

HUGHES HALL

ORDINANCES

Made pursuant to Statute II.1.d in the manner prescribed by Statute XIV

Ordinance 1 The College Council

- 1.1 (a) The College Council shall report to each meeting of the Governing Body on the exercise of its powers under Statute I.5.
- (b) The agenda, agenda papers and minutes of the College Council shall be circulated to all members of the Governing Body.
- 1.2 The members of the College Council shall be:-
 - (a) The President (in the Chair), Vice-President, Pro-Vice-President, Senior Tutor, Bursar and Development Director (*ex officio*);
 - (b) eight other members of the Governing Body elected by the Governing Body for periods of three years;
 - (c) The President and Secretary of the Middle Common Room, or if one or other be not in residence, another member of the MCR Committee appointed to serve in their stead;
- 1.3 (a) An elected member who has served for three years shall not be eligible for re-election before the third term after he or she has ceased to be an elected member.
- (b) An elected member who has been granted leave of absence for more than one term shall cease to be a member.
- (c) A casual vacancy shall be filled at the first convenient opportunity and the member elected shall serve for the remainder of the term of office of the member who occasioned the vacancy.
- 1.4 In each academical year the President shall appoint a Secretary who need not be a member of the College Council.
- 1.5 (a) The College Council shall meet at least twice a term.
- (b) The President (or when absent the Vice-President, or, failing his or her presence the Pro-Vice-President) and five other members shall constitute a quorum.

- (c) The College Council may appoint and authorise any committee or individual to act on its behalf, but the actions of such committees and individuals may require to be ratified by the College Council.
- 1.6 The designated members of the Council representing the Middle Common Room shall not receive papers in connection with or be present during the discussion of or record any vote in relation to areas of business that are reserved, that is to say, the election, appointment, promotion, removal or any matters affecting the personal position or remuneration of any member of the Governing Body or member of the College staff, the admission of individual persons as students of the College, their removal from it (except as arising under (Statute IX.3) or their academic assessment, and such further business as the President, or other person chairing the meeting, may from time to time declare to be reserved, the declaration of the Chairman of the meeting to be final.

Ordinance 2 The Fellowships Committee

- 2.1 The Fellowships Committee shall give detailed consideration to the suitability of candidates for election to all classes of Fellowship and Senior Membership of the College and shall report and make recommendations thereon at meetings of the Governing Body.
- 2.2 The members of the Fellowships Committee shall be:
- (a) the President (in the Chair), Vice-President and Senior Tutor;
 - (b) five other members of the Governing Body elected by the Governing Body for periods of two years.
- 2.3
- (a) An elected member who has served for two years shall not be eligible for re-election before the third term after ceasing to be an elected member.
 - (b) An elected member who has been granted leave of absence for more than one term shall cease to be a member.
 - (c) A casual vacancy shall be filled at the first convenient opportunity and the member elected shall serve for the remainder of the term of office of the member who occasioned the vacancy.
- 2.4 In each academical year the President shall appoint a Secretary who need not be a member of the Fellowships Committee.
- 2.5 The Fellowships Committee shall meet at least once a term .

Ordinance 3 The Admissions Committee (Statute IX.1)

- 3.1 The Admissions Committee, which shall meet at least once a term, shall, subject to any directions given by the College Council, be responsible for:
- (a) the application of College policy on admissions;

- (b) the admission of students;
- (c) review of progress on admissions;

and shall report regularly thereon to the College Council.

3.2 The members of the Admissions Committee shall be:

- (a) the Senior Tutor (in the Chair);
- (b) the Admissions Tutors;
- (c) three other members of the Governing Body elected by the Governing Body for periods of three years.

3.3 A casual vacancy shall be filled at the first convenient opportunity and the member appointed shall serve for the remainder of the term of office of the member who occasioned the vacancy.

Ordinance 4 The Financial Strategy and Investments Committee

4.1 The terms of reference of the Committee shall be:

- (a) to advise the College Council on a financial strategy for the optimum management and development of College resources;
- (b) responsibility to the College Council, subject to any directions by the Council, for investment or re-investment of any moneys set aside by the Council, whether Corporate Capital, Trust Funds or general College funds. The Committee, which shall normally meet once each term, shall obtain professional advice before initiating any investment or change of investment.

4.2 The members of the Financial Strategy and Investments Committee shall be:

- (a) the President and Bursar (*ex officio*), (the Bursar to act as Secretary);
- (b) three members of the Governing Body other than Fellows in Class E, elected for periods of three years, one retiring each year and not being eligible for immediate re-election.
- (c) three external experts (who may include Fellows in Class E), invited by the President in consultation with the College Council, normally serving for three years and being eligible for one further term of three years.

4.3 The Committee shall appoint its own Chairman.

4.4 The Committee shall have the power to co-opt for particular purposes but not for periods of more than one year without the agreement of the College Council.

- 4.5 The Committee shall monitor the performance of all College investments and the Bursar shall provide the meetings of the Committee, in October, January and May with valuations of the College's investment portfolio.
- 4.6 The Committee shall submit an annual report to the College Council in each Michaelmas Term in addition to regular reporting to the Council.

Ordinance 5 The Audit Committee

- 5.1 The Audit Committee shall, subject to any directions by the Governing Body, receive and consider the annual accounts of the College as soon as possible after they have been audited at the end of each financial year. The Committee shall institute such enquiries and investigations as it deems necessary in order to determine the accuracy and probity of the accounts and to satisfy itself that the College is operating effective financial controls. The Committee shall report its findings and recommendations to the Governing Body through the College Council not later than the division of the Michaelmas Term.
- 5.2 The members of the Audit Committee shall be:
- (a) a Vice-President (in the Chair)
 - (b) two members of the Governing Body (other than the President and the Bursar) appointed annually by the Governing Body.

Ordinance 6 The Vice-Presidents

- 6.1 There shall be three Vice-Presidents, appointed by the Governing Body from among the Fellows to hold office for six years, on the condition that they shall cease to hold that office on ceasing to be a Fellow. A Vice-Presidential election shall take place every two years, and at any time the most-recently elected Vice-President shall bear the title Pro-Vice-President, the next most-recently elected the title Vice-President and the most senior the title Deputy-Vice-President. The Vice-Presidents shall take precedence immediately after the President, in the order Vice-President, Pro-Vice-President and Deputy Vice-President. The bearer of the title Vice-President at any time shall be designated as the person charged with those responsibilities and duties which are prescribed for the Vice-President in the Statutes.
- 6.2 A Fellow shall be ineligible to be appointed Vice-President if less than three academical years have elapsed since he or she last held the office of Vice-President, or, ordinarily, if he or she has less than four complete academical years to serve before reaching the age of retirement prescribed for all Fellows.
- 6.3 If any holder of the office of Vice-President vacates his or her office by reason of ceasing to be a Fellow, or otherwise, the Governing Body shall, at the first available opportunity appoint a substitute, who shall serve for the remainder of the term of the previous holder. If the Vice-President concerned is currently the bearer of the title of Vice-President, the Deputy-Vice-President shall assume the role of the person designated with carrying out the responsibilities and duties of the Vice-President prescribed in the Statutes for the remainder of his or her term of office.

