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 communication with all members of the collegiate University
- Administration of the Conference of Colleges Appeal Tribunal (CCAT) – (the Conference appeal body for students at participating colleges for appeals against ‘academic disciplinary decisions’).

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Timetable of main meetings

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>WEEK -1</td>
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<td>SC (MT)</td>
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<td>WEEK 0</td>
<td>SC (MT TT)</td>
<td>ADEX CCDP (MT TT)</td>
<td>ICTSC</td>
<td>CCDP (MT)</td>
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<td>WEEK 1</td>
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<td>WEEK 2</td>
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<td>EBC</td>
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<td>WEEK 3</td>
<td>SC (MT TT)</td>
<td>LP SC (MT)</td>
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<td>WEEK 4</td>
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<td>ADEX</td>
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<tr>
<td>WEEK 5</td>
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<td>GC</td>
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<td>CONFERENCE</td>
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<tr>
<td>WEEK 6</td>
<td>STC (MT TT)</td>
<td>EBC STC (TT)</td>
<td>ADEX ICTSC (TT)</td>
<td>CCDP ICTSC (MT TT)</td>
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<td>WEEK 7</td>
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<td>SC</td>
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<td>DBC</td>
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<td>WEEK 8</td>
<td>CONFERENCE</td>
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<td>CONFERENCE</td>
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</tbody>
</table>

ADCOM—Admissions Committee; ADEX—Admissions Executive; CCDP—Development Panel; DBC—Domestic Bursars’ Committee; EBC—Estates Bursars’ Committee; GC—Graduate Committee; ICTSC—ICT Steering Committee; LP—Legal Panel; SC—Steering Committee; STC—Senior Tutors’ Committee

Conferece Officers

Chair of Conference
Professor Paul Madden
Provost of the Queen’s College

Deputy Chair of Conference
Dame Elish Angiolini
Principal of St Hugh’s College

August 2016 | Cover images (left to right): Corpus Christi by Nick Read, St Anthony’s © Luke Hayes, Courtesy of Zaha Hadid Architects and Regent’s Park College by Tim Pottle

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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 academic communities.

Diverse in age, size and scope, all contribute significantly to the core activities of the University:

- Learning and teaching
- Research
- Wider engagement with society

The Conference of Colleges is a forum for colleges to deal with matters of shared interest and common purpose, and a voice for college interests within the University community.

- Committees comprise representatives from each college
- Committees have smaller ‘standing committees’
- Committees set up their own or joint ad hoc or standing working groups

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Function</th>
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<tbody>
<tr>
<td>CONFERENCE</td>
<td>Takes decisions on behalf of colleges collectively. Gathers the views of colleges and represents them in dealing with the University. Helps to formulate a majority view among colleges, facilitates informed and transparent debate over collegiate issues.</td>
</tr>
<tr>
<td>STEERING COMMITTEE (SC)</td>
<td>As Conference’s Standing Committee, deals with key strategic issues and takes a proactive approach, reacting swiftly to university and external initiatives and itself raising issues with the University on behalf of colleges.</td>
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<tr>
<td>ADMISSIONS COMMITTEE (ADCOM)</td>
<td>Works extensively through the Admissions Executive (ADEX) and develops and implements policy on undergraduate admissions and access.</td>
</tr>
<tr>
<td>DOMESTIC BURSARS’ COMMITTEE (DBC)</td>
<td>Considers and advises colleges on matters relating to the internal management of the non-academic business of the colleges.</td>
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<tr>
<td>ESTATES BURSARS’ COMMITTEE (EBC)</td>
<td>Considers and advises colleges on any financial matters that might affect them collectively. Also receives reports from the Association of College Accountants (ACCA).</td>
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<tr>
<td>GRADUATE COMMITTEE (GC)</td>
<td>Represents the interests of the colleges on issues relating to graduate studies, postgraduate research and graduate students.</td>
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<tr>
<td>SENIOR TUTORS’ COMMITTEE (STC)</td>
<td>Promotes excellence in undergraduate education in colleges. Also receives reports from the Committee of College Librarians (CCL).</td>
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<tr>
<td>LEGAL PANEL (LP)</td>
<td>Identifies legal issues affecting the colleges and liaises with the University on legal matters of mutual University/college concern.</td>
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<tr>
<td>MONITORING AND MODERATION BOARD (MMB)</td>
<td>Advises Conference on the operation of the Collegiate Funding Formula (CFF), which allocates resource between the colleges.</td>
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<tr>
<td>PERSONNEL WORKING GROUP (PWG)</td>
<td>Discusses and advises Conference on personnel matters and liaises with the University.</td>
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<tr>
<td>DEVELOPMENT PANEL (CCDP)</td>
<td>Discusses and advises Conference on development matters and liaises with the University.</td>
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<tr>
<td>ICT STEERING COMMITTEE (ICTSC)</td>
<td>Advises Conference on developments, opportunities and risks in order to help colleges deliver cost effective, efficient ICT services and systems to support teaching, research, domestic operations and general administration. Also receives reports from the Colleges’ IT Managers. Also receives reports from the Colleges’ IT Managers (CITMC).</td>
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### Some key issues considered in 2015–16

#### Graduate Student issues
- A survey on colleges’ long term plans for graduate student numbers provided a picture of total capacity and of the challenges in growing colleges’ graduate student numbers.
- Work by Estates and Domestic Bursars has focussed on identifying the financial and physical resources available to support graduate students.
- A major project on part-time students illustrated the distribution of part-time students across colleges, the nature of college provision for this group, and the challenges colleges face.

#### Undergraduate Admissions
- Following the adoption of more challenging targets in the 2016/17 OFFA agreement, an Access Targets Working Group is considering what actions should be taken to enable these targets to be met, and identifying the obstacles which need to be overcome. In parallel a review is taking place of the current system of regionalisation of access work.

#### Regulatory and legal issues
- Conference and colleges have received briefings and guidance on compliance with the PREVENT duty, including discussion of how to preserve the primacy of free speech, and the legal rights of staff & students.
- As required by the CMA, new student contract templates have been issued, and some cost information published centrally, to assist colleges in providing students and applicants with clear and timely information.
- Guidance was issued to colleges on safeguarding policy for children and “adults at risk”.
- Following discussions with the CQC arrangements were put in place to offer central registration of all college nurses.

#### Financial matters
- Conference commissioned work to review the package of financial support for HEU UG students and to improve the process of consultation on this with the University. Proposals for a new approach to both will be debated by Conference during MT 2016.

#### Development
- Conference continues to focus on the liaison between colleges and departments on key projects, and on the career progression of college development professionals.

#### Welfare
- A Welfare Forum was established to facilitate informal meetings between college welfare practitioner groups for the purpose of sharing good practice and experience.