

Gazette

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- COVID-19-related information for staff: www.ox.ac.uk/coronavirus
- University crisis management framework: <https://staff.admin.ox.ac.uk/article/oxfords-crisis-management-framework-explained>

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Council and Main Committees

Council of the University

Changes to Regulations

Council has made the following changes to regulations, to come into effect on **5 June**.

(a) Changes to the Regulations for the Health and Safety Management Subcommittee

Explanatory Note

In November 2019 the governance of environmental management was repositioned from the Sustainable Steering Group and Buildings and Estates Subcommittee (BESC) to the Health and Safety Management Subcommittee (HSMSC). The terms of reference for HSMSC need to align with this change in governance.

Text of Regulations

In Part 20 of Council Regulations 15 of 2002, concerning the Health and Safety Management Subcommittee, amend as follows (new text underlined, deleted text struck through):

‘20.1. The ~~Safety~~ Health and Safety Environment Management Subcommittee of the General Purposes Committee shall consist of:

- (1) a member of Congregation appointed by the Vice-Chancellor as chair of the committee;
- (2) one of the Proctors and the Assessor as may be agreed between them;
- (3) the Pro-Vice-Chancellor with responsibility for ~~(People and~~ Gardens, Libraries and Museums);
- (4) the Pro-Vice-Chancellor (Research);
- (5)–(8) ~~the Pro-Vice-Chancellor (Planning and Resources);~~
- (6)–(9) the head of each division or ~~his or~~ her their nominee;
- (9); (10), (11) two persons appointed by Council, taking into account the overall balance of the committee’s membership;
- (11) ~~the Chair of the Security Subcommittee or their nominee;~~

~~(13) the Chair of the Building and Estates Subcommittee or their nominee.~~

20.2. The subcommittee may co-opt up to four additional members, who shall hold office for such period as the committee may determine.

20.3. ~~The quorum for the subcommittee shall be not less than four members, of whom at least two shall be a member appointed under 20.1 (1)–(13) and the Chair or their appointed deputy.~~

20.4. The subcommittee shall be responsible for the following matters:

- (1) the determination ~~and monitoring~~ of the management strategy and policies necessary for the University to discharge its legal ~~and other~~ obligations in respect of occupational health ~~and~~, safety ~~and~~ the environment;
- (2) the recommendation of appropriate action necessary to implement the University’s ~~Safety Policy, as designed to promote the~~ health, safety of staff, students, authorised visitors, and members and environmental policies and management of the public lawfully on university property such policies;
- (3) the taking of action on all management matters of safety ~~and occupational, health and environment~~ and other areas of the committee’s remit, including the control of such funds as may be allocated to it;
- (4) ~~the remit extends to work-related activities which take place elsewhere and to parties on University premises or who may be affected by the University’s work, as well as to matters covered by legislation including fire safety, food safety and the transport of dangerous goods. Other obligations may be included where it is foreseeable that they could impact the University’s ability to meet its strategic aims.~~

- (3) the taking of action on all management matters of safety ~~and occupational, health and environment~~ and other areas of the committee’s remit, including the control of such funds as may be allocated to it;
- (4) the remit extends to work-related activities which take place elsewhere and to parties on University premises or who may be affected by the University’s work, as well as to matters covered by legislation including fire safety, food safety and the transport of dangerous goods. Other obligations may be included where it is foreseeable that they could impact the University’s ability to meet its strategic aims.

