

# The University of Dublin

## Trinity College

### Minutes of Board Meeting, 12 December 2001

*Present* Provost (Dr J Hegarty), Vice-Provost (Dr J B Grimson), Registrar (Mr R A Stalley), Bursar (Dr J W O'Hagan), Dr S P A Allwright, Dr L E Doyle, Dr S Duffy, Ms E Drew, Dr J A Fitzpatrick, Dr H Gibbons, Mr H Kearns, Ms Mary Leahy, Dr J G Lunney, Mr D Memery, Dr J M Mossman, Ms E Nic an Bhaird, Dr A N M Ní Chasaide, Mrs J O'Hara, Ms A Power, Dr J C Sexton, Dr F Shevlin, Ms E K Stokes, Dr D L Weaire, Dr T T West.

*Apologies* Senior Lecturer (Dr S M Greene).

*In attendance* The Director of Buildings attended for item 03/94.  
Professor J McGilp and the Internal Auditor attended for item 03/96.

*(ex officio)* Secretary, Treasurer, Assistant Secretary.

**03/80 Minutes** The Minutes of the meeting of 14 November 2001 were approved and signed subject to the following amendments:

**02/48 Pension Trustees** Replace the term '*Executive Staff*' with '*Secretarial and Executive Officers*'.

**02/64 Committees (a) Proposal to amalgamate the Staff Appointments Committee and the Personnel Committee** Delete the Bursar from the list of members of the Personnel Committee.

**03/81 Matters Arising from the Minutes** A matter arising from the Minutes was discussed and has been recorded below, (see Minute 03/82).

**03/82 Hearing of the Disciplinary Panel (see Minute 02/61 of 14 November 2001)** The Secretary advised Board that the academic staff member in question, having been notified of the Board's adoption and approval of the recommendations of the Disciplinary Panel, had informed the Registrar of his intention to refer the matter to the Visitor. The Board noted that there will be a further meeting of the Disciplinary Panel to hear new complaints which have been made against the same individual.

#### **03/83 Provost's Report**

(a) **Board Membership: External Members:** The Provost advised Board that Mr Bart Connolly, the nominee of the Minister for Education and Science, will be one of the external members appointed to the Board for its current term. The Board requested that, in future, adequate consultation take place with the Provost before the Minister's nominee is proposed.

The Provost also advised Board that following consultation with the Institute of Engineers of Ireland, IBEC and the Arts Council the Board sub-committee will propose the second external member to Board at its next meeting, noting that it is hoped that both external members will attend their first Board meeting on 20 February 2002.

- (b) **Trinity Hall:** The Board noted that the legal contracts had been signed for the Trinity Hall development and that construction has commenced.
- (c) **Honorary Degrees:** The Provost advised Board that there will be a special Commencement ceremony on 8 January 2002 to award the Honorary Degree approved by Board at its meeting on 14 November 2001.
- (d) **Pearse Street Development:** The Provost invited Board's attention to the following two events which had taken place to publicise the College's plans with regard to the development of Pearse Street: (a) a presentation to local residents in St Andrew's Resource Centre on 7 December 2001; and (b) a presentation to a meeting of the City Council on 10 December 2001. The Board agreed with the Provost's proposal that a Community Liaison Officer reporting directly to the Provost and with responsibility for outreach programmes as well as local and city-wide community issues be appointed as a matter of urgency.

**03/84 Policy Issues – Recruitment and Retention of Academic Staff** The Vice-Provost, introducing the issue of recruitment and retention of academic staff, advised Board that issues relating to non-academic staff will be addressed in a later paper.

The Vice-Provost invited Board's attention to a paper entitled '*Recruitment and Retention of Academic Staff*' which had been circulated dated 5 December 2001 which in addition to presenting statistics on the senior:junior ratio, gender balance, staff turnover, contract posts and recruitment levels also raised a number of options open to the College in relation to staff recruitment and retention. In considering the implications of the issues raised, the Board recorded its serious disquiet at (i) the extent to which women are under-represented on the higher academic grades and (ii) the relatively high number of women on contract academic posts.