Ordinance 7 The Senior Tutor and the Tutors

- 7.1 Should the office of Senior Tutor fall vacant, or upon notice that it will become so, the College Council shall appoint a committee to place a recommendation before the Governing Body as to who shall fill the vacancy and on what terms. The Senior Tutor shall be appointed by the Governing Body in the same manner as a Fellow of Class A and shall, if not already such a Fellow, be elected to a Fellowship of Class A, the condition of tenure being that of holding the Office of Senior Tutor. The conditions of service, stipend and allowances of the Senior Tutor shall be determined by the Governing Body.
- 7.2 The Tutors shall be appointed by the Governing Body on the nomination of the President, (having taken the advice of the Senior Tutor) from among the Fellows for periods not exceeding three years and may be re-appointed for periods not exceeding five years at a time
- 7.3 The Tutors shall perform such duties relating to the education, discipline, health and welfare of the students of the College as the Governing Body may from time to time determine.
- 7.4 The Senior Tutor shall make regular reports on the work of the Tutors to the College Council.
- 7.5 The Senior Tutor and Tutors shall be responsible and have power to act in matters concerning:
- (a) academic and financial support for students;
 - (b) the progress of students;
 - (c) subject to Statute IX.3–5, the discipline and welfare of the student body.

Ordinance 8 The Admissions Tutors

- 8.1 The Governing Body shall appoint one or more Admissions Tutors to be responsible through the Senior Tutor to the Admissions Committee for the admission of undergraduate and postgraduate students in accordance with such policies and guidelines as may be approved from time to time by the College Council.
- 8.2 the Admissions Tutors shall be appointed by the Governing Body from among the Fellows for an initial period of two years and may be re-appointed for further periods of up to three years at a time.

Ordinance 9 The Bursar

- 9.1 The Bursar shall be responsible to the College Council for the control and efficient operation of the non-academic activities of the Governing Body which shall include:
- (a) all matters affecting the finances and legal position of the Governing Body;

- (b) the upkeep of the estate and physical assets of the Governing Body and supervision of the planning, financing and construction of new College buildings;
 - (c) the co-ordination of College business by close liaison with other College Officers, College Staff and the Secretaries of Committees;
 - (d) the appointment, terms of employment and effective deployment of assistant staff and the delegation of responsibility to Senior College Staff;
 - (e) the performance of such other duties as the Governing Body may from time to time determine.
- 9.2 Should the office of Bursar fall vacant, or upon notice that it will become so, the College Council shall appoint a committee to place a recommendation before the Governing Body as to who shall fill the vacancy and on what terms. The Bursar shall be appointed by the Governing Body in the same manner as a Fellow of Class A and shall, if not already such a Fellow, be elected to a Fellowship of Class A, the condition of tenure being that of holding the Office of Bursar. The conditions of service, stipend and allowances of the Bursar shall be determined by the Governing Body.

Ordinance 10 The Praelector

- 10.1 The Praelector shall perform such duties including those relating to Matriculation, University examinations and presentation for Degrees, as the Governing Body may from time to time determine.
- 10.2 The Praelector shall be appointed by the Governing Body from among the Fellows for an initial period of two years and may be reappointed for further periods of up to three years at a time.

Ordinance 11 The House Committee

- 11.1 The House Committee shall, subject to any directions given it by the College Council, be responsible to the Council for all matters of domestic College business.
- 11.2 The members of the House Committee shall be:
- (a) the Pro-Vice-President (in the chair);
 - (b) the Bursar, the Senior Tutor and the Honorary Fellows' Steward (*ex officio*);
 - (c) two members of the Governing Body appointed by the Governing Body for periods of three years;
 - (d) two members of the MCR appointed by the MCR Committee.
- 11.3 The Domestic Bursar shall be in attendance at all meetings of the House Committee.

- 11.4 It shall be the duty of the House Committee to act as a clearing-house and ‘ombuds’ system for items of domestic college business as defined by the Pro-Vice-President and
- (a) publication of the College diary and coordination of public room use;
 - (b) maintenance of preventative policing procedures to control abuses of public rooms. for implementation by the Duty Tutor;
 - (c) MCR liaison on domestic matters;
 - (d) social use of public rooms.

Ordinance 12 Residence of Fellows and College Officers

- 12.1 A Fellow or Officer of the College shall be regarded as resident within the University when he or she

either

- (a) resides within five miles of Great St Mary’s Church and is not habitually absent from home more than two nights in the week during Full Term;

or

- (b) resides within 20 miles of Great St Mary’s Church and is usually in Cambridge for a substantial part of the day during Full Term;

or

- (c) has received from the Governing Body leave to reside farther than 20 miles from Great St Mary’s Church, provided that he or she observes such conditions as the Governing Body may require.

Ordinance 13 Assistant Staff

- 13.1 The powers of the Governing Body with regard to the determination of the numbers of Assistant Staff, their remuneration and conditions of service shall normally in accordance with Statute VIII.1 be delegated to the College Council.

- 13.2 The appointment and dismissal of members of the assistant staff shall in accordance with Statute VIII.2 normally be delegated to the Bursar.

Ordinance 14 Life Fellows

- 14.1 A Fellow who on reaching the age of 60 years retires both from his or her Fellowship, having held such Fellowship normally for not less than ten years, and from any College or University office he or she holds, and who has given good service to the College, may, in the manner prescribed by Statute IV.3, be elected to the title of Life Fellow.

- 14.2 A Life Fellow shall not be a member of the Governing Body but may otherwise participate in the life of the College and enjoy such privileges as the Governing Body may from time to time determine.
- 14.3 The title of Life Fellow may be withdrawn for the reasons, and in the manner, provided by the disciplinary procedure for Fellows maintained in accordance with Statute IV.8.

Ordinance 15 Honorary Fellows

- 15.1 A person who is of conspicuous merit or who has given outstanding service to the College or to the University may, in the manner prescribed by Statute IV.3, be elected into an Honorary Fellowship.
- 15.2 The Governing Body may in like manner withdraw the title of Honorary Fellow.
- 15.3 An Honorary Fellow shall not be a member of the Governing Body but may otherwise participate in the life of the College and enjoy such privileges as the Governing Body may from time to time determine.

Ordinance 16 Visiting Fellows

- 16.1 The Governing Body may elect for a period of up to one year one or more Visiting Fellows. Such Visiting Fellows shall be elected in the manner prescribed by Statute IV.3.
- 16.2 A Visiting Fellow shall enjoy such privileges as the Governing Body may from time to time determine but shall not be a member of the Governing Body.

Ordinance 17 The Honorary Fellows' Steward

- 17.1 There shall be an Honorary Fellows' Steward appointed from among the Fellows by the Governing Body in the manner prescribed for the election of a Fellow.
- 17.2 The Honorary Fellows' Steward shall be appointed initially for a period not exceeding one year and may be re-appointed for such periods as the Governing Body may deem fit.
- 17.3 The Honorary Fellows' Steward shall vacate his or her office on ceasing to be a Fellow.
- 17.4 The Honorary Fellows' Steward shall perform the following duties:
- (a) within agreed College catering budgets negotiate with the Bursar and Domestic Bursar the details of catering in response to reasonable requests of Fellows and other Senior Members and, where unable to get consensus, first work with the President to achieve resolution and, if unsuccessful, make report and recommendation to the College Council;
 - (b) respond to good ideas concerning furniture arrangement in the Peter Richards Room, Dining Hall or other venues;

- (c) report on the year's activities to the Governing Body at the last ordinary meeting of the Academic Year;
- (d) serve as an ex-officio member of the House Committee.

