A. STATUTORY COMMITTEES

1. Remuneration Committee (Statute I.15 and Bye-Law II.29)

Terms of Reference:
The role of the Committee (‘the Role’) is to act as an independent body to review and make recommendations to Governing Body on proposed changes to the level of remuneration and direct and indirect benefits (‘the Remuneration Terms’) for the Principal and Fellows of the College.

The role of the Committee will include acting to review and make recommendations on the Remuneration Terms for the Principal and any Fellow solely employed by the College at the time that the recruitment process starts. Such Fellows include the Development Director, the Senior Tutor, and the Treasurer. For clarity, the College is able to appoint Domus Fellows to terms on the agreed scale for such Fellows without the Committee’s involvement; the appointment should be reported at the next meeting of the Committee following the appointment.

The Committee when complete consists of three individuals, only one of whom can be a Professorial Fellow, Supernumerary Fellow or other Fellow who does not receive pecuniary emolument from the College and at least two external members of the College whom the College's Governing Body believes would be suitable members of the Committee and who receive no remuneration of any kind from the College.

The members of the Committee shall be elected by Governing Body for periods of up to six years and the Governing Body will receive recommendations for membership from the College's Finance Committee. There is no limit to the number of terms an individual may serve on the Committee, although no member may serve for more than two terms consecutively. Ideally, one member of the Committee shall retire every two years in order to achieve a system of rotation.

The Committee must hold at least one meeting each year in the Trinity term and may meet at any other time it determines and a quorum at a Committee meeting is three members.

Membership:

<table>
<thead>
<tr>
<th>Elected</th>
<th>In attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor E McKendrick (elected 2007)</td>
<td>Treasurer (Secretary)</td>
</tr>
<tr>
<td>Mrs Isabel Hudson (elected 2013)</td>
<td></td>
</tr>
<tr>
<td>Vacancy, vice Mr John Oughton, elected 2007</td>
<td></td>
</tr>
</tbody>
</table>

2. Investment Committee (Statute XI.4)

Terms of Reference:
The Governing Body shall appoint an Investment Committee, consisting of the Principal, Treasurer and not less than two other Fellows. The Committee shall seek on a regular basis the advice of a suitably qualified outside person who is not a Fellow nor an employee of the College. The Committee shall meet at least once a term to consider all business relating to the College's estates, endowment and investments (including those of trust funds). The Committee shall receive reports from any Investment Manager who may have been appointed under Statute XII.

Membership:

<table>
<thead>
<tr>
<th>Ex Officio</th>
<th>External Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal (Chair)</td>
<td>Vacancy, vice Mr R Buxton</td>
</tr>
<tr>
<td>Treasurer (Secretary)</td>
<td>Mr R Tate</td>
</tr>
<tr>
<td>Appointed by Governing Body</td>
<td>In attendance</td>
</tr>
<tr>
<td>Professor M Monoyios (no fixed term)</td>
<td>College Accountant</td>
</tr>
<tr>
<td>Professor B Bell (no fixed term)</td>
<td></td>
</tr>
<tr>
<td>Ms C Butler (no fixed term)</td>
<td></td>
</tr>
</tbody>
</table>

Dr N G Shrimpton 01.10.2016 – 30.09.2017
B. MAJOR COMMITTEES REPORTING DIRECTLY TO GOVERNING BODY

1. Finance Committee (Bye-Law II.12)

Terms of Reference:
The Committee shall meet at least twice a term and shall report to the Governing Body. The minutes of each meeting shall be circulated to all members of the Governing Body before its next meeting.

Subject to the general supervision of Governing Body, the Committee shall be responsible for the financial administration of the College and shall:

a) submit to the Governing Body a budget of revenue and expenditure for each financial year;
b) consider and recommend the adoption of the accounts for approval at the next following Stated or Special Meeting of the Governing Body;
c) review the state of the College properties from time to time;
d) consider the stipends payable to members of the Governing Body and to the administrative staff and any relevant allowances and deductions, and any other matters relating to conditions of employment.

Membership:
Ex Officio
Principal (Chair)
[Vice-Principal] papers only
Senior Tutor
Treasurer (Secretary)
Development Director
MCR President
MCR Treasurer
JCR President
JCR Vice-President
JCR Treasurer

Elected
Professor C Gerrard 01.10.2014 – 30.09.2017
Professor A Thomas 01.10.2014 – 30.09.2017
Professor P C Biggin 01.10.2015 – 30.09.2018
Professor A B S Abulafia 01.10.2016 – 30.09.2019

2. Academic Policy Committee (Bye-Law II.9)

Terms of Reference:
The Committee shall:

a) meet at least once a term and report to the Governing Body, advising on academic policy, general teaching needs, admissions policy, and elections to professorial and supernumerary fellowships;
b) advise Governing Body on the filling of tutorial and research fellowships. When the Governing Body has decided to make such an appointment the Committee shall (in the case of an appointment wholly or primarily managed by the College) advise on the setting up of a Selection Committee, but shall itself be responsible for advertising the post and timetabling the selection procedure. In the case of appointments managed primarily by the University, the Committee shall advise the Governing Body on the appointment of such College representatives as may be required.