In the discussion which followed a number of issues were raised by Board members including:

- (a) The resourcing of initiatives to address the gender imbalance in College
- (b) The role of contract staff
- (c) The importance of transparent promotion criteria
- (d) The need to support and adequately resource Heads of Department whose time is increasingly taken-up with administrative tasks
- (e) The adoption of a more flexible approach to filling vacant Chairs with due consideration being given to the differing needs of individual departments
- (f) The need to consider recruitment at levels above the Lecturer scale
- (g) The current low levels of morale among junior academic staff including the impediment to career advancement imposed by the Merit Bar.

The Vice-Provost invited Board members to submit comments as an input to the Strategic Plan on all matters raised and specifically on (a) the introduction of flexible employment contracts and (b) how the College might address the filling of Chairs.

**03/85 Acta of the University Council** The Board confirmed Acta of the University Council from its meeting of 28 November 2001 subject to further comment covering the following: 13/A, 13/B, 14/B, 14/H, 16/A, 12/E.

**03/86 Nominations for Appointment (see Actum 13/A of 28 November 2001)** The Board, on the recommendation of the University Council, approved the appointments as summarised in Appendix 1 to these Minutes noting that the possible recruitment of the other candidate for the Chair of Medicine (2001), who also merited appointment, is dependent on adequate private funding being secured to cover the full costs of what would be a new position.

In response to a query from Mrs O'Hara the Secretary advised that the University Council (Actum 140/C of 27 June 2001) and Board (Minute 178/1 of 4 July 2001) had agreed that the Regius Chair of Physic (1637) and the Regius Chair of Surgery (1852) would not be filled for some time.

**03/87 Departmental Reviews (see Actum 13/B of 28 November 2001)** The Board noted the recommendations arising from the review of the Law School and the review of the Department of Zoology which had been approved by Council, further noting that in both cases favourable reviews had been received from the external assessors.

The Board, noting the resource constraints associated with implementing recommendations arising from departmental reviews, agreed that an analysis would be undertaken of all such recommendations and the resources required to implement them, the results of which would be considered by the University Council and Board in due course.

The Board, endorsing the importance of a quality assurance programme for College, noted that a review of the current process will be carried out when the first cycle of academic reviews is completed later this year.

**03/88 Academic Appeals (see Actum 14/B of 28 November 2001)** The Board confirmed the recommendations of the Academic Appeals Committee as approved by the University Council.

**03/89 Leave of Absence (see Actum 14/H of 28 November 2001)** The Board confirmed the following applications for leave of absence:

- (a) **Centre for Language and Communication Studies** Professor David M Singleton, Trinity term 2002;
- (b) **Education** Ms Ann M FitzGibbon, 1 January to 31 December 2002;
- (c) **Genetics** Dr Colm O'hUigin, 1 November to 20 December 2001;
- (d) **Sociology** Ms Hilary Tovey, from 1 February to 7 October 2002.

**03/90 Academic Promotions Review Working Party - Membership (see Actum 16/A of 28 November 2001)** The Board recommended that the Recruitment and Establishment Manager replace Professor J R Panter as a member of the Working Party further recommending that Professor Panter be invited to attend meetings of the Working Party when issues relevant to his areas of expertise were being considered.

**03/91 Board Procedures - Revisions to Arrangements for Reporting to Board concerning Annual Audit** The Secretary invited Board's attention to a memorandum, dated 30 November 2001,

which had been circulated and which proposed that in future the Audit Committee will, after due consideration of the issues raised by the External Auditors in the course of their Annual Audit, bring forward for Board's attention at the first meeting of Hilary Term all significant issues relating to the Audit, noting that the External Auditors' management letter sent to the Audit Committee will be appended to the Audit Committee's report to Board. The Board, approving these proposals, agreed that the External Auditors will continue to attend the first Board meeting of Hilary Term to answer any questions which may arise but that it will not be necessary for Board to receive their presentation as in the past.

