

# Gazette

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# Council and Main Committees

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## Council of the University

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### Changes to Regulations

Council has made the following changes to regulations, to come into effect on **9 April**.

#### (a) Environmental Sustainability Strategy: changes to Council Regulations 15 of 2002

##### *Explanatory Note*

The University's Environmental Sustainability Strategy was approved by Council on 15 March 2021 (see Supplement (2) published with this issue of the *Gazette*). One of the enablers required to support implementation of this strategy is the embedding of environmental sustainability in the governance of the University. The addition to the regulations for the Planning and Resource Allocation Committee give that committee overall responsibility for environmental sustainability at the University. The Environmental Sustainability Subcommittee of the Planning and Resource Allocation Committee is to be incorporated into University Regulations as a new subcommittee.

##### *Text of Regulations*

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

‘5.4. The committee shall be responsible for monitoring and implementing the University's Strategic Plan, setting its annual budget, and resource allocation. In particular, it shall be responsible for the following matters:

##### RECURRENT PLANNING AND BUDGETING

- (1) the University's Strategic Plan, reporting annually to Council on its implementation and with any recommendations on updates,

with reference to the divisional and service plans and with regard to financial sustainability; as part of this exercise, PRAC shall approve, or refer back, Key Performance Indicators and associated targets proposed by divisions, the Department for Continuing Education, Personnel Committee, Education Committee, Research and Innovation Committee and the Oxford University Museums Board related to the implementation and monitoring of the University's Strategic Plan;

- (2) recommending to Council the approval, or reference back, of three-year rolling plans and budgets prepared annually by the divisional boards, the Department for Continuing Education, and three-year rolling plans and budgets prepared annually by the services, and any other spending sectors, with reference to the University's financial sustainability and against the priorities set out in the University's strategic plan;

- (3) making recommendations to Council on the University's annual budget in the light of the overall plan proposed by the Finance Committee and agreed by Council, the annual operating statements from the academic divisions and other spending sectors, and other relevant information;

- (4) the development, implementation, refinement and monitoring of resource allocation procedures to enable annual budgets to be set;

- (5) the monitoring of the work of the academic divisions, the Department for Continuing Education and the services against their approved plans and budgets;

##### STUDENT NUMBER PLANNING

- (6) advising Council and Conference of Colleges, and collaborating with Education Committee, on the

development of the University's student number planning policy, as set by Council and endorsed by Conference of Colleges;

##### VALUE FOR MONEY

- (7) the development and implementation of strategy, policy and guidance to promote and embed within the University's processes and culture greater economy and effectiveness, collectively known as “value for money” (VfM). The committee shall provide an annual report for consideration by the Audit and Scrutiny Committee and Council;

##### CAPITAL PLANNING AND BUDGETING

- (8) making recommendations to Council for a 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 for a fixed three-year period as set out in these regulations;

- (9) in accordance with the allocation limits set out in Statute XVI and the Financial Regulations:

- (i) approval of expenditure on capital projects within the rolling capital programme and of associated space allocations which do not require the approval of Council; and

- (ii) submitting recommendations to Council for expenditure on capital projects within the

rolling capital programme and of associated space allocations that require the approval of Council;

(10) liaising with the Strategic Capital Steering Group to ensure that the proposals in the rolling capital programme are compatible with proposals for strategic capital investment;

#### ENVIRONMENTAL SUSTAINABILITY

(11) on the recommendation of the Environmental Sustainability Subcommittee of the Planning and Resource Allocation Committee, overseeing the implementation of the Environmental Sustainability Strategy and taking overall responsibility for environmental sustainability at the University, and reporting to Council on this at least annually.

#### OTHER MATTERS

(1+2) the oversight of, and the making of recommendations to Council on, the institutional financial arrangements between the University and the colleges, societies and Permanent Private Halls in relation to the provision of teaching, research, administration and services;

(123) the consideration of termly reports on the progress of the University's fundraising for capital and recurrent purposes;

(134) the consideration of the use of any non-capital resources which are not delegated or allocated to the academic divisions, services, or other bodies, and recommending to Council major new initiatives regarding such use;

(145) the consideration of the financial relationships between the University and external funding bodies, and advising Council on actions it considers necessary regarding such relationships;

(156) on the recommendation of the Buildings and Estates

Subcommittee, and following consultation with Personnel Committee, the approval of charges for parking in University-controlled car parks.'