20.4. ~~(1) The~~ 5. In relation to areas outlined in 20.4 the subcommittee shall:

- (1) keep under review the University’s legal and statutory obligations and identify and monitor where basic standards are not being met or are at risk

of not being met;

(2) undertake horizon scanning for emerging legislation and risks and review these in terms of policy and operations to enable compliance;

(3) consider major findings of internal and external audits and investigations and the management responses to these, ensuring recommendations are implemented;

(4) monitor the effectiveness of audits and planned audits to ensure their completion and resourcing;

(5) form a consultative committee and keep under review its membership and terms of reference;

(6) satisfy itself as to the appropriateness of the above and seek areas of good practice within the collegiate University, the Higher Education Sector and wider contexts;

(7) have the authority to take whatever action it deems necessary in relation to matters of safety, health and safety environmental protection where the committee considers practices to pose imminent potential danger or there to be a significant risk of enforcement action from appropriate authorities;

(2) The subcommittee may delegate the authority in paragraph (1) above, together with the associated decision-making, to its chair and/or to the Director of the Safety Office as it considers appropriate.

20.5. The subcommittee shall

- (8) establish, implement and keep under review a procedure by which it will consider appeals from the relevant Head of Department against the exercise of the delegated authority under regulation 20.45 (2) above.; and

20.6. The subcommittee’s remit shall include all matters covered by legislation on health and safety, fire safety, food safety, and the transport of dangerous goods, and by environmental protection legislation relating to the disposal of all hazardous wastes, radioactive substances, and genetic modification.

20.7. The subcommittee may

(9) meet at least once a term.

20.6. In relation to areas outlined in 20.4 the subcommittee may:

(1) delegate the authority in paragraph 20.5 (7) above, together with the associated decision-making, to its chair and/or to the Director of Occupational Health and Safety the Safety Office as it considers appropriate; and

(2) set up such subcommittees and specialist advisory groups as it considers desirable, and shall determine their membership and terms of reference.

20.87. The subcommittee shall ~~meet at least once a term~~ receive and act on the following:

(1) written and verbal reports in relation to health, safety and environmental management;

(2) internal and external audit findings, performance statistics including accidents and trend analysis, and correspondence with enforcing authorities;

(3) reports or requests from other committees;

(4) minutes and comments of its groups inclusive of its Consultative Committee.

20.98. The subcommittee shall report as follows:

(1) following each meeting, the subcommittee shall report to General Purposes Committee on the principal matters which it has discussed;

(2) the subcommittee shall make an annual report to Council, which shall be considered in the first instance by General Purposes Committee prior to being forwarded to Council; and

(3) the subcommittee shall have the right to report directly to Council at any time on any matter which it regards as necessary to bring to the attention of Council.

20.9. The subcommittee shall expect to receive full co-operation from all staff and students of the University in relation to all aspects of the committee's activity'

(b) Changes to the Financial Regulations and to the regulations concerning the Planning and Resource Allocation Committee

Explanatory Note

In Trinity term 2019, PRAC agreed that the IT Development Fund should be operated on a three-year fixed-term basis, providing greater clarity about IT investment and simplifying the framework within which the fund is managed. These amendments reflect this change in its accounting basis.

Text of Regulations

1 In the Financial Regulations (Council Regulations 1 of 2010), amend the footnote to Table E in regulation 1.5 (2) as follows (new text underlined, deleted text struck through):

'**** The IT Development Fund is determined ~~for on~~ a fixed three-year ~~rolling~~ basis period by Council on the recommendation of PRAC. In respect of the IT Development Fund, CSG's role is to support PRAC in the development of the overall capital budget, of which the IT Development Fund is part, but not to make recommendations on individual projects within the IT Development Fund. The respective roles of IT Committee, Capital Steering Group and PRAC in respect of the IT Development Fund are set out in the regulations governing those committees.'

