

## The Conference Secretariat

The Conference Secretariat is responsible for:

- Strategic planning of forthcoming business with Chairs of Conference committees
- Proactive engagement on key policy issues across the collegiate University
- Administration of Conference Committees and liaison with staff across the collegiate university on committee business
- Administration of the Conference of Colleges Appeal Tribunal (CCAT) – (CCAT has the power to hear appeals from students (from participating colleges) who, as a result of academic or non-academic disciplinary decisions, have received a substantial penalty).

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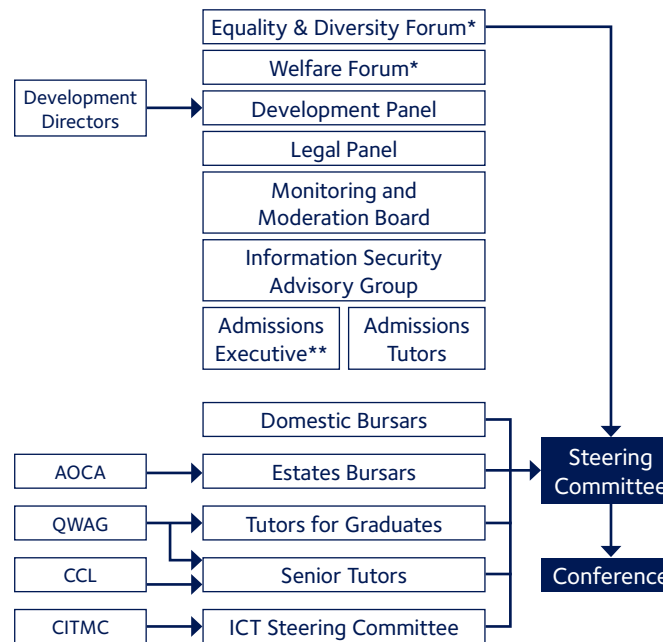
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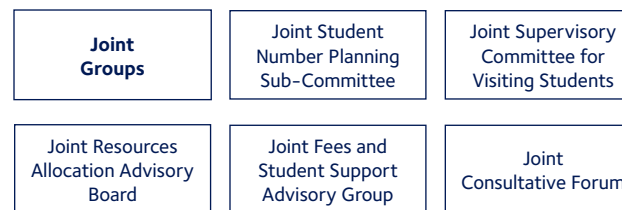
[www.confcoll.ox.ac.uk](http://www.confcoll.ox.ac.uk)

## Conference Committee Structure



\*Discussion fora only, not a decision-making body

\*\*also reports to Education Committee & Council



## Conference Officers

### Chair of Conference

**Professor Sir Rick Trainor**

Rector of Exeter College

### Deputy Chair of Conference

**Baroness Royall of Blaisdon**

Principal of Somerville College

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CONFERENCE OF  
COLLEGES



UNIVERSITY OF  
OXFORD



WHO WE ARE  
WHAT WE DO

THE CONFERENCE OF COLLEGES

University Offices, Wellington Square OX1 2JD

[www.confcoll.ox.ac.uk](http://www.confcoll.ox.ac.uk)

Oxford's 38 colleges and 6 Permanent Private Halls are both an integral part of the collegiate university, and also independent, self-governing communities. Diverse in age, size and scope, all contribute significantly to the core activities of the University – learning and teaching, research and wider engagement with society.

The Conference of Colleges enables colleges to come together to deal with matters of shared interest. The Conference and its Sub-Committees have two main functions:

- To enable colleges to act collectively on issues that matter to them (e.g. by sharing information, developing good practice, or acting together to procure expert advice or services)
- To act as a voice for college interests within the university community. Conference enables a collective college perspective to be formulated and communicated so the colleges can play their part in university decision-making.

## What are the functions of the committees of Conference?

### Conference

Conference is attended by one representative from each college's governing body (usually the Head of House) and meets twice a term. It takes decisions on behalf of Colleges collectively, gathers the views of colleges and represents them in discussions with the University, helps to formulate a majority view among colleges, and facilitates informed and transparent debate over collegiate issues.