The Selection Committee shall make recommendations to the Governing Body for the election of the tutor or stipendiary research fellow.

Membership:
Ex Officio
Principal (Chair)
Vice-Principal
Senior Tutor (Secretary)
Treasurer
Tutor for Graduates
JCR President
JCR Academic Affairs Officer
MCR President

Elected
Dr J Begbie 01.10.2014 – 30.09.2017
Professor G Gregori 01.10.2015 – 30.09.2018
Professor A Benaissa 01.10.2016 – 30.09.2019
Professor C Kuhn 01.10.2016 – 30.09.2019
3. **Strategy Committee** (Bye-Law II.18)

   **Terms of Reference:**
   To be reviewed.

   **Membership:**
   To be reviewed.

4. **Equality Committee** (Bye-Law II.22)

   **Terms of Reference:**
   The Committee is responsible for advising Governing Body on the development, implementation, monitoring, prioritisation and review of policies, procedures and practice to support the College’s Equality Policy in relation to staff, students, visitors, and others closely associated with the College.

   The Committee shall meet and report to Governing Body at least once a year.

   **Membership:**
   
   **Ex Officio**
   Principal (Chair) Human Resources Manager
   Vice-Principal JCR Representatives x 2
   Senior Tutor MCR Representatives x 2
   Treasurer (Secretary) Staff Representatives x 2
   Domestic Bursar
   Tutor for Graduates

5. **Garden Committee** (Bye-Law II.15)

   **Terms of Reference:**
   The Committee shall advise Governing Body on all matters concerning the College gardens.

   The Committee shall meet at least once a term.

   **Membership:**
   
   **Ex Officio**
   Principal Elected Professor C Gerrard 01.10.2014 – 30.09.2017
   Garden Steward (Secretary) Professor A Viala 01.10.2015 – 30.09.2017
   Domestic Bursar Professor H Samel 01.10.2015 – 30.09.2018
   MCR Representative External Advisor
   JCR Representative Mr K Burras
   In Attendance
   Head Gardener
   Principal’s PA
6. Development Committee (Bye-Law II.19)

**Terms of Reference:**
The Committee shall be responsible for implementing, monitoring, and reviewing the College's fund-raising objectives and alumni relations objectives, and advising Governing Body on their revision. It shall provide guidance to the Development Office on priorities in achieving these objectives, and shall keep under review the resources necessary, including staff and finances, to achieve them.

The Committee shall meet at least once a term.

**Membership:**

*Ex officio*  
Principal  
[Vice-Principal] *papers only*  
Treasurer  
Development Director (Secretary)  
Representative of Advisory Council  
Representative of LMHA  
JCR Representatives x 2  
MCR Representative  

*Elected*  
Professor A Braun 01.10.2014 – 30.09.2017  
Dr G P Tapsell 01.10.2015- 30.09.2018  
Professor B T Huffman 01.10.2016 – 30.09.2019

7. Buildings Committee (Bye-Law II.25)

**Terms of Reference:**
The Committee shall advise Governing Body on all matters concerning new buildings.

The Committee is to be convened when it is needed, and will then report regularly, as appropriate, to Governing Body.

**Membership:**

*Ex officio*  
Principal  
[Vice-Principal] *papers only*  
Treasurer (Secretary)  
Domestic Bursar  
Estates Manager  
JCR Representatives x 2  
MCR Representative  

*Elected*  
Rev’d Dr A Doig 01.10.2013 – 30.09.2016  
Professor N P Hankins 07.03.2014 - 30.09.2017

*External advisors*  
Ms Carole Gannon  
Mr Michael Clarke

8. Statutes Committee (Bye-Law II.27)

**Terms of Reference:**
To advise Governing Body on all matters concerning the College Statutes. The Committee is to be convened when it is needed.

**Membership:**

*Ex Officio*  
Principal  
Vice-Principal  

*Elected*  
Treasurer  

*Co-opted*  
Professor R H Stevens
C. OTHER COMMITTEES UNDER THE BYE-LAWS

1. Education Committee (Bye-Law II.6)

Terms of Reference:
The Education Committee shall be responsible for the educational arrangements of the College. Matters of major educational policy shall be decided by the Governing Body.