Ordinance 18 The Web Editor

- 18.1 There shall be a Web Editor appointed from among the Fellows by the Governing Body in the manner prescribed for the election of a Fellow.
- 18.2 The Web Editor shall be appointed initially for a period not exceeding one year and may be re-appointed for such periods as the Governing Body may deem fit.
- 18.3 The Web Editor shall cease to hold Office on ceasing to be a Fellow.
- 18.4 The conditions of service, stipend and allowances of the Web Editor shall be determined by the Governing Body.
- 18.5 The Web Editor shall be responsible to the College Council and liaise with the Learning Resources Committee as appropriate for ensuring
 - (a) the continuing provision, with the aid of an appropriately skilled assistant, of a well-designed and up-to-date College website with the capacity for frequent updating by the relevant departments providing Collegiate, admissions, tutorial and HH Society information;
 - (b) that the College's legal responsibilities with regard to its Website are met;
 - (c) compliance as far as possible with the regulatory framework suggested in the University IT Syndicate guidelines for Web providers and the University of Cambridge Web accessibility policy.

Ordinance 19 Failure to Pay Fees or Other Charges

- 19.1 The College Council shall prescribe and publish rules concerning the payment by students of fees and other charges, including the dates by which payments must be made, the penalties for late payment, and the procedures to be followed if postponement of a payment is sought. Cases of non-payment of fees and other charges will be the subject of disciplinary action to which the disciplinary procedure maintained in accordance with Statute IX.3 shall apply.

Ordinance 20 Interpretation

- 20.1 If any question shall arise in regard to the interpretation of any Ordinance it shall be decided by the Governing Body.

Ordinance 21 Alteration of Ordinances

21.1 Ordinances are subject to alteration from time to time by resolutions passed in accordance with the provisions of Statute XIV.1.

Ordinance 22 Ordinance made under the Academic Staff Statute

22.1 The Academic Staff Statute: General Principles

- (a) In the interpretation of the guiding principles of the Academic Staff Statute, academic freedom shall be understood in the sense of Sections VI and VII of the Recommendation concerning the Status of Higher-Education Teaching Personnel adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organization (UNESCO), meeting in Paris from 21 October to 12 November 1997 at its 29th session.
- (b) In the procedures and Ordinances made under the Academic Staff Statute regard has been had to the Code of Practice on Disciplinary and Grievance Procedures approved by the Employment Code of Practice (Disciplinary and Grievance Procedures) Order 2004. So far as is consistent with the wording of the Academic Staff Statute and the Ordinances made thereunder, that Statute and those Ordinances shall be interpreted in the spirit of that Code of Practice.

22.2 Academic Staff

- (a) The expression “employed” in the Academic Staff Statute means “employed under a contract of employment”.
- (b) Until further order the only Offices created by Ordinance pursuant to Statute VI.1 presently designated as offices whose holders are members of the academic staff for the purpose of the Academic Staff Statute are those of Development Director and Academic Secretary.
- (c) Except as may otherwise be provided in any specific case, any person (not being a member of the academic staff under paragraph 1(a)(i) of the Academic Staff Statute) employed by the College in teaching or research whose duties in that regard are of a limited nature shall be excluded from the scope of the Academic Staff Statute.
- (d) Except as may otherwise be provided in any specific case, no person shall be employed by the College under a contract of employment in respect only of holding a Fellowship, or a Scholarship or Studentship or any like award paid for out of the endowment income of the College, or out of any trust fund held by the College, or out of any funds external to the College.

22.3 Panels constituted under the Academic Staff Statute

Constitution of panels

- (a) The Governing Body shall appoint annually two Lists (List A and List B). List A shall consist of not less than three persons, who shall have legal qualifications and at least one of whom shall not be a member of the College. List B shall consist of not less than twelve Fellows. The initial members of each List shall be placed in such order as the Governing Body may determine. Persons appointed as new members shall be added at the end of the List in such order as the Governing Body may determine. Members of either List, on appointment to a panel, shall go to the end of that List retaining their order as against one another. The Governing Body shall appoint a substitute for a member of either List who is on leave of absence for the period of that leave, unless the Governing Body are of the view that the period is sufficiently short not to prevent the member from serving on a panel if called upon to do so without causing delay to proceedings.
- (b) Panels constituted under the Academic Staff Statute shall be constituted according to the following rules:
 - (i) no member of a panel shall also be a member of an appeal panel in the same matter;
 - (ii) a panel or appeal panel to consider the removal of a President shall be constituted in accordance with paragraph 17 of the Academic Staff Statute;
 - (iii) a medical panel and a medical appeal panel shall include a medically qualified person appointed by the Governing Body;
 - (iv) a panel shall comprise three persons, at least one of whom shall be a man and at least one of whom shall be a woman;
 - (v) the panel chairman shall be a member of List A and, in the case of an appeal panel, shall not be a member of the College; and, subject to the preceding rules,
 - (vi) the other panel members shall be members of List B.
- (c) Members shall be selected from List A and List B for the constitution of a panel in compliance with the above rules and otherwise in strict order from the top of the List, but disregarding any member of the List who is disqualified from acting in accordance with the provisions of this Ordinance.
- (d) Where it is not possible to select a panel in conformity with the above rules because there are insufficient persons remaining on either List after the exclusion of those persons who are disqualified from acting in accordance with the provisions of this Ordinance, then to that extent selections may be made by the Governing Body (or the President acting on their behalf), with the consent of the member of the academic staff under consideration by the panel (“the Member Concerned”), of other persons.
- (e) A meeting of a panel, whether for a hearing or for any other purpose, shall be valid and effective provided that the panel chairman is present.

Disqualification of panel members

- (f) A person who believes that he or she has an involvement with the matter before a panel that would make his or her participation as a member of the panel unfair shall for that reason decline to accept appointment as a member of the panel, or, if already appointed, shall disqualify him or herself from the panel.
- (g) A member of a panel who fails to attend the whole of any hearing (save for absences which, in the opinion of the chairman, are immaterial) shall be disqualified from the panel.
- (h) If the Member Concerned believes that a member of the panel has an involvement with the matter before the panel that would make his or her participation as a member of the panel unfair, then the Member Concerned shall object on that ground to the panel chairman without delay, and in any event not later than the start of the first hearing of the matter by the panel. The panel chairman shall rule on any such objection (including such an objection relating to him or herself). If the objection is upheld the member of the panel concerned shall be disqualified from acting further. A ruling dismissing the objection shall be open to appeal to the person at the top of List A, whose decision shall be final.
- (i) No objection of the sort referred to in paragraph (h) above shall be entertained after the start of the first hearing of the matter by the panel, unless the panel chairman (or the chairman of the appeal panel if the objection is taken at the appeal stage) is satisfied that it was not reasonably practicable for the member concerned to have raised the matter earlier. A ruling declining to entertain a late objection shall be open to appeal to the person at the top of List A, whose decision in the matter shall be final.
- (j) Where a member of a panel (not being the panel chairman) is disqualified from acting, the panel may, with the consent of the Member Concerned, continue to act, notwithstanding such reduction in membership. Alternatively the panel chairman may select a replacement member in accordance with the rules for selection, and may adjourn proceedings pending that appointment. Where the chairman of a panel is disqualified, a new chairman shall be selected in accordance with the rules for selection.
- (k) Where a person is added to the membership of a panel, then any hearing that has already taken place in whole or in part shall be disregarded and shall be held afresh.