2 In Council Regulations 15 of 2002, Part 5, concerning the Planning and Resource Allocation Committee, amend regulation 5.4 (8) as follows (new text underlined, deleted text struck through):

'(8) making recommendations to Council for a ~~three-year rolling~~ capital budget, consisting of:

(i) a budget for capital projects, other than centrally run IT projects, up to the allocation limit set out in the Financial Regulations (the rolling capital programme), which will be set and updated on a three-year rolling basis as set out in these regulations;

and

(ii) a budget for centrally run IT projects which will be managed by the IT Committee as set out in the regulations governing that committee (the IT Development Fund), ~~;~~ which will be set and updated ~~on~~ for a fixed three-year period as set out in these regulations;'

(c) Changes to the regulations for the administration of the University's Intellectual Property Policy

Explanatory Note

On the recommendation of the Research and Innovation Committee and the Planning and Resource Allocation Committee, it is proposed to increase the departmental share of revenues arising from the University's founder shareholding in spinout companies. This modest increase from 25% to 30% of such revenues would be provided through a decrease from 10% to 5% of the allocation due to the John Fell Fund, noting that this does not affect the core annual funding of £6 million per annum available to the John Fell Fund.

Text of Regulations

In Council Regulations 7 of 2002, amend Part 6 as follows (new text underlined, deleted text struck through):

'6. (1) Where exploitation is through the medium of a company formed for the purpose, royalty or sales fee income received by Oxford University Innovation Limited or the University from the company shall be treated in accordance with regulation 7 below.

(2) The respective shareholdings in the company of the researchers and the University (or Oxford University Innovation Limited) shall be negotiated at the time of formation or capitalisation; and unless otherwise agreed, revenues generated by the shareholdings (both capital and income receipts) shall be retained by the shareholders, and shall not be subject to distribution under regulation 7 below.

(3) If the intellectual property transferred to the company benefited from a grant by a fund administered by the University

or Oxford University Innovation Limited under an arrangement which recognised the grant by earmarking some of the University shareholding, revenues generated by those earmarked shares (both capital and income receipts) shall be re-invested in the fund. Other revenues generated by the University's shareholdings (both capital and income receipts) shall be distributed as follows:-

- Oxford University Innovation Limited - 15%
- Department/Faculty - ~~25~~30%
- John Fell Fund - ~~10~~5%
- Capital Fund¹ - 50%

¹The first £10 million of revenues generated by the University's shareholdings in any company which is due to the Capital Fund under the above table shall instead be allocated to the Strategic Research Fund (amounts above £10 million shall revert to the Capital Fund).'

(d) Changes to the composition of the Curators of the University Parks

Explanatory Note

The following change, made on the recommendation of the General Purposes Committee, amends the composition of the Curators of the University Parks to add a student representative and a representative of the early career research staff. The opportunity has also been taken to update 'chairman' to the gender-neutral 'chair' throughout.

Text of Regulations

In Part 10 of Council Regulations 2 of 2004, concerning the Curators of the University Parks, delete existing regulations 10.1 and 10.2 and substitute (new text underlined, deleted text struck through):

'10.1. There shall be Curators of the University Parks consisting of:

- (1) the Vice-Chancellor, or a member of Congregation appointed by the Vice-Chancellor who shall act as ~~chairman~~;
- (2), (3) the Proctors;
- (4) the Assessor;
- (5) the ~~chairman~~ of the Buildings and Estates Subcommittee (or another member of the subcommittee nominated by its ~~chairman~~);
- (6), (7) two persons elected by Congregation;
- (8), (9) two persons appointed by Council;
- (10) an Oxford Student Union sabbatical officer appointed by the Oxford Student Union;

(11) a representative of the early career research staff appointed by the Oxford Research Staff Society.

10.2. (1) The period of office for the members under regulation 10.1 (6)–(9) above shall be six years, and they shall serve no more than two consecutive full terms of office. Casual terms of office shall not count towards this limit. Notwithstanding this, in the case of those appointed under regulation 10.1 (8), (9), the General Purposes Committee of Council may determine that one further consecutive period is permitted in an individual case. The period of office for members under regulation 10.1 (10) shall be one year, and for members under regulation 10.1 (11) shall be three years.

(2) The curators may co-opt not more than two persons as additional members for such periods as they think fit.'

(e) Changes to the membership of the Board of the Faculty of English Language and Literature

Explanatory Note

The following change, made on the recommendation of the English Faculty Board, amends the membership of the Faculty Board.

