate bodies, and report on its actions to the Colleges' Committee;
- b. to support the Chair and Secretary in setting the agenda of the Colleges' Committee and to monitor otherwise the passage of business through the Colleges' Committee;
- c. to otherwise facilitate the proper and appropriate consideration of business touching the Colleges collectively, including their relations with the University;
- d. to receive reports from other intercollegiate bodies in order to aid cross-committee communications;
- e. to act as a channel of communication between the Colleges' Committee and University bodies; and
- f. to undertake any specific tasks assigned to it by the Colleges' Committee.

2. Standing

The Colleges' Standing Committee is a sub-committee of the Colleges' Committee. Business is conducted on a confidential basis.

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

In addition, the Standing Committee does not have the authority to make decisions on behalf of the Colleges' Committee, except where the Colleges' Committee expressly delegates its authority in a specific circumstance.

Otherwise, all recommendations shall be provided to the Colleges' Committee in the form of written minutes and/or a written report for discussion and approval at the next convenient meeting of the Colleges' Committee, providing that the Chair has discretion to allow for a formal decision to be made by circulation to the Colleges' Committee.

Any advice provided to Colleges and other institutions, either through members of the Standing Committee, or through staff of the Office of Intercollegiate Services or subsequently through the Colleges' Committee, is provided on the basis that the advice is offered without any warranty as to its accuracy and that no liability shall fall on the Committee or any of its officers or members for such advice.

3. Membership

The Standing Committee includes in its membership:

- a) the Chair and Deputy Chair of the Colleges' Committee *ex officio*;
- b) the Chair and Secretary of the Bursars' Committee *ex officio*;
- c) the Secretary and Associate Secretaries of the Senior Tutors' Committee *ex officio*;
- d) the Chair of the Cambridge Colleges' Development Committee *ex officio*;
- e) Heads of House who are also members of the University's Council;
- f) the Head of the Office of Intercollegiate Services *ex officio*.

The Officers of the Standing Committee may invite one or more members of the Colleges' Committee to join the Committee for discussions of particular items, where the Officers are of the opinion that those members will provide an important insight or contribution to the matter under discussion.

The Colleges' Committee may elect from time to time for membership of the Standing Committee to include other members from other bodies, either on a fixed term or permanent basis.

Officers

The Chair of the Colleges' Committee shall serve as the Chair of the Colleges' Standing Committee. The Head of the Office of Intercollegiate Services shall serve as Secretary to arrange and record the meetings.

Attendees

The Chair and/or Secretary of the Sub-Committee, 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 any formal rights.

4. Meetings of the Standing Committee

Meetings are convened by the Secretary: the Standing Committee meets at least twice each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Secretary, in a manner to be determined by him or her.

The quoracy for the Standing Committee shall include at least one member attending from each of categories (a)-(c).

By exception, 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. In the absence of the Secretary, the Chair will appoint another member of the Committee to record the meeting.

Decisions and recommendations of the Committee are made by consensus.

4. Conduct of business outside of meetings

In exceptional circumstances, the Standing Committee may agree to conduct business by circulation.

The Standing Committee may also agree which matters it may wish to delegate to a single member of the Committee, to resolve on its behalf. Any item of delegated business is reported on at its next meeting.

The Standing Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Standing Committee outlined above. The Standing Committee may establish the membership, terms of reference, and duration of the Working Group, and shall report on these at least annually to the Colleges' Committee.

5. Terms of reference

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

Approved by Colleges' Committee on 3 June 2017