



The  
University  
Of  
Sheffield.

University  
Secretary's  
Office

**Council, 14 October 2019**

## **Review of Council Effectiveness: a proposed process and timetable**

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### **Action**

1. Council is asked to consider and agree:
  - that a Council Effectiveness Review take place in 2020,
  - to request a proposal to establish a task and finish group to have oversight of the Council Effectiveness Review for consideration and agreement,
  - a high level process and timeline, as set out in Appendix 1.
  - to delegate to the Chair of Council, President & Vice-Chancellor and University Secretary the authority to identify and appoint an external facilitator to lead the Council Effectiveness Review.

### **Introduction**

2. The timing and conduct of the next Council Effectiveness Review require consideration.
3. It is proposed that if Council agree the general approach and timetable in October 2019, giving any steer it feels is appropriate, then a full discussion can take place at the February 2019 Council meeting (November's agenda being largely focussed on the annual report, accounts and statutory/regulatory compliance matters).

### **Review of Council Effectiveness**

4. The CUC Higher Education Code of Governance requires Council to conduct a regular, full and robust review of its effectiveness, and that of the Council Committees, including an assessment of compliance with the CUC Code itself, and reviews must be conducted every four years.
5. Pinsent Masons conducted the previous Council Effectiveness Review on behalf of Council in 2016. The prior Council Effectiveness Review was undertaken with the support of an external adviser, Mr John Lauwerys (former Secretary & Registrar, University of Southampton).

6. Many governing bodies find an external perspective helpful, whether provided by specialist consultants or a legal firm, or peer review from another institution.
7. Reviews must be conducted, according to the Code, at least every four years. The next Council Effectiveness Review is due in 2020.
8. It is proposed that a Council task and finish group be established in February 2020 to have oversight of the Council Effectiveness Review, initially with the role of developing and proposing the terms of that Review, who would:
  - a. to provide a point of reference during the Review for any external adviser to raise questions/issues as appropriate, and to consider progress;
  - b. to consider the resulting report and recommendations prior to their presentation to Council.
9. Based on the above outline, a proposed timeline for the Review is shown in Appendix 1.

Tony Strike  
**August 2019**

## Appendix 1

### Process and Timeline

<b>Timeline</b>	<b>Effectiveness Review</b>
October 2019	Council considers and agrees a proposed timetable and process on 14 October
February 2020	Council appoints of a small Council Sub-Group to have oversight of the Effectiveness Review.
March/April 2020	Chair, Vice-Chancellor and University Secretary assess and appoint an external facilitator.
April 2020	Council review proposal from the Sub-Group for the scope of the Council of Effectiveness Review.
May/June 2020	Fieldwork, analysis and evaluation
July 2020	Preliminary findings/draft report presented to the Sub-Group for their consideration
October/November 2020	Presentation of final Review report to Council at the November 2020 meeting
February 2021	Presentation of a response and action plan to Council arising from the Review at the Council meeting in February 2021