2 In Council Regulations 15 of 2002, insert new Part 38 concerning the Environmental Sustainability Subcommittee of the Planning and Resource Allocation Committee:

'Part 38: Environmental Sustainability Subcommittee of the Planning and Resource Allocation Committee

38.1. The Environmental Sustainability Subcommittee of the Planning and Resource Allocation Committee shall consist of:

(1) the Pro-Vice-Chancellor (Planning and Resources) who shall chair the subcommittee;

(2) the Pro-Vice-Chancellor (Education) (or nominee);

(3) the Pro-Vice-Chancellor (Research) (or nominee);

(4) the Pro-Vice-Chancellor (People and Gardens, Libraries and Museums) (or nominee);

(5) the Director of Finance (or nominee);

(6) the Director of Estates (or nominee);

(7)-(10) one representative of each of the academic divisions with relevant expertise, appointed by the head of each division, respectively;

(11) a representative of Garden, Libraries and Museums with relevant expertise, appointed by the Pro-Vice-Chancellor (People and Gardens, Libraries and Museums);

(12) a representative from the Department for Continuing Education with relevant expertise, appointed by the director of the department;

(13) a representative of the Conference of Colleges, elected by the Conference of Colleges; and

(14) one sabbatical trustee of the Oxford University Student Union.

38.2 The subcommittee may co-opt up to six additional members with relevant expertise in environmental sustainability who shall hold office for such period as the committee may determine.

38.3 The subcommittee will be a subcommittee of, and report to, the Planning and Resource Allocation Committee.

38.4 The University acknowledges the importance of environmental sustainability in carrying out its principal objects and this acknowledgement is fundamental to the work of the subcommittee.

38.5 The subcommittee shall:

(1) oversee the implementation of the University's Environmental Sustainability Strategy which will include a timeline to achieve net zero carbon and biodiversity net gain;

(2) in accordance with the allocation limits set out in Statute XVI and the Financial Regulations:

(i) make recommendations to the Planning and Resource Allocation Committee on the establishment of the Oxford Sustainability Fund;

(ii) make recommendations to the Planning and Resource Allocation Committee on the ongoing management of the Oxford Sustainability Fund;

(iii) make recommendations to the Planning and Resource Allocation Committee on the annual budget of the Oxford Sustainability Fund;

(iv) delegate responsibility for approval of expenditure up to the value of the budget or any other specified amount;

(v) oversee the Oxford Sustainability Fund and receive termly reports from the Environmental Sustainability

team on its income and expenditure; and

(vi) make recommendations to the Planning and Resource Allocation Committee on existing and new sources of income and level of sustainability funding needed to implement the Environmental Sustainability Strategy;

(3) Annually review the University's carbon emissions and biodiversity impacts, and measure the University's progress against the timeline in the Environmental Sustainability Strategy for the following purposes:

(i) to report annually to the Planning and Resource Allocation Committee, for onward report to Council;

(ii) for inclusion in the University's Financial Statements and Annual Review; and

(iii) to report on progress to staff and students;

(4) Review the Environmental Sustainability Strategy every five years and report, with recommendations as appropriate, to the Planning and Resource Allocation Committee.

38.6 The Planning and Resource Allocation Committee shall make delegations to the subcommittee to take decisions, including in respect of spending from the Oxford Sustainability Fund. The subcommittee shall consider and make recommendations to the Planning and Resource Allocation Committee on sustainability matters outside its delegation as it considers necessary, including recommendations:

(1) for the implementation of the Environmental Sustainability Strategy; and

(2) to ensure that environmental sustainability is embedded in the University's governance and decision making.'

### **(b) Changes to the composition of the Finance Committee of Oxford University Press**

#### *Explanatory Note*

The following changes amend the composition of the Finance Committee of Oxford University Press by: (i) reducing the number of Delegate members from six to four; and (ii) removing executive members other than the Secretary to the Delegates and Chief Executive and the Finance Director. The changes would result in the Finance Committee comprising 13 members: the Chair; the Vice-Chancellor; the Senior Proctor; four Delegate members; four external members; the Secretary to the Delegates; and the Group Finance Director. On this basis, the Delegate majority would be preserved (7-6). The proposal follows a board evaluation process carried out by the Press's Finance Committee in 2020, which identified a number of reasons in support of making a change to the Finance Committee's composition, including that a smaller Finance Committee would be likely to improve the quality of debate and enable all members to participate in discussions.

The opportunity has also been taken to change 'chairman' to 'chair' throughout, to replace 'he or she' with 'their' or with a named role throughout, and to correct an incorrect crossreference in regulation 2.