Rôle and powers of the panel chairman

- (l) The panel chairman shall determine all procedural and interlocutory matters on behalf of the panel after such consultation (if any) with members of the panel as the chairman shall see fit.
- (m) The panel chairman may vary time limits; may allow the amendment of charges or of grounds of appeal; may permit any departure from the rules or procedure set out in this Ordinance; and may exclude any person, including the Member Concerned,

from any hearing of the panel if, in the opinion of the panel chairman, such step is necessary in the interests of good order.

- (n) In exercising any discretion the panel chairman shall seek to give effect to the guiding principles set out in paragraph 2(a) of the Academic Staff Statute. Any exercise of discretion by the panel chairman may be made subject to such conditions as he or she shall see fit.
- (o) The panel chairman may postpone, adjourn and reconvene any hearing or other meeting of a panel. The panel chairman may discharge the panel and order a rehearing of the matter before a fresh panel, but shall only do so where he or she is of the view that that step is necessary in order to ensure a just and fair process.
- (p) Where it appears to the panel chairman, whether on receipt of an application made by the Member Concerned or the Presenting Officer (if any) or otherwise, that a material aspect of the matter before the panel is or is likely to be the subject of criminal or civil proceedings in a court of law or the subject of disciplinary proceedings in the University, the panel chairman may direct such stay in the process of the panel as he or she may consider desirable. Subject to any such stay the panel chairman shall seek to ensure that the case before the panel is heard and determined as expeditiously as is reasonably practicable.
- (q) The panel chairman shall keep a record of the proceedings of the panel.
- (r) The panel chairman shall send a document recording the panel's decision of the case on the case (together with their findings of fact (if any) and the reasons for their decision regarding the case) to the President, the Member Concerned, the Presenting Officer (if any) and any person who shall have been added as a party to the proceedings. Where a right of appeal exists, the chairman shall draw the attention of the Member Concerned to that fact and to the procedure, including any time limit, for appeal.
- (s) The panel chairman shall have power, by certificate under his or her hand, to correct in the record of proceedings kept under paragraph (q) above or in the document recording the decision of the panel any clerical mistakes or errors arising from any accidental slip or omission.

Conduct of hearings

- (t) The overriding objective of the rules of procedure is to enable panels to deal with cases justly. That will include, so far as practicable,
 - (i) ensuring that the parties are on an equal footing;
 - (ii) saving expense;
 - (iii) dealing with the case in ways which are proportionate to the complexity of the issues; and
 - (iv) ensuring an expeditious and fair process.

- (u) Any hearing shall take place in private unless the panel, after considering the views of the Member Concerned, direct otherwise.
- (v) Panels shall, so far as appears to them to be practicable, seek to avoid formality in their proceedings and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before courts of law. They shall make such inquiries of persons and witnesses appearing before them as they consider appropriate and shall otherwise conduct their hearing in such manner as they consider most appropriate for the clarification of the issues before them and generally for the just handling of the proceedings.

22.4 Redundancy procedure

Resolution to effect a reduction in the academic staff by way of redundancy

- (a) This procedure shall apply where the Governing Body have decided that it may be appropriate to effect a reduction in the academic staff of the College as a whole, or of any area of academic work within the College, by way of redundancy. But it shall not apply to the extent of any matter dealt with under Part V of the Academic Staff Statute.
- (b) Where the Governing Body have so decided, they shall consult such members of the academic staff and such other persons holding office in, or employed by, the College as they consider likely to be affected by a reduction of the sort contemplated. They shall also conduct such further process of consultation as may be required by law or as they may consider appropriate. The Governing Body may specify time limits for response to any consultation that they conduct. After considering the responses received to the consultation, the Governing Body shall either resolve to take no further action; or shall resolve to continue, extend or vary the process of consultation, with such modification (if any) of the terms of consultation as they shall see fit; or shall resolve to effect a reduction in the academic staff by way of redundancy and decide what direction (if any) to give in relation to the extent of the reduction.

Selection for redundancy

- (c) Where the Governing Body have resolved to effect a reduction in the academic staff by way of redundancy, they shall appoint a redundancy committee of one or more persons to select the members of the academic staff for dismissal by reason of redundancy and to give notice of dismissal to those members of the academic staff so selected. The redundancy committee shall act in accordance with any direction of the Governing Body under paragraph (b) above.
- (d) The redundancy committee shall formulate the selection criteria which they propose to employ, and shall notify each member of the academic staff considered for selection of those selection criteria. They shall afford each member of the academic staff considered for selection the opportunity to make such written or oral representations on his or her own behalf as he or she shall see fit. If, following the receipt of such representations, any change is made to the selection criteria, then any member of the academic staff who might be materially affected by such change shall be afforded a new opportunity to make such representations.

- (e) The redundancy committee shall give notice of dismissal to each member of the academic staff who is selected for dismissal, and shall also inform him or her of the selection criteria finally adopted, of the reasons for his or her dismissal, and of his or her right of appeal under this Ordinance.
- (f) The procedure to be adopted by a redundancy committee shall be determined by the committee themselves as they shall see fit, subject to the adoption of a just and fair process which complies with the rules in paragraphs (c), (d) and (e) above.

Appeal

- (g) A member of the academic staff who is given notice of dismissal by reason of redundancy may, within fourteen days from the date of that notice, give to the President notice of appeal to a redundancy appeal panel. The notice of appeal shall state the grounds of appeal.
- (h) The lodging of an appeal shall not affect the operation of the notice of dismissal, but the chairman of the redundancy appeal panel may extend the period of notice if he or she considers it just and fair in all the circumstances that an extension should be granted.
- (i) Where the redundancy appeal panel decide to remit the matter back for further consideration, then
 - (i) they may direct that that further consideration should be given by the same redundancy committee, or direct that a differently constituted redundancy committee be selected for that purpose;
 - (ii) they may give such other directions as they shall see fit, including directions affecting other members of the academic staff, provided that they may confirm, suspend, extend or cancel any notice of dismissal given to such other members, but shall not give notice of dismissal to any member of the academic staff not already under such notice; and
 - (iii) a fresh right of appeal to the redundancy appeal panel shall accrue to any member of staff from notice of dismissal given or confirmed as a result of that further consideration.
- (j) Where the redundancy appeal panel reach a final decision on any appeal, no further right of appeal under College procedures lies against that decision.