Text of Regulations

1 In Council Regulations 19 of 2002, concerning the Faculty Boards, delete existing regulation 18 and substitute (new text underlined, deleted text struck through):

'18. The Board of the Faculty of English Language and Literature shall consist of:

- (1) ~~the chair of the English Faculty Board;~~
- (2) ~~the board's Director of Graduate Studies;~~
- (3) ~~the board's Director of Graduate Admissions;~~
- (4) ~~the board's Director of Undergraduate Studies;~~
- (5) ~~the board's Director of Undergraduate Admissions Co-ordinator;~~
- (6) ~~the board's Director of Research Strategy;~~
- (7) ~~the board's Equality and Diversity Officer;~~
- (8) ~~the chair of the Faculty;~~
- (9) ~~(17) nine persons elected by and from the members of the Faculty of English Language and Literature.~~

- (1) the chair of the English Faculty Board;
- (2) the Director of Teaching in the English Faculty;
- (3) the Director of Taught Graduate Studies in the English Faculty;
- (4) the Director of Undergraduate Admissions in the English Faculty;
- (5) the Director of Schools Liaison in the English Faculty;
- (6) the Director of Research in the English Faculty;
- (7) the Director of Doctoral Studies in the English Faculty;
- (8) the Director of Innovation in the English Faculty;
- (9) the Director of Equality and Diversity in the English Faculty;
- (10) the chair of the English Faculty;
- (11)–(17) seven persons elected by and from the members of the Faculty of English Language and Literature.'

2 This change shall be effective from 1 October 2020.

Congregation

19 May

Declaration of Approval of Suspension to Congregation Regulations 3 of 2002: Religious Services and Sermons

No notice of opposition having been given, the Vice-Chancellor declared approved the suspension to Congregation Regulations 3 of 2002 concerning Religious Services and Sermons.

Council of the University

Register of Congregation

The Vice-Chancellor reports that the following name has been added to the Register of Congregation:

Micklem, P J, IT Services

Divisional and Faculty Boards

For changes in regulations for examinations see 'Examinations and Boards' below.

Congregation

Congregation

2 June

¶ Members of Congregation are reminded that any two members may, not later than **noon on 25 May**, give notice in writing to the Registrar that they intend to oppose one or more of the resolutions below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise, the resolutions shall be carried, and the meeting may be cancelled.

(1) Voting on Suspension to Congregation Regulations 3 of 2002: Encaenia

(For explanatory note and text of resolution see *Gazette* No 5276, 14 May 2020, p396.)

(2) Resolution to suspend section 8(1) of Statute VI: Council and Voting on Suspension to regulation 6.2 of Congregation Regulations 3 of 2002: Religious Services and Sermons

(For explanatory note and text of resolution see *Gazette* No 5276, 14 May 2020, p396.)

Congregation

16 June

¶ Members of Congregation are reminded that any two members may, not later than **noon on 8 June**, give notice in writing to the Registrar that they wish to oppose or amend the resolutions at (1) and at (2) below (see the note on the conduct of business in Congregation below). If no such notice has been given, and unless Council has declared otherwise or the meeting has been adjourned, the resolution shall be declared carried, and the meeting may be cancelled.

(1) Voting on a Resolution authorising that site B1, approximately 2,598 sqm, on the Old Road Campus be allocated to the Medical Sciences Division for the construction of a new building for the new Institute of Global Health

Explanatory Note

The completion of the Old Road Campus (ORC) is a capital priority for the Medical Science Division. Construction for the Institute of Developmental and Regenerative Medicine (IDRM, Plot B3) has begun, leaving three further plots to

develop under the consented masterplan for the site. A study of the remaining plots to analyse restrictions, services and logistics commissioned in late 2019 showed that Plot B1 should be the next development on the campus. The division now seeks to develop the plot using the same commercial principles that have been applied to the IDRM.

