

## UNIVERSITY COURT

### **PROTOCOL FOR THE CREATION OF AD-HOC COURT SUB-GROUPS**

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Any proposal for the creation of an ad-hoc Sub Group of Court must be presented to the next available meeting of Court for approval according to the following process:

1. A clear requirement must be identified for Court oversight of a key strategic area of activity, which cannot reasonably be discharged within the terms of reference and/or time available to existing Court sub-committees, or through the agenda of regular Court meetings (including the annual strategy day).
2. In considering whether such a requirement exists, care must be taken to ensure that the matters concerned are consistent with Court's statement of Primary Responsibilities and schedule of delegated authority and do not interfere with or seek to determine matters/decisions which are the prerogative of the Principal/Executive through the authority which Court has delegated to the Principal.
3. Where it is considered that there is a requirement for such oversight via a Sub-Group, a Court member should propose the creation of such a Group to the Chair of Court who will confer with the Vice-Chair and, where appropriate, the Principal prior to any such proposal proceeding to Court. In accordance with Court's Standing Order, the Chair of Court will determine the inclusion of any such item on the agenda for the meeting.
4. Any Sub-Group so proposed should have a timescale to discharge its terms of reference which should not normally exceed one academic session.
5. The proposal for the creation of a Sub-Group presented to Court for approval shall include the following:
  - Title of proposed Sub-Group
  - Definition and explanation of the requirement for oversight of the identified strategic area
  - Clearly defined Terms of Reference limited to fulfilment of the defined requirement
  - Constitution of Group
  - Timescale for Group to fulfil its terms of reference (not normally to exceed one academic year)
  - Reporting requirement from Group to Court.

**Approved by Court 15 December 2014**