### **03/92 Personnel and Appointments Committee**

- (a) **Name of Committee** The Board agreed that the amalgamated Staff Appointments and Personnel Committees would in future be known as the Personnel and Appointments Committee.
- (b) **Meeting held on 12 November 2001 (see Actum 12/E of 28 November 2001)** The Board approved the recommendations arising from the meeting of the Staff Appointments Committee held on 12 November 2001 as detailed in the memorandum from the Staff Secretary, dated 19 November 2001, which had been circulated, and noted the appointments approved under the Recruitment Protocol.
- (c) **Meeting held on 26 November 2001** The Board approved the recommendations arising from the meeting of the Staff Appointments Committee held on 26 November 2001 as detailed in the memorandum from the Staff Secretary, dated 5 December 2001, which had been circulated, and noted the appointments approved under the Recruitment Protocol.

**03/93 Finance Committee – Minutes of Meeting of 28 November 2001** The Board noted the Minutes of the Finance Committee of 28 November 2001 as circulated and approved the recommendations arising therefrom. Particular reference was made to the following:

**2002/31 Insurance** In response to a query from Dr West the Treasurer undertook to seek clarification on the insurance cover available to members of College clubs and societies.

**2002/36 Fraud Policy** The Treasurer invited Board's attention to the draft Fraud Policy which had been forwarded by the Finance Committee to Board for approval, noting that the procedures recommended in the policy are consistent with the College Statutes and that this policy is the first in a number of such papers which will be presented to Board over the coming months. Following clarification of a number of issues by the Treasurer, the Board approved the policy incorporating an explanatory amendment proposed by Dr Duffy.

**03/94 Site and Facilities Committee - Minutes of Meeting of 4 December 2001** The Director of Buildings, present by invitation, attended for this item. The Board noted the Minutes of the Site and Facilities Committee from its meeting of 4 December 2001 as circulated. The Board approved the recommendations, noting in particular:

**2.5 Capital Building Programme** The Bursar invited Board's attention to a confidential memorandum from the Bursar, the Director of Buildings, the Secretary and the Treasurer, dated 21 November 2001, which had been circulated to Board members detailing financial and other issues relating to projects in the Capital Building Programme. Following a presentation of the main features of the report by the

Bursar, he and the Director of Buildings answered queries from a number of Board members.

The Board welcomed the report and agreed that it should receive a monthly up-date as part of the Minutes of the Site and Facilities Committee.

**03/95 Review Committee on Administrative Structures** The Vice-Provost invited Board's attention to:

- (i) a report from the Review Committee on Administrative Structures, dated 27 June 2001, which had been circulated for the Board meeting held on 14 November 2001 and which presented recommendations on the reviews carried out of the Accommodation and Catering Services, the Office of International Student Affairs, the Graduate Studies Office and the Faculty Offices
- (ii) a memorandum from the Staff Secretary, dated 5 December 2001, which had been circulated outlining the staffing costs associated with the Committee's recommendations
- (iii) a memorandum from the Provost, dated 16 November 1994, which had been circulated advising of the Terms of Reference for the Committee.

Following a discussion of the proposals, the Board agreed that:

- (a) in view of the urgency with which the identified staffing needs in the Faculty Offices should be addressed, a submission should be made to the Finance Committee requesting that a high priority be given to providing funds in the 2002 estimates to meet the costs of the proposed additional staff
- (b) the Director and Administrative staff in the Office of International Student Affairs and the administrative staff in the Graduate Studies Office should in future report on administrative matters to the Academic Secretary
- (c) the proposed staffing arrangements in the Accommodation and Catering Office were acceptable, noting that there would be no additional charge on the *cista communis* arising from these additional appointments. The precise timing of the appointments should, it was agreed, take account of the schedule for the delivery of the Trinity Hall project.

In response to a query, the Treasurer advised Board that staffing in administrative areas operates to a pre-defined baseline which is reviewed as part of the three-year planning exercise.