22.5 Disciplinary procedure

Less serious matters: Warnings

- (a) If it appears to the President, after receiving a complaint or otherwise, that there are grounds for believing that the conduct or performance of a member of the academic staff (“the Member Concerned”) is or has been unsatisfactory, the President shall inquire into the matter. If the President concludes after investigation that the Member Concerned is or has been at fault, the President may issue an oral warning. The President shall specify the reason

for the warning, shall indicate that it constitutes the first stage of the College's disciplinary procedure, and shall advise the person concerned that he may appeal against the warning under paragraph (d) below.

- (b) If the President concludes after investigation that the fault is sufficiently serious to justify it, or if a further offence occurs after an oral warning, the President may issue a written warning. Such a warning shall specify the reason for the warning, the improvements required in the conduct or performance of the Member Concerned, and the period of time within which such improvements are to be made. The President shall advise the Member Concerned that he or she may appeal against the warning under paragraph (d) below, and shall indicate that, if no satisfactory improvement takes place within the stated time, charges may be instituted before a disciplinary panel.
- (c) The President shall keep a written record of any oral or written warning issued. Each warning shall specify a period from the date of issue after which, in the absence of further disciplinary matters arising, it will be disregarded for all purposes. The period shall not exceed one year in the case of an oral warning and shall not exceed two years in the case of a written warning.
- (d) The Member Concerned may appeal in writing to the President against a disciplinary warning within fourteen days of the date of the warning, stating the grounds of appeal. The appeal shall be communicated to the Governing Body, who shall determine it as they shall see fit. If the appeal is allowed, the warning shall be disregarded.

More serious matters: The institution of charges before a disciplinary panel

- (e) If the President receives a complaint against a member of the academic staff ("the Member Concerned") seeking the institution of a charge or charges ("a Charge") before a disciplinary panel, then the President shall investigate the matter as he or she shall see fit. If, whether as the result of the investigation of a complaint or otherwise, the President considers that there are grounds for believing that a Charge should be instituted before a disciplinary panel, then the President shall write to the Member Concerned inviting his or her comment in writing by a specified date. If the President considers that the College might otherwise suffer significant harm, the President may suspend the Member Concerned from the performance of his or her duties until the next following meeting of the Governing Body without loss of emolument. As soon as practicable following receipt of the comments (if any) of the Member Concerned, the President shall consider the matter in the light of all the available evidence and may dismiss the matter summarily, or issue an oral or written warning, or determine that a Charge should be instituted before a disciplinary panel.
- (f) Where the President has determined that a Charge should be instituted before a disciplinary panel, then
 - (i) the President shall report that fact to the next following meeting of the Governing Body, who shall appoint and instruct a suitable person ("the Presenting Officer") to formulate the Charge and to present it, or arrange for its presentation, before a disciplinary panel; and
 - (ii) a disciplinary panel shall be selected to hear and determine the matter.

- (g) On receiving the report of the President, the Governing Body shall consider whether to suspend the Member Concerned from the performance of his or her duties without loss of emolument. Any such suspension shall be reviewed by the Governing Body at regular intervals, each review taking place within two months of the time of the last decision to suspend or at the next following meeting of the Governing Body after that decision, if later. The Governing Body shall not impose or continue a suspension unless they consider that the College might otherwise suffer significant harm.
- (h) The Presenting Officer shall seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- (i) As soon as reasonably practicable after the date of his or her appointment, the Presenting Officer shall send to the Member Concerned and to the panel chairman notice of the Charge together with a copy of the Academic Staff Statute and of the Ordinances made thereunder.
- (j) The panel chairman, after consultation with the Member Concerned and with the Presenting Officer, shall determine the date and time of a meeting of the disciplinary panel for the purpose of hearing the case, and shall send notice of the date, time and place of the meeting to the Member Concerned, to the Presenting Officer and to the members of the disciplinary panel.
- (k) Not later than seven days before the date set for the hearing, the Presenting Officer shall send to the Member Concerned and to the members of the disciplinary panel a copy of the Charge, together with any documents specified therein; a list of all witnesses that the Presenting Officer proposes to call, with statements containing the evidence they are expected to give; and a copy of any other documents that the Presenting Officer proposes to put in evidence.

Evidence

- (l) Evidence that a person has been convicted of a criminal offence by or before any court of law, or that any court of law has found proved an offence with which he or she was charged, shall, for the purpose of establishing that that person committed the offence or was guilty of any act or conduct in respect of which he or she was so charged or convicted, be admissible in any proceedings before a disciplinary panel.

The decision of the disciplinary panel

- (m) Where, after a hearing, the disciplinary panel find the Charge or any part thereof to be without substance, then they shall dismiss the Charge or that part thereof.
- (n) Where, after a hearing, the disciplinary panel find the Charge or any part thereof to be established, then before deciding what penalty (if any) to impose, they shall give the Member Concerned and the Presenting Officer the opportunity to put forward any matters bearing on the penalty to be imposed unless they are of the view that a sufficient opportunity has already been given in the course of the hearing.
- (o) The disciplinary panel may decide to impose no penalty, or may impose a penalty comprising one or more of the following:

- (i) an oral or written warning;
- (ii) suspension without pay for up to three months;
- (iii) the withholding of future increments in stipend;
- (iv) reduction in grade in any primary office or employment;
- (v) removal from any secondary office or employment;
- (vi) the substitution of a lesser office or employment for any primary office or employment
- (vii) deprivation of Fellowship;
- (viii) dismissal with or without notice;
- (ix) the award of compensation to any person in respect of any loss caused or damage done; and
- (x) any penalty considered by the disciplinary panel to be lighter than some penalty comprising one or more of the above.

If the disciplinary panel are of the view that the conduct of the Member Concerned constitutes gross misconduct such as to justify dismissal without notice, they shall so state. If the penalty of dismissal without notice is imposed in the absence of such a statement (or, in the event of an appeal, such a statement by the disciplinary appeal panel), then the College shall pay compensation to the Member Concerned in respect of the absence of proper notice. The disciplinary panel shall not impose the penalty of the substitution of a lesser office or employment for any primary office or employment unless they are of the view that the conduct of the Member Concerned is such as to justify dismissal.

- (p) Where, after a hearing, the disciplinary panel are of the view that the Member Concerned should be dismissed, but that the dismissal is for some other substantial reason than good cause, they shall so state, specifying the reason, in their findings and shall dismiss the Member accordingly.

Appeal

- (q) The Member Concerned may, within fourteen days from the decision of the disciplinary panel, give to the President notice of appeal to the disciplinary appeal panel. The notice of appeal shall state the grounds of appeal and whether it is an appeal against the findings of the disciplinary panel, or the penalty imposed, or both.
- (r) The appeal shall then be heard and determined as expeditiously as is reasonably practicable by the disciplinary appeal panel, who may substitute for the decision of the disciplinary panel any decision that that panel might have made. The decision of the disciplinary appeal committee in the matter shall be final.