The building is proposed as a physical base to cluster together a number of the University's Global Health activities in modern, flexible space; provide a focal point for engagement with external stakeholders; embed education and training firmly alongside research; promote interaction, collaboration, and innovation; and enable growth. Locating such a hub on the ORC - alongside the Big Data Institute, the Nuffield Department of Population Health and key parts of the Nuffield Department of Clinical Medicine - will amplify synergies with researchers in this area highlighting Oxford's strength in Global Health.

Text of Resolution

That site B1, approximately 2,598 sqm, on the Old Road Campus be allocated to the Medical Sciences Division for the construction of a new building for the new Institute of Global Health.

(2) Voting on a Resolution authorising the allocation of space within the Robert Hooke Building to the Department of Computer Science

Explanatory Note

An existing five-year allocation of space within the Robert Hooke Building to the Department of Computer Science is due to expire on 15 June 2020. The department has confirmed an ongoing requirement for this space, which forms one of its main academic and administrative buildings. The department's current allocation within the Robert Hooke Building is comprised of single and shared occupancy offices, meeting and seminar rooms, a teaching laboratory and storage rooms. Due to room reconfigurations and the release of a small amount of space over the preceding five years, the department now occupies a slightly smaller footprint than was included within the original allocation.

Text of Resolution

That approximately 1,048 sqm net usable area (NUA) within the Robert Hooke Building (building number 160) be allocated to the Department of Computer Science for a further period of approximately five years from 17 June 2020 until 16 June 2025, or until alternative space can be provided, if sooner.

Note on procedures in Congregation

¶ Business in Congregation is conducted in accordance with Congregation Regulations 2 of 2002 (<https://governance.admin.ox.ac.uk/legislation/congregation-regulations-2-of-2002>). A printout of these regulations, or of any statute or other regulations, is available from the Council Secretariat on request. A member of Congregation seeking advice on questions relating to its procedures, other than elections, should contact Mrs R Thomas at the University Offices, Wellington Square (telephone: (2)80317; email rebecca.thomas@admin.ox.ac.uk); questions relating to elections should be directed to the Elections Officer, Ms S L S Mulvihill (telephone: (2)80463; email: elections.office@admin.ox.ac.uk).

While COVID-19 working restrictions remain in place, any notice that needs to be given to the Registrar in writing should be sent by email to registrar@admin.ox.ac.uk. Notices sent to the University Offices will not be received.

Notices

General Notices

Gazette publication arrangements

We are unable to publish the *Gazette* in print for the foreseeable future, as a result of COVID-19-related working restrictions. Arrangements for archival copies will be made at a later date.

We will continue to publish online editions of the *Gazette* and send emails to our online subscribers. We will also send emails to our print subscribers, where we have an email address for them, so that they continue to receive the *Gazette* in an available format.

If you are a print subscriber and do not wish to receive such emails, or if you would like to set up a new email subscription, please visit www.staffsubs.ox.ac.uk if you are a current member of staff; otherwise, please email gazette@admin.ox.ac.uk.

Electoral Boards

Composition of an Electoral Board

The composition of the electoral board to the post below, proceedings to fill which are currently in progress, is as follows:

PROFESSORSHIP OF ECONOMICS (WITH NUFFIELD COLLEGE)

Professor Roger Goodman (in the chair)	<i>Appointed by</i> Vice-Chancellor
Sir Andrew Dilnot	<i>ex officio</i>
Professor Steve Bond	Nuffield
Professor Hamish Low	Council
Professor John Van Reenen	Council
Professor Dame Sarah Whatmore	Social Sciences Division
Professor Simon Cowan	Department of Economics
Professor Margaret Stevens	Department of Economics
Professor Rachel Griffith	Department of Economics

Examinations and Boards

Examinations for the Degree of Doctor of Philosophy

This content has been removed as it contains personal information protected under the Data Protection Act.