**03/96 Audit Committee – Annual Report to Board – December 2001** Professor John McGilp, a member of the Audit Committee present by invitation, invited Board's attention to the Audit Committee's Annual Report for 2001, which had been circulated, and which outlined progress on recommendations approved by Board in the previous year's report, together with a review of work carried out by the Internal Auditor and the Audit Committee during 2001 and proposals for a work programme for 2002.

Professor McGilp invited Board's attention to the approach to risk management which is being adopted in administrative areas in College, noting that the purpose of this approach is to introduce effective management of the unavoidable risks faced by the College. The Board noted that, to date, risk assessment exercises have been carried out in more than half of the administrative areas with a proposal to complete the cycle in 2002, further noting that risks arising from inter-dependencies between administrative areas will be addressed by the College's Senior Administrators' Group.

Professor McGilp advised Board that, following the outcome of the Board's recommendation that a pilot risk assessment exercise be carried out in an academic area, the Audit Committee's proposal was that risk assessment issues in academic areas be addressed as part of the quality assurance exercise, thus avoiding any possible duplication of effort in this regard. Professor McGilp also invited Board's attention to the work carried out in a number of other areas as outlined in the report.

Professor McGilp sought Board's approval for the work programme proposed for 2002 which will include the conclusion of the risk assessment exercise in administrative areas, control testing of key risks and initial work on value for money issues. Professor McGilp also invited Board's attention to the proposal that an external audit tender process be initiated noting that it was proposed that a draft tender document be presented to Board following approval by the Finance Committee.

Following clarification of the membership of the Audit Committee and its relationship with the Board, the Board approved the proposals as presented and thanked the Audit Committee for its work during the year.

**03/97 Trinity Hall Management Committee** Under Other Business the Board approved the nomination of Mr H Kearns and the Junior Dean to the Trinity Hall Management Committee.

**03/98 Government Budget** Under Other Business, in response to a query from Ms Power who suggested that the College should in future consider, either on its own right or in the context of CHIU, making pre-Budget submissions to the Government, the Provost advised Board that the College is awaiting clarification from the HEA on certain aspects of the Government's Budget for 2002, noting that issues such as the failure to increase the students' maintenance grant will be raised at CHIU.

**03/99 Open Day** Under Other Business Dr Mossman requested that in future Board meetings should not be scheduled the same day as the College's Open Day.

**03/100 Sealings** The Board noted:

- (a) **Bond for IR£350,000 in favour of Dublin Corporation re Landscaping Works at Trinity Hall** The Seal of the College was put to a Bond for IR£350,000 between the Provost, Fellows and Scholars of Trinity College, Dublin and the Governor and Company of the Bank of Ireland regarding completion of landscaping works at the new Student Halls of Residences, Trinity Hall. [15/11/2001].
- (b) **Student Residences – Trinity Hall** The Seal of the College was put to the following documents:
  - (i) A Put & Call Option Agreement between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
  - (ii) A Mortgage over Sinking Fund between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the Trinity Hall Co-Ownership.
  - (iii) A Deed of Warranty and Indemnity between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the Trinity Hall Co-Ownership.

- (iv) A Reimbursement Agreement between Bernard McNamara and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (v) An Agreement for Lease between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (vi) A Payment Undertaking between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Allied Irish Banks plc.
- (vii) An Indemnity (Development & Construction) between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin, Cluremay Limited and Michael McNamara & Company Limited.
- (viii) A Side Letter from the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin to the Trinity Hall Co-Ownership.
- (ix) A Lease of the Student Residence Area between the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and the Trinity Hall Co-Ownership.
- (x) A Sub-Lease of Block 1 between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (xi) a Sub-Lease of Block 2 between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (xii) A Sub-Lease of Block 3 between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (xiii) A Sub-Lease of Student Residence Facilities Area between the Trinity Hall Co-Ownership and the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin.
- (xiv) A Contingency Agreement between the Trinity Hall Co-Ownership, Cluremay Limited, Bernard McNamara, the Provost, Fellows and Scholars of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin and Allied Irish Banks plc. [27/11/2001]