The addition of parties and the consolidation of matters

- (s) The panel chairman may agree to the addition of any other person as party to a case before a disciplinary panel; provided that the panel chairman shall not so act unless he or she is of the view that that step is desirable in order to ensure a just and fair process. Such other person shall receive from the Presenting Officer the papers specified in paragraph (k) above, and shall have the right to a fair process before the disciplinary appeal panel.
- (t) In any case in which the Governing Body are
 - (i) considering the deprivation of the Fellowship of a Fellow who is not a member of the academic staff, or
 - (ii) considering the dismissal from an office or employment in the College before its prescribed or normal termination date of a Fellow who is not a member of the academic staff,

the Governing Body may refer the matter to a disciplinary panel according to the rules under the Academic Staff Statute. Alternatively they may refer the matter to a disciplinary committee for consideration according to such just and fair process as the committee may determine, subject to such directions as the Governing Body may make in that regard.

- (u) The Governing Body may determine that charges against more than one member of the academic staff may be heard concurrently by the same disciplinary panel. They may further determine that charges against one or more members of the academic staff shall be heard concurrently with charges against one or more student of the College or with charges against any Fellow who is not a member of the academic staff. In such a case the disciplinary panel shall be deemed, in relation to any student of the College, to be constituted concurrently as a Disciplinary Committee under Statute IX.3 and shall proceed, so far as is consistent with the rules under the Academic Staff Statute, having regard to the rules prescribed for a Disciplinary Committee constituted under Statute IX.3.

Relationship with Part IV of the Academic Staff Statute

- (v) If at any stage the panel chairman forms the view that the conduct or capability of the Member Concerned may be attributable, wholly or in part, to a medical condition, then he or she shall
 - (i) if he or she is of the view that such action is necessary to ensure a just and fair process, stay the proceedings of the disciplinary panel and direct the selection of an incapacity panel for proceedings to continue under Ordinance 22.6 below; or otherwise
 - (ii) if he or she is of the view that the disciplinary panel might be assisted by the appointment of a medically qualified person as Medical Consultant, to ask the Governing Body to make such an appointment; or otherwise
 - (iii) take no action.

A Medical Consultant appointed under (ii) above shall not be a member of the disciplinary panel but shall offer advice and guidance to the panel on medical matters.

- (w) Where proceedings are transferred to an incapacity panel under paragraph (v) above, then if at any stage the panel chairman forms the view that it would be consistent with a just and fair process to transfer the proceedings to a disciplinary panel, then he or she may stay the proceedings of the incapacity panel and either
- (i) transfer the proceedings back to the initial disciplinary panel; or
 - (ii) direct the discharge of the initial disciplinary panel and constitute the incapacity panel a disciplinary panel for all further proceedings; or
 - (iii) direct the discharge the initial disciplinary panel and the selection of a fresh disciplinary panel, and transfer the proceedings to them.

In the event of a transfer of proceedings, the chairman of the panel to whom the proceedings are transferred shall have authority to rule as relevant and admissible any part of the proceedings that took place before the transfer, provided that he or she is of the view that that course would help to ensure an efficient, just and fair process.

- (x) Where a new panel is selected under paragraph (v) or (w) above, then the chairman of the old panel may continue to act as chairman of the new panel notwithstanding the provisions of Ordinance 22.3 above.

22.6 Procedure for assessing incapacity on health grounds

The institution of charges before an incapacity panel

- (a) Where the Governing Body are of the view that an incapacity panel should be appointed for the consideration of a case of a member of the academic staff (“the Person Referred”) under the Academic Staff Statute, they shall at the same time appoint a suitable person (“the Presenting Officer”) to present the case on behalf of the College to the panel.
- (b) Any person having authority in law to act on behalf of the Person Referred shall have power so to act in respect of all proceedings before an incapacity panel or an incapacity appeal panel. Any requirement in relation to the Person Referred shall be satisfied if that requirement is fulfilled in relation to the person having authority to act on behalf of the Person Referred or a representative appointed by the Person Referred, whether or not it is also fulfilled in relation to the Person Referred him or herself.
- (c) As soon as reasonably practicable after appointment, the Presenting Officer shall send to the Person Referred and to the panel chairman notice of the reason why it is thought that the dismissal of the Person Referred by reason of incapacity on health grounds should be considered together with a copy of the Academic Staff Statute and of this entire Ordinance.
- (d) The Presenting Officer shall seek to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- (e) The panel chairman, after consultation with the Person Referred and with the Presenting Officer, shall determine the date and time of a meeting of the incapacity panel for the purpose of a hearing of the case, and shall send notice of the date, time and place of the

meeting to the Person Referred, to the Presenting Officer and to the members of the incapacity panel.

- (f) Not later than seven days before the date set for the hearing, the Presenting Officer shall send to the Person Referred and to the members of the incapacity panel a copy of the communication referred to in paragraph (c) above, together with any documents therein specified; a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and a copy of any other documents which the College proposes to put in evidence.

Medical evidence

- (g) The Presenting Officer may seek from the Person Referred such medical evidence as he or she considers necessary for the purpose of the presentation of the matter to the incapacity panel. Such evidence may include the opinion of a medically qualified person appointed by the College, at College expense, to advise on the health of the Person Referred. In the event of the Person Referred declining to provide any or all of the evidence requested, the Presenting Officer may apply to the chairman of the incapacity panel for a direction for the production of medical evidence. The panel chairman will then hear and determine the matter, and may direct the production of such medical evidence (whether or not sought by the Presenting Officer) as the panel chairman shall specify. The Person Referred may appeal against such a direction to the person at the top of List A, whose decision shall be final.
- (h) If, after a direction to produce medical evidence, the Person Referred declines to provide any or all of the evidence directed, the incapacity panel and an incapacity appeal panel may draw such inferences as to the health of the Person Referred as they shall see fit from all the circumstances of the case. In addition, the panel chairman may refer the matter to the Governing Body for the institution of proceedings before a disciplinary panel, but the Governing Body shall only institute such proceedings if they are of the view that the Person Referred was under an obligation to provide the evidence directed by reason of the terms of his or her appointment or by reason of the Statutes and Ordinances of the College.

The decision of the incapacity panel

- (i) Where, after a hearing, the incapacity panel find that the Person Referred is incapable of performing satisfactorily the duties of his or her office of employment, they may take action which may be any of the following:
 - (i) suspension on grounds of ill health pending receipt of evidence to the satisfaction of the medically qualified member or members of the panel of fitness to resume work;
 - (ii) suspension on grounds of ill health pending further review by the incapacity panel at a specified date; or
 - (iii) dismissal with or without notice on grounds of ill health.

During any period of suspension on grounds of ill health the Person Referred shall be paid in accordance with the terms of his or her office or employment. If the panel decide to dismiss

without notice on grounds of ill health, the College shall pay compensation to the Person Referred in respect of the absence of proper notice.

Appeal

- (j) The Person Referred may, within fourteen days from the decision of the incapacity panel, give to the President notice of appeal to the incapacity appeal panel. The notice of appeal shall state the grounds of appeal and whether it is an appeal against the findings of the disciplinary panel (stating which findings are appealed against), or the action taken by them, or both.
- (k) The appeal shall be heard and determined as expeditiously as is reasonably practicable by an incapacity appeal panel, who may substitute for the decision of the incapacity panel any decision that that panel might have made. The decision of the incapacity appeal committee in the matter shall be final.

