

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:

Elected

Professor E McKendrick (elected 2007)

Mrs Isabel Hudson (elected 2013)

Vacancy, vice Mr John Oughton, elected 2007

In attendance

Treasurer (Secretary)

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:

Ex Officio

Principal (Chair)

Treasurer (Secretary)

Appointed by Governing Body

Professor M Monoyios (no fixed term)

Professor B Bell (no fixed term)

Ms C Butler (no fixed term)

Dr N G Shrimpton 01.10.2016 – 30.09.2017

External Advisors

Vacancy, vice Mr R Buxton

Mr R Tate

In attendance

College Accountant

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

Co-opted

Accountant
Domestic Bursar

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)

Vice-Principal

Senior Tutor

Treasurer (Secretary)

Domestic Bursar

Tutor for Graduates

Human Resources Manager

JCR Representatives x 2

MCR Representatives x 2

Staff Representatives x 2

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

Garden Steward (Secretary)

Domestic Bursar

MCR Representative

JCR Representative

Elected

Professor C Gerrard 01.10.2014 – 30.09.2017

Professor A Viala 01.10.2015 – 30.09.2017

Professor H Samel 01.10.2015 – 30.09.2018

External Advisor

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

(exc. 2015-2016 – on leave)

Professor B T Huffman 01.10.2016 – 30.09.2019

In attendance

Deputy Development Director

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 C Gerrard 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

Principal (Chair)

Senior Tutor

Tutors

Treasurer

Lecturers with Tutorial Control

Senior Tutor's Administrator (Secretary)

JCR Academic Affairs Officer

JCR Access and Outreach Officer

MCR President

Co-opted

Rev'd Dr A Doig

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)

Treasurer

Tutor for Graduates

MCR Treasurer

JCR Treasurer

Elected

Dr A Childs 01.10.2015 – 30.09.2018

Professor J Goicoechea 01.01.2016 – 30.09.2019

In attendance

College Accountant

Student Finance Officer (Secretary)

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)

Professor B T Huffman (until 30.09.2017)

Development Director

Librarian

Accountant

ICT Manager (Secretary)

Student Finance Officer

Senior Tutor's Administrator

ICT Officer

JCR IT Representative

MCR IT Representative

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

Treasurer (Chair)	ICT Manager
Domestic Bursar (Secretary)	Senior Development team representative
Estates Manager	Librarian
Human Resources Manager	Boatman
Senior Catering/Kitchen representative	College Nurse
Head of Conference Services	JCR representatives x 2
Head Gardener	MCR representatives x 2
Lodge Manager	

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

Vice-Principal	JCR President
Treasurer (Chair)	JCR Vice-President
Domestic Bursar (Secretary)	JCR Internal Affairs Officer
Dean (or Junior Dean)	MCR representatives x 2
President of the SCR (or Secretary)	
Estates Manager	
Lodge Manager/Head Housekeeper	
Head of Catering	

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:

Treasurer
Domestic Bursar
Estates Manager
ICT Manager
Mr C J Buggey – Carter Jonas

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:

<i>Ex Officio</i>	
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:

<i>Ex Officio</i>	<i>Elected (by the Committee)</i>
Fellow Librarian (Chair)	Dr M-C Killeen (Arts)
Librarian (Secretary)	Professor A Benaissa (Arts)
Senior Tutor	Dr J Koenigsmann (Science)
<i>Co-opted</i>	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)

Welfare Co-ordinator

Domestic Bursar

College Doctor

College Nurse

College Counsellor

Harassment Advisors –

Professor C Gerrard

Dr J Koenigsmann

Members of Advisory Tutors Panel -

Dr R M Adlington

Dr J Koenigsmann

Dean

Junior Dean

MCR President

MCR Female Welfare Officer

MCR Male Welfare Officer

JCR President

JCR Female Welfare Officer

JCR Male Welfare Officer

JCR First Year Officer

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

Chaplain (Chair)

Professor P Probert Smith

Chapel Clerk

Organ Scholars

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