**03/101 Administrative and Library Staff Review Committee** The Board approved the recommendations of the Administrative and Library Staff Review Committee from its meeting of 30 November 2001 in respect of the following promotions in accordance with the memorandum from the Staff Secretary, circulated dated 3 December 2001:

- (a) **Student Records Office/Proctors'/Alumni Office** Ms H O'Hara; Ms L Coady; Mrs J O'Hara.
- (b) **Senior Lecturer's Office** Ms E Hayes.
- (c) **Graduate Studies Office** Dr E Murphy.
- (d) **Computer Science** Ms M Jones; Ms R Power; Ms G Loftus.
- (e) **Student Health Service** Ms C Foody/Ms C Conway (job sharers).
- (f) **Director of Buildings Office** Mr D Kelly.
- (g) **Office of International Student Affairs** Ms S Coyle.
- (h) **Treasurer's Office** Ms R Ryan; Ms D Savage.
- (i) **Careers Advisory Service** Ms M O'Donnell.
- (j) **Centre for Educational Access and Community Development** Mrs K O'Toole; Ms I Boydell.

- (k) **IS Services** Ms M Carthy; Mr P Carty; Ms U Lynch; Ms A Murray; Mr D Murtagh; Mr C Rapple; Mr K O'Hare; Mr A Duffin; Mr J Harty; Ms L Bryan; Ms P Knox; Ms T Logan-Phelan.
- (l) **Staff Office** Ms J Colbert; Ms L Power; Ms M Regan.

**03/102 Technical Staff Committee – 2001 Review** The Board approved the recommendations of the Technical Committee from its meeting of 12 September 2001 in respect of the following promotions in accordance with the memorandum from the Staff Secretary, circulated dated 10 December 2001:

- (a) **Obstetrics and Gynaecology** Dr Lucy Norris
- (b) **Chemistry** Dr M Feeney
- (c) **Pharmacology and Therapeutics** Dr W Cullen
- (d) **Psychology** Ms L Cullen.
- (e) **Pharmaceutical Chemistry** Mr R Keaveny.
- (f) **Physiology** Mr Q Comerford.
- (g) **Mechanical and Manufacturing Engineering** Mr P O'Reilly.

**03/103 Committee for the Fund for Visual and Performing Arts** The Board noted that Dr Mads Haahr replaces Dr David Scott as a member of this committee.

**03/104 Headship of Department – Business Studies** The Board noted that Dr G McHugh has been elected to serve as head of the department for three years from 1 January 2002 to 12 July 2004.

#### **03/105 Prizes and Other Awards**

- (a) **Lucy Gwynn Prize** The Board noted membership of the committee for the award of this prize, as follows: Professor B Wright (French), Dr M K Simms (Medieval History), Dr M O'Regan (Statistics);
- (b) **Awards, 2001** The Board noted and approved a memorandum from the Senior Lecturer, circulated dated 14 November 2001.

**03/106 Scholarship (see Minute 01/44 (d) of 17 October 2001)** The Board noted that a Scholar, (98800329), who had been granted intermission of Non-Foundation Scholarship, did not now wish to intermit.

**03/107 Catering** The Board noted a letter from the Catering Manager, circulated dated 15 November 2001, stating that Commons would not be served on the evening of 14 December 2001, because of the Staff Christmas Party and the Winter Commencements Dinner.

**03/108 Douglas Hyde Gallery** The Board approved the nomination of Professor F P Ruane to the chairmanship of the Douglas Hyde Gallery, and the addition of Professor M McGowan to the Board, following the retirement of Dr T D Spearman, (Chairman 1984-2001).

#### **03/109 Bequests and Benefactions**

- (a) **Mr Vincent Kinane (deceased)** The Board noted the benefaction of IR£268,100.05 to the Department of Early Printed Books, for the purchase of books in his memory and



for the conservation of collections. The Board, agreeing that the Provost would write to Mr Kinane's family on behalf of the College acknowledging Mr Kinane's generous bequest, requested that a suitable event be arranged in the Library as a tribute to Mr Kinane.