It shall among other matters be the duty of the Education Committee:
   a) to make arrangements for admitting new students;
   b) unless otherwise provided in the conditions attached to any particular Trust, to award, and when necessary renew, all Scholarships, Exhibitions and prizes. Where such awards are conditional upon evidence of financial need, the Committee shall act in association with the Grants Committee;
   c) to elect when it thinks fit to a Scholarship with or without emoluments any undergraduate or graduate student of the College who is already in residence and who in its judgement deserves the status of Scholar;
   d) to review the progress of Scholars;
   e) to receive such reports upon the industry and conduct of undergraduates as may from time to time be made by Tutors and to take appropriate action, provided always that if, in the view of the committee, the suspension or withdrawal of a Scholarship is desirable, it shall make a recommendation to that effect to the Governing Body, which may take action in accordance with Statute VI.8;
   f) to arrange matters of tutorial control.

Membership:
Ex Officio  Co-opted
Principal (Chair)  Rev’d Dr A Doig
Senior Tutor
Tutors
Treasurer
Lecturers with Tutorial Control
Senior Tutor’s Administrator (Secretary)
JCR Academic Affairs Officer
JCR Access and Outreach Officer
MCR President
D. OTHER COMMITTEES

1. Grants Committee

Terms of Reference:
It shall be the duty of the Committee:

a) to approve the award of grants, including vacation and travel grants, and to authorise the disbursement of other emoluments from Trust or Special Funds in accordance with the conditions attached to any particular Trust or Special Fund;

b) to make such other disbursements, whether from general College revenues or from Trust or Special Funds, as are referred to it by Governing Body or Education Committee, and to report back, when appropriate, on its action.

Membership:

Ex Officio
Senior Tutor (Chair) Dr A Childs 01.10.2015 – 30.09.2018
Treasurer Professor J Goicoechea 01.01.2016 – 30.09.2019
Tutor for Graduates

Elected
MCR Treasurer
JCR Treasurer

In attendance
Treasurer
College Accountant

2. Salaries Committee

Terms of Reference:
The Committee shall review the College’s Pay Policy annually, and shall advise Governing Body, through Finance Committee, on all salaries and emoluments.

Membership:

Ex Officio
Principal
Vice-Principal
Treasurer
Senior Tutor

Co-opted (for support staff salaries and emoluments)
Development Director
Domestic Bursar
Human Resources Manager

3. ICT Committee

Terms of Reference:
The Committee shall consider, and advise Finance Committee and Governing Body as appropriate on, all matters concerning the provision, operation, and maintenance of information and communication technology systems and equipment in use by members and staff of the College.

Membership:

Treasurer (Chair) Student Finance Officer
Professor B T Huffman (until 30.09.2017) Senior Tutor’s Administrator
Development Director ICT Officer
Librarian JCR IT Representative
Accountant MCR IT Representative
ICT Manager (Secretary)
4. **Health and Safety Committee**

**Terms of Reference:**

The Committee shall consider, and advise Finance Committee and Governing Body as appropriate on, all matters concerning health and safety in the College. In particular it shall:

a) oversee the assessment and management of Health and Safety risks;
b) monitor progress against recommendations highlighted in an annual audit;
c) ensure there is good communication between staff groups and with students on Health and Safety issues;
d) reinforce positive attitudes to Health and Safety amongst all staff and students;
e) monitor training needs;
f) review accidents records;
g) identify emerging Health and Safety issues.

**Membership:**

*Ex Officio*

<table>
<thead>
<tr>
<th>Position</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer (Chair)</td>
<td>ICT Manager</td>
</tr>
<tr>
<td>Domestic Bursar (Secretary)</td>
<td>Senior Development team representative</td>
</tr>
<tr>
<td>Estates Manager</td>
<td>Librarian</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Boatman</td>
</tr>
<tr>
<td>Senior Catering/Kitchen representative</td>
<td>College Nurse</td>
</tr>
<tr>
<td>Head of Conference Services</td>
<td>JCR representatives x 2</td>
</tr>
<tr>
<td>Head Gardener</td>
<td>MCR representatives x 2</td>
</tr>
<tr>
<td>Lodge Manager</td>
<td></td>
</tr>
</tbody>
</table>

5. **Domestic Committee**

**Terms of Reference:**

The Committee shall consider, and advise Finance Committee and Governing Body as appropriate on, all matters concerning the satisfactory and efficient operation of the domestic business of the College, including but not restricted to matters of security, the provision of accommodation and facilities, meals and licensing.