22.7 Procedure for the renewal of fixed-term appointments

- (a) Any appointment to an office of employment in the College, by virtue of holding which the person appointed (“the Member Concerned”) will be a member of the academic staff, and which is for a fixed term, shall be made according to a code of practice that defines the matters to be considered in relation to renewal at the end of the fixed term.
- (b) The code of practice shall
 - (i) sufficiently define the nature and character of the office to inform the Member Concerned of his or her expectations in relation to renewal;
 - (ii) define the time at which a review shall take place in order for the Governing Body to decide whether the office or employment should be allowed to terminate without renewal, or should be renewed for a further fixed-term, or should be extended to an appointment of indefinite duration;
 - (iii) provide for discussion with the Member Concerned in the course of the review;
 - (iv) provide for the communication of the outcome of the review, with the reasons for its recommendation, to the Member Concerned before a final decision by the Governing Body in relation to renewal;
 - (v) provide for further review at the request of the Member Concerned and for time limits in relation to that further review process.
- (c) The decision of the Governing Body whether the office or employment should be allowed to terminate without renewal, or should be renewed for a further fixed-term, or should be extended to an appointment of indefinite duration, shall be taken in accordance with the code of practice.

22.8 Procedure for the confirmation of appointments at the end of an initial probationary period

- (a) The following procedure shall be followed in relation to any appointment to an office of employment in the College, by virtue of holding which the person appointed (“the Member Concerned”) will be a member of the academic staff, and which is subject to confirmation at the end of an initial probationary period.
- (b) The Governing Body shall designate, in the case of each such appointment, a Fellow for the purpose of this Ordinance (“the Reviewing Officer”).
- (c) During the initial probationary period, the Reviewing Officer shall conduct such inquiries (which shall include discussion with the Member Concerned) as he or she may consider appropriate to assess the performance of the member of the academic staff concerned and shall keep a note of the outcome of those inquiries. The Reviewing Officer shall, during that period, give such help, guidance and warnings as he or she may consider appropriate to assist the Member Concerned to succeed in his or her appointment.
- (d) Not later than two months before the end of the initial probationary period, the Reviewing Officer shall meet the Member Concerned for discussion to enable the Reviewing Officer to decide whether
 - (i) to confirm the appointment of the Member Concerned at the end of the initial probationary period; or
 - (ii) to extend the initial probationary period; or
 - (iii) to give the Member Concerned notice of dismissal from the end of the initial probationary period;and shall write to the Member Concerned stating the decision and the reasons for it.
- (e) Not later than fourteen days from the date of any letter from the Reviewing Officer extending the initial probationary period or giving notice of dismissal, the Member Concerned may apply in writing to the President for a further review. On such application, the reviewing officer shall send to the President the notes kept during the course of the initial probationary period and all correspondence with the Member Concerned.
- (f) The President, after such consultation (if any) with the Governing Body as he or she shall see fit and after discussion with the Member Concerned, shall before the end of the probationary period decide whether or not to confirm or vary the decision of the Reviewing Officer. The President’s decision in the matter shall be final.
- (g) An initial probationary period shall not be extended more than once, and shall not be extended so that the whole period amounts to one year or more, without the consent of the Governing Body.

22.9 Procedure for dismissal on other grounds

- (a) If it appears to the President, after receiving a complaint or otherwise, that there are grounds for believing that a member of the academic staff (“the Member Concerned”) should be dismissed for some substantial reason other than redundancy or good cause, then the President may determine that the matter should be considered by a special dismissals panel.

- (b) Where the President has so determined, then
 - (i) the President shall report that fact to the next following meeting of the Governing Body, who shall appoint and instruct a suitable person (“the Presenting Officer”) to formulate the Charge and to formulate the matter and to present it, or arrange for its presentation, before a special dismissals panel; and
 - (ii) a special dismissals panel shall be selected to hear and determine the matter.
- (c) The procedure to be followed in relation to a matter before a special dismissals panel (including the procedure for appeal) shall be the same as that in relation to a matter before a disciplinary panel, save that, in substitution for paragraph (o) of that procedure, the conclusion of a special dismissals panel shall be one of the following:
 - (i) to take no action; or
 - (ii) to dismiss with or without notice.

If the panel decide to dismiss without notice, the College shall pay compensation to the Member Concerned in respect of the absence of proper notice.
- (d) After hearing the views of the Member Concerned and the Presenting Officer, a special dismissals panel may resolve to constitute themselves as a disciplinary panel, provided that they are satisfied that that course is consistent with a just and fair process, and in particular that the Charge for the disciplinary procedure is clearly specified and is fairly related to the matter before the special dismissals panel.

22.10 Procedure for removal from a secondary office or employment

- (a) This Ordinance applies where the President is of the opinion that a member of the academic staff (“the Member Concerned”) should be removed from a secondary office or employment before its prescribed or normal termination date, but is not aware of any grounds that would justify proceedings for dismissal from a primary office or employment held by the Member Concerned.
- (b) The President shall discuss the reasons for that opinion with the Member Concerned. If, after that discussion, the President remains of the same opinion, then he or she shall ask the Governing Body to constitute a committee (of which the President shall not be a member) to consider the matter and to report. Before reporting, the committee shall give the Member Concerned a fair opportunity to show why he or she should not be removed from the secondary office or employment before its prescribed or normal termination date.
- (c) The report of the committee shall be communicated to the Member Concerned for comment by a specified date, and shall then be communicated, with the comments (if any) of the Member Concerned, to the Governing Body, whose decision in the matter shall be final.

22.11 Grievance procedure

- (a) If a member of the academic staff (“the Member Concerned”) has a grievance then he or she should seek to resolve it informally through discussion with the appropriate College officer or other authority in the College. If such action does not suffice to resolve the grievance, or if, in the circumstances of the case, it is not reasonable to expect another course to be followed first, the Member Concerned may refer the grievance to the President.
- (b) When a grievance has been so referred, the President shall seek to resolve the matter promptly and fairly after discussion with the Member Concerned. The President may seek the advice of the Governing Body regarding the grievance, and shall do so at the request of the Member Concerned.
- (c) The President or the Governing Body, as the case may be, shall rule inadmissible any complaint judged
 - (i) not to be one concerning the office or employment of the Member Concerned; or
 - (ii) not to be one relating to matters affecting the Member Concerned as an individual or his or her personal dealings or relationships with other staff of the College; or
 - (iii) to be one for which express provision is made elsewhere in the Statutes.

In particular if the President or the Governing Body, as the case may be, are of the view that the complaint should be dealt with in accordance with the disciplinary procedures of the College, of whatever sort and whether or not those procedures should be invoked in relation to the complainant or any other person, they shall rule the grievance inadmissible.