- (b) **Silver Medal** The Board noted the gift of a silver medal awarded to Gertrude Hurley in 1914 donated by her niece and nephew, Elizabeth Hurley (Mod Lang 1943-47) and Peter Hurley (History, 1947-51).

**03/110 Trustees of the Pension Plan** The Board noted the consolidated list of Trustees: Chairman: Mr Alan Broxson; Members: Board nominees: Mr M Gleeson; Ms G M Dempsey, Professor J A Fitzpatrick; Staff representatives: Mr P Cullen, Ms M McMahon; Dr D O'Donovan.

**03/111 Higher Degrees** The Board noted Higher Degrees, approved by the sub-committee of Board and Council on 23 November 2001, as circulated.

**03/112 Proctors' Lists for Winter Commencements, 10, 11, 13 14 December 2001** The Board noted the Proctors' Lists as approved by the sub-committee of Board on 4 December 2001, as tabled.

**03/113 TCD Association and Trust – Grant Applications – Michaelmas Term 2001** The Board noted and approved the recommendations of the TCD Association and Trust in relation to the Research Fund, and noted its recommendations in relation to the General Fund, as circulated dated 8 November 2001:

#### **Research Fund**

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| (a) | Graduate Studies Committee: Towards post-doctoral, post-graduate travel, payable in one lump sum   | £21,000 (€26,664.50) |
| (b) | Mr Ronan Kelly and Ms Fionnuala Dillane, School of English: Funding for Fourth Annual 'New Voices in Irish Criticism' Interdisciplinary Conference for Postgraduates to be held in TCD February 2002 | £1,000 (€1,268.79)   |
| (c) | Ms Rosalind Sylvester, Department of French: For publication of Conference Proceedings, entitled ' Reading Images & Seeing Words', payable to Department of French                                   | £1,000 (€1,268.79)   |

#### **General Fund (for information only)**

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| (d) | The Common Room: Interest free loan to re-stock the Cellars with approximately 30 cases of exceptional vintage in Bordeaux 2000 on condition that the loan be repaid out of usage of wines at TCD Association & Trust events over a period of two years   | £8,000 (€10,157.90)<br>Interest free loan |
| (e) | Ms Louise Hildebrand, Dept of Geology: Towards the cost of travel and living expenses from 7 Aug – 12 Sept 2001 to carry out research at the Woods Hole Oceanographic Institute (WHOI), Cape Cod, USA, and to promote collaboration between TCD & WHOI. Ms Hildebrand to write article for next issue of <i>Trinity Today</i> | £800 (€1,015.79)                          |

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| (f) | Trinity Judo Club: For the rent and transport of mats at the intervarsity competition to be held on 23 February 2002  | £750 (€952.30)        |
| (g) | Students' Union Welfare Officer: Subsidy for payment of off-campus crèche fees for student parents to be paid to Senior Tutor as a once-off payment. The Chairperson to write to College re crèche facilities on campus | £3,000 (€3,809.22)    |
| (h) | DU Boat Club/DU Ladies Boat Club: To purchase two new indoor rowing machines & new weights equipment  | £3,198.24 (€4,060.93) |
| (i) | Senior Tutor's Office: Trinity Trust Undergraduate Travel Fund  | £5,000 (€6,348.69)    |
| (j) | <i>Icarus</i> Magazine: £500 for advertisement  | £500 (€634.87)        |
| (k) | Senior Tutor: To cover the cost price of a park bench dedicated to <i>Niteline</i> Volunteers to be unveiled in January 2002, the 7 <sup>th</sup> Anniversary of <i>Niteline</i>  | £670 (€850.72)        |

**03/114 Nominations for Appointment** The Board approved the nominations for appointment to administrative posts as set out in Appendix 2 to these Minutes.

**03/115 Nominating Committee – Administrative Officer, Faculty of Arts (Humanities)** The Board approved the membership of the following committee:

Dean of Arts (Humanities)  
 Mr G F Whyte  
 Mrs P H Daly  
 Academic Secretary

It was noted that agenda item C.6 had been withdrawn by the Junior Dean.

Signed: .....

Date: .....