

Recommendations

- Create and circulate clear statements about roles and responsibilities of Council member, and of Trustee liabilities, to include in the Committees Handbook and upload to the website.
- Create short and simplified statements about Council committees and their relation to full Council as well as the roles of key personnel in Council to include in the Committees Handbook and upload to the website.
- Create a half-day induction programme for all new members of Council.
- Create a survey to circulate to members annually about the year's business and any support requirements they may have.
- Create a short guide for paper authors to advise them how best to write a paper from a governance perspective.
- Create a cover sheet for all Council papers which requires the author to summarise key aspects of the paper and provide contact details should a Council member have questions about the content.
- Introduce a process whereby members who wish to unstar an item must do so three working days before the meeting.
- Ensure all committees provide summary reports to Council of decisions made on its behalf, or required of it, since the last full meeting.
- Provide a shared access point where minutes of committees are placed for all members to access no less than 7 days before a Council meeting.
- Assist Council to prepare an update after each meeting to share with College members through existing communication channels.
- Prepare a report for the weekly newsletter once a year on Council's business.
- Implement an annual roundup of academic issues considered by Academic Board to be submitted to Council at its March meeting.