- (d) The President or the Governing Body, as the case may be, may defer the consideration of a grievance pending the completion of other proceedings under the Statutes, including disciplinary proceedings of whatever sort, relevant to the grievance which are pending or in progress.
- (e) If the President or the Governing Body, as the case may be, are of the view that a complaint is trivial or vexatious they shall declare it to be so.
- (f) If the Member Concerned remains aggrieved after consideration of the grievance by the Governing Body under paragraph (b) above, he or she may ask that it be referred to a grievance panel. A grievance panel shall thereupon be appointed, who shall seek to resolve the matter.
- (g) The report of the grievance panel shall be considered by the Governing Body, who shall make a reasoned response to the panel on the recommendations of the report. The panel may, at their discretion, make a further report to the Governing Body recommending the reconsideration by the Governing Body of any matter. The Governing Body’s decision on any such further report shall be final. Any reports or response made under this paragraph shall be copied to the Member Concerned.

22.12 Procedure for the removal of the President from office

- (a) On receipt of a complaint signed by any three Fellows seeking the removal of the President from office for good cause (such complaint stating the reasons for such removal), the Vice-President shall write to the President notifying him or her of the complaint and inviting comment in writing. The Vice-President shall also without delay summon a meeting of the Governing Body, exclusive of the President and of the complainant Fellows.
- (b) After considering the complaint and the comments (if any) of the President, the Governing Body shall dismiss the complaint if they are of the view that it is not supported by sufficient evidence of good cause for removal from office. Otherwise they shall without delay appoint a panel to consider the removal of a President in accordance with paragraph 17 of the Academic Staff Statute.
- (c) The procedure to be followed in relation to a matter before a panel to consider the removal of a President (including the procedure for appeal) shall be the same as that in relation to a matter before a disciplinary panel, save that, in substitution for paragraph (o) of that procedure, the conclusion of a panel to consider the removal of a President shall be one of the following:
 - (i) to take no action; or
 - (ii) to remove the President from office.
- (d) The President may, within fourteen days from a decision of the panel to remove him or her from office, give to the Vice-President notice of appeal to an appeal panel. The notice of appeal shall state the grounds of appeal. The Vice-President shall then without delay summon a meeting of the Governing Body, exclusive of the President, who shall without delay appoint an appeal panel in accordance with paragraph 17 of the Academic Staff Statute.
- (e) In the event of an appeal, the President shall be suspended from office and from the emoluments thereof pending the decision of the appeal panel. If the appeal panel reverse the decision of the panel to consider the removal of a President, then the suspension shall forthwith be lifted and the President shall be reinstated into the emoluments of his or her office, including any stipend that he or she would have received but for the suspension under this paragraph.

Ordinance 23 The Honorary Curator of Valuables

- 23.1 There shall be a Honorary Curator of Valuables appointed from among the Fellows, or Life Fellows, by the Governing Body in the manner prescribed for the election of a Fellow.
- 23.2 The Honorary Curator of Valuables shall be appointed initially for a period not exceeding one year and may be re-appointed for such periods as the Governing Body may deem fit.
- 23.3 The Honorary Curator of Valuables shall vacate his or her office on ceasing to be a Fellow.

23.4 The Honorary Curator of Valuables shall perform the following duties:

- (a) in consultation with the Bursar, Honorary Archivist, Domestic Bursar, and Under-Librarian the generation and annual maintenance of a written record of valuable items owned by the College;
- (b) being responsible for obtaining and recording the approval of any use or loan of an item in the record e.g. at College events or exhibitions
- (c) liaising with the Head of Development to ensure donors are duly thanked;
- (d) making the record available to all Fellows who wish to consult it;
- (e) reporting on the year's activities to the Governing Body at the last ordinary meeting of the Academic Year;

23.5. The record shall comprise, where data is available, the item, its artist, provenance, donor, date of acquisition, whether it was a purchase or a gift, estimate of value, current condition (including desirability of restoration or other intervention), location and relevant responsible College Officer.

Ordinance 24 The Financial Advisory Committee

24.1 The Financial Advisory Committee is a sub-Committee of Council whose purpose is to enable Council to carry out more effectively its responsibilities under Statute I.5.b–e, and j. It has two broad areas of remit:

a) Longer-term planning:

On the basis of close understanding of the current year budget, and of the College goals set out in the Business Plan, to work with the Bursar to prepare a rolling 5 Year financial plan for the College, setting out the financial assumptions on which it is based, such as any likely surplus or loss on accounts; interest on endowment; and predicted Development income.

b) Current and forthcoming year budgets:

- i. To assist the Bursar in preparing the College budget for presentation to the second meeting of Council in the Easter Term, the draft budget for the forthcoming Financial Year, with a view to Council agreeing a final budget at its first ordinary meeting in the Michaelmas Term;
- ii. To monitor in year spend against that budget
- iii. Where there is significant variation from projected spend, to report to Council;
- iv. Where a significant new need for in-year expenditure arises, to report this to Council.

- 24.2 The members of the Financial Advisory Committee shall be:
- (a) a Vice-President, other than the Vice-President chairing the Audit Committee, (in the Chair);
 - (b) the Senior Tutor; and
 - (c) three members of the Governing Body (normally not those holding College Office as defined in Statute VI.1), preferably with financial expertise, appointed annually by the Governing Body.
- 24.3 The Committee shall elect one of its annually-appointed members as Secretary;
- (a) The Secretary shall be responsible for the setting of dates and agendas for the Committee's meetings and reporting to Council;
 - (b) If not already a member of Council the Secretary shall attend for the relevant item of business.
- 24.4 The Bursar shall be in attendance at all meetings of the Financial Advisory Committee.
- 24.5 The Committee shall meet at least two weeks in advance of each Ordinary meeting of College Council, or otherwise as directed by Governing Body or Council.
- 24.6 The Secretary of the Committee shall submit any Minutes or reports of the Financial Advisory Committee to the Secretary of Council in time for them to be circulated with the Agenda and other papers of the latter in the normal course of business; in the case of Ordinary meetings of Council this is one week in advance.

Ordinance 25 The Development Director

- 25.1 Pursuant to Statute VI.1 there shall be an Office of Development Director designated as an office whose holder is a member of the academic staff for the purpose of the Academic Staff Statute.
- 25.2 The Development Director shall be responsible to the College Council for the control and efficient operation of the Development Office and for the performance of such other duties as the Governing Body may from time to time determine.
- 25.3 Should the Office of Development Director fall vacant, or upon notice that it will become so, the College Council shall appoint a committee to place a recommendation before the Governing Body as to who shall fill the vacancy and on what terms.
- 25.4 The Development Director shall be appointed by the Governing Body in the same manner as a Fellow of Class A and shall, if not already a Fellow, be elected to a Fellowship in Class A, the condition of tenure being that of holding the Office of Development Director.

25.5 The conditions of service, stipend and allowances of the Development Director shall be determined by the Governing Body.

Ordinance 26 The Academic Secretary

26.1 Pursuant to Statute VI.1 there shall be an Office of Academic Secretary, designated as an office whose holder is a member of the academic staff for the purpose of the Academic Staff Statute.

26.2 The Academic Secretary shall perform duties relating to the admission, education and welfare of students under the direction of the Senior Tutor, and such other duties as the College Council may determine from time to time.

26.3 Should the Office of Academic Secretary fall vacant, the College Council shall place a recommendation before the Governing Body as to whether the vacancy shall be filled, and if so on what terms.

26.4 The conditions of service, stipend and allowances of the Academic Secretary shall be determined by the Governing Body.