**Membership:**

*Ex Officio*

<table>
<thead>
<tr>
<th>Position</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Principal</td>
<td>JCR President</td>
</tr>
<tr>
<td>Treasurer (Chair)</td>
<td>JCR Vice-President</td>
</tr>
<tr>
<td>Domestic Bursar (Secretary)</td>
<td>JCR Internal Affairs Officer</td>
</tr>
<tr>
<td>Dean (or Junior Dean)</td>
<td>MCR representatives x 2</td>
</tr>
<tr>
<td>President of the SCR (or Secretary)</td>
<td></td>
</tr>
<tr>
<td>Estates Manager</td>
<td></td>
</tr>
<tr>
<td>Lodge Manager/Head Housekeeper</td>
<td></td>
</tr>
<tr>
<td>Head of Catering</td>
<td></td>
</tr>
</tbody>
</table>

6. **Estates Committee**

**Terms of Reference:**

The Committee shall consider, and advise Finance Committee and Governing Body as appropriate on, all matters concerning the maintenance, repair or replacement as appropriate of College buildings, physical infrastructure and equipment (other than information technology equipment).

**Membership:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Representitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td></td>
</tr>
<tr>
<td>Estates Manager</td>
<td></td>
</tr>
<tr>
<td>ICT Manager</td>
<td></td>
</tr>
<tr>
<td>Mr C J Buggey – Carter Jonas</td>
<td></td>
</tr>
</tbody>
</table>
7. **Wine Committee**

**Terms of Reference:**
The Committee shall be responsible for advising the College on the purchase and sale of wines and advising the Catering Resource Manager and Domestic Bursar on all aspects of maintaining the wine cellar. It shall also be responsible for the selection of wines for Guest Nights and other College dinners and events.

The Committee shall meet at least once a term.

**Membership:**
Professor A L R Thomas (Chair 01.10.2014 – 30.09.2017)
Professor M G Broers
Dr G K Brown

8. **Accommodation Committee**

**Terms of Reference:**
The Committee shall oversee the policy and provision for residential accommodation and work space across the College community. It will report to Finance Committee, and Education Committee, as appropriate.

**Membership:**
Ex Officio
Vice-Principal (Chair) MCR Representatives
Tutor for Graduates JCR Representatives
Treasurer
Senior Tutor
Domestic Bursar (Secretary)

9. **Library Steering Committee**

**Terms of Reference:**
The Committee shall be responsible for the selection of books and for assisting the Librarian in the administration of the Library.

**Membership:**
Ex Officio Elected (by the Committee)
Fellow Librarian (Chair) Dr M-C Killeen (Arts)
Librarian (Secretary) Professor A Benaissa (Arts)
Senior Tutor Dr J Koenigsmann (Science)
Co-opted Dr G K Brown (Science)
MCR and JCR representatives Professor A Braun (Social Studies)

10. **Welfare Committee**

**Terms of Reference:**
This Committee shall consider welfare provision in the College. It will receive reports from those providing welfare-related services; it will review relevant welfare policies and services, and identify any welfare needs. The Committee will propose new initiatives to address those needs. The Committee will report to Education Committee.
**Membership:**

*Ex Officio*

Vice-Principal
Senior Tutor (Chair)          Dean
Welfare Co-ordinator         Junior Dean
Domestic Bursar              MCR President
College Doctor               MCR Female Welfare Officer
College Nurse                MCR Male Welfare Officer
College Counsellor           JCR President
Harassment Advisors –        JCR Female Welfare Officer
  Professor C Gerrard
  Dr J Koenigsmann
Members of Advisory Tutors Panel -
  Dr R M Adlington
  Dr J Koenigsmann

Senior Tutor’s Administrator (Secretary)

11. **Chapel Committee**

**Terms of Reference:**
The Committee shall regularly review the liturgy and services that take place in term, and assist the Chaplain in future planning and development. The review will include resources such as the music library, membership of the Choir, Choral and Organ Scholars, and other aspects of Chapel life such as charitable giving.

**Membership:**

*Ex Officio*                      Chapel Clerk
Chaplain (Chair)                  Organ Scholars
Professor P Probert Smith         Choral Scholars
                                    Charities Representative
                                    JCR Representative
                                    MCR Representative
                                    Christian Union Representative
WHOLLY OWNED COMPANIES

1. **LMH Hospitality Services Ltd**
   
   **Directors**
   - Mr A Rusbridger  
   - Mr A Macdonald  
   - Mr T Pottle  
   - Professor A B S Abulafia
   
   **Non-Directors In Attendance**
   - Head of Conference Services  
   - Domestic Bursar  
   - College Accountant

2. **Lady Margaret Hall Trading Ltd**
   
   **Directors**
   - Mr A Rusbridger  
   - Mr A Macdonald  
   - Professor H Barr  
   - Professor C Gerrard
   
   **Non-Directors In Attendance**
   - College Accountant

3. **Lady Margaret Hall Properties Ltd**
   
   **Directors**
   - Mr A Rusbridger  
   - Mr A Macdonald  
   - Professor H Barr  
   - Professor M Broers
   
   **Non-Directors In Attendance**
   - College Accountant