### Steering Committee (of Conference)

Steering Committee advises and provides strategic direction to Conference. It considers and reflects on the key issues affecting the collegiate University. It advises Conference on actions to address these, including setting up working groups, facilitating Conference input to University groups, and taking some decisions on behalf of Conference.

### Other main Committees of Conference

- Comprise one representative from each college
- Tend to meet once or twice a term
- Have smaller "standing committees", and often sub-committees and ad hoc working groups
- The Chairs (apart from ADCOM) sit on Steering Committee.

### Admissions Committee (ADCOM)

ADCOM works extensively through the Admissions Executive (ADEX) to develop and agree policy in relation to undergraduate admissions and access.

### Domestic Bursars' Committee (DBC)

The DBC considers and advises colleges on matters relating to the management of colleges' non-academic activities. The issues considered by the DBC and its five sub-committees are wide-ranging and include accommodation, catering and hospitality; commercial business (e.g. conferences, purchasing and procurement); facilities; employment of non-academic staff; and statutory and regulatory compliance, among others.

### Estates Bursars' Committee (EBC)

The EBC considers financial matters that may affect colleges collectively, and advises them on these issues. It advises colleges on levels of fees and charges for academic provision; represents colleges in financial discussions with the University; commissions external advice from time to time; shares information on income and costs; and generally advises colleges on the financial impacts of academic and other proposals.

### Graduate Committee

Graduate Committee considers the interests of colleges in relation to graduate studies, and also represents the interests of graduate students to relevant bodies. It disseminates information to Tutors for Graduates and discusses issues of common interest, agreeing common policy where helpful. It also encourages and publicises good practice in graduate academic provision in colleges (see QAWG).

### Senior Tutors' Committee (STC)

The STC promotes excellence in undergraduate education in colleges. It encourages good practice and evenness in academic (and related) provision (see QAWG); develops guidance for colleges on academic and related policy and procedures; contributes to policy development by the University/Divisions/Departments; and supports the provision of appropriate teaching resource in colleges.

### Other key Conference committees, panels, permanent working groups and fora

- Smaller bodies serving a variety of different functions
- Some (e.g. Welfare Forum and Equality & Diversity Forum) have no executive powers but enable informal and confidential discussion.
- Others have formal powers to make recommendations to Conference and its committees.

Note: the following list is not exhaustive.

### Development Panel

Development Panel advises Conference on matters relating to fundraising, in particular relating to collaboration with the University.

### Equality and Diversity (E&D) Forum

The Forum enables matters of equality and diversity to be discussed, and good practice shared, between colleges. It is not a decision-making body, but may recommend follow-up through relevant committees, or contribute to consultations. The Forum supports two sub-groups, on Disability and on BME Welfare & Wellbeing.

### ICT Steering Committee (ICTSC)

The ICTSC considers and advises colleges on key developments, opportunities and risks in order to help them deliver cost effective and efficient ICT services and systems. The Committee works closely with the Colleges' IT Managers Committee.

### Information Security Advisory Group (ISAG)

The ISAG provides advice and guidance to colleges in implementing their Information Security Strategy and Policy Frameworks; supports the identification and oversight of strategic and tactical improvement; and provides advice to colleges on assurance of information security.

### Legal Panel

Legal Panel identifies and discusses legal issues affecting the colleges. It liaises with the University on legal matters of shared concern. It does not provide legal advice.

### Monitoring and Moderation Board (MMB)

MMB uses the Collegiate Funding Formula to allocate funds between colleges for each financial year, subject to the approval of Conference. It monitors the effects of the formula and may moderate the sums allocated if this is agreed by Conference.

### Quality Assurance Working Group (QAWG)

The QAWG is a joint sub-committee of the STC and Graduate Committee. It oversees and develops the annual quality assurance exercise by which colleges report on their undergraduate and graduate academic provision, and which enables the documentation and sharing of good practice.

### Welfare Forum

Welfare Forum provides a network of support for welfare practitioners in colleges. It is not a decision-making body but may recommend follow-up through relevant committees or contribute to consultations. It develops and shares information on practical advice and approaches, promotes good practice and enables confidential debate and discussion of common welfare issues.