Changes to Examination Regulations

For the complete text of each regulation listed below and a listing of all changes to regulations for this year to date, please see <https://gazette.web.ox.ac.uk/examination-regulations-0>.

Humanities Board

FHS OF CLASSICAL ARCHAEOLOGY AND ANCIENT HISTORY

abolition of optional thesis

FHS OF CLASSICS AND ORIENTAL STUDIES

(a) relaxation of rules on taking Greek and Latin Core literature papers

(b) clarification of regulations on theses

Social Sciences Board

MPHIL IN DEVELOPMENT STUDIES

MPHIL IN POLITICS (COMPARATIVE GOVERNMENT, POLITICAL THEORY, EUROPEAN POLITICS AND SOCIETY)

amendment to method of assessment for option papers

Colleges, Halls and Societies

Advertisements

Obituaries

Trinity

Patrick Taylor Davies CMG OBE,
22 February 2020; 1951. Aged 92.

Paul Bourne Dowson,
21 March 2020; 1958. Aged 81.

Aleyn George Stanley Grellier,
5 April 2020; 1948. Aged 93.

David Anthony Hearn,
31 December 2019; 1947. Aged 90.

John Cameron Hill,
January 2020; 1945. Aged 93.

Harry Mitford Liddell,
25 January 2020; 1942. Aged 95.

Simon Charles Mainwaring Little,
September 2019; 1969. Aged 68.

Frederick David Antony Maplethorp,
16 March 2020; 1958. Aged 82.

The Rt Hon James Edward Ramsden
PC, 29 March 2020; 1945. Aged 96.

Robert Anthony Rees,
17 January 2020; 1948. Aged 92.

David Robert Buchanan Russell,
31 March 2020; 1954. Aged 84.

Stephen Lesley Tanner,
21 December 2019; 1956. Aged 83.

Christopher Reuel Tolkien,
16 January 2020; 1942. Aged 95.

Derek Jack Walker,
18 February 2020; 1950. Aged 87.

No print publication of the *Gazette*

We are unable to publish the *Gazette* in print for the foreseeable future, as a result of COVID-19-related working restrictions. We will continue to publish online editions of the *Gazette* and send emails to our subscribers.

While the *Gazette* is only being published online, we have reduced the price of advertising by **£10 per 70-word insertion** to reflect the fact that we are not incurring print-related costs.

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Telephone: 01865 (2)80548

Web: <https://gazette.web.ox.ac.uk/classified-advertising-gazette>

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Charges

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See our website for examples of whether an advertisement is considered commercial or private: <https://gazette.web.ox.ac.uk/classified-advertising-gazette>.

Miscellaneous

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Holiday Lets

Cornwall cottage and restored chapel in quiet hamlet on South West Coast Path within 100m of the sea and minutes from Caerhays and Heligan. Each property sleeps 6. Comfortably furnished, c/h, wood burner and broadband. Ideal for reading, writing, painting, walking, bathing, bird watching. Beautiful beach perfect for bucket and spade family holidays. Short winter breaks available from £250. Tel: 01865 558503 or 07917 864113. Email: gabriel.amherst@btconnect.com. See: www.cornwallcornwall.com.

Notifications of Vacancies

Please refer to the website, or contact the email address shown, for further details of the vacancy. For a full list of vacancies in the University and colleges, see <https://www.jobs.ox.ac.uk/home>.

The University is committed to equality and valuing diversity.

Colleges, Halls and Societies

Christ Church; fixed-term stipendiary Lectureship in Politics; £13,756-£15,471 (pro-rata); noon, 19 June; www.chch.ox.ac.uk/vacancies

St Peter's; College Lectureship in Biological Sciences; £9,170-£10,314; 4 June; www.spc.ox.ac.uk/vacancies

Wadham; 6-hour stipendiary Lecturer in Psychology; £13,756; noon, 2 June; www.wadham.ox.ac.uk/about-wadham/jobs/academic/stipendiary-lecturer-in-psychology

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