#### *Text of Regulations*

**1** In Council Regulations 20 of 2002, amend the regulations as follows (new text underlined, deleted text struck through):

#### **'ATTENDANCE AT MEETINGS**

1. If a Delegate appointed by Council has attended fewer than nine meetings of the Delegates in the course of any academic year, ~~his or her~~ the Delegate's seat shall at the close of that year be declared by the Vice-Chancellor to be vacant and shall then immediately be vacated, subject to the following conditions:

(1) a person elected to fill a casual vacancy shall only be required to attend the same proportion of meetings held subsequent to the date of ~~his or her~~ their election as nine bears to the total number of meetings held in the academic year, any fraction being reckoned to the nearest unit;

(2) the Delegates may waive the requirement in the case of a member absent from Oxford for a purpose approved by them.

#### FINANCE COMMITTEE

2. The Finance Committee of the Delegates, established in accordance with section ~~18~~ 17 of Statute VIII, shall consist of:

(1) a ~~chairman~~ man elected by the Delegates;

(2) the Vice-Chancellor;

(3) the Senior Proctor;

~~(4) (9) six~~ (4) (7) four members elected by the Delegates from among the appointed Delegates;

~~(10) (15) (8) (11)~~ four persons possessing high qualifications in business or finance and appointed by Council after consultation with the Delegacy;

~~(14)~~ (12) the Secretary to the Delegates and Chief Executive;

~~(15)~~ (13) the Finance Director,;

~~(16) (20) not more than five senior officers of the Press appointed by the Delegates.~~

3. (1) The ~~chairman~~ man shall be elected either from among the appointed Delegates or from among persons who have previously served as a Delegate and who have recently served as a member of the Finance Committee.

(2) The ~~chairman~~ man and the ~~six~~ four members elected from among the appointed Delegates shall hold office for a period not exceeding five years and, so long as they continue

to be Delegates, shall be eligible for re-election for successive further periods not exceeding five years; save that a ~~chairman~~ who is not elected from among the appointed Delegates shall serve in that capacity for only one period of five years.

(3) If any Delegate-member of the Finance Committee shall cease to be a Delegate, ~~his or her~~ their membership of the committee shall immediately be terminated.

4. The members appointed by Council shall hold office for five years and shall be eligible for reappointment.

~~5. The senior officers of the Press appointed by the Delegates shall hold office for such periods as the Delegates may determine.~~

65. (1) The Delegates shall determine the emoluments and allowances to be paid by the Press to the ~~Chairman~~ of the Finance Committee in respect of ~~his or her~~ their tenure of that office.

(2) At the request of the Delegates, the Personnel Committee of Council may relieve the ~~chairman~~ of such of ~~his or her~~ their regular university duties, and on such terms, as it may determine.

76. (1) The Finance Committee shall submit the minutes of its meetings to the next meeting of the Delegates and shall keep the Delegates informed regarding matters dealt with or under consideration by the Finance Committee.

(2) The Finance Committee may set up such subcommittees as it may from time to time think fit, and such subcommittees may include persons who are not members of the Finance Committee.

#### ANNUAL ACCOUNTS

87. (1) The annual accounts of the Delegates for the year ended 31 March shall be subject to the provisions of regulations ~~98-121~~ below.

(2) In addition, the Press shall submit to the Director of Finance of the University such financial information as is required to enable the University to include the Press in the audited consolidated income and expenditure account, balance sheets and related statements and notes set out in the Financial Statements of the University for the year ended 31 July.

98. (1) The annual accounts of the Delegates shall be audited according to instructions received from the Delegates by an auditor who shall be appointed annually by Council and shall be paid by the Delegates, and the auditor shall transmit to Council a certificate as to the correctness of the accounts.

(2) The annual accounts shall be presented to the Delegates by the Finance Committee at one of the Delegates' regular stated meetings specified for the purpose, and shall be accompanied by a report on the accounts submitted by the committee.

109. (1) The audited accounts of the Delegates, together with the Finance Committee's report and an abstract of the accounts, shall be submitted to Council under arrangements approved by Council.

(2) The ~~Chairman~~ of the Finance Committee (or ~~his or her~~ the Chair's deputy), the Secretary to the Delegates and Chief Executive (or ~~his or her~~ the Chief Executive's deputy), and the Auditor of the Press Accounts shall make themselves available in person to supply, and shall supply, such further explanations of the accounts and of the report as may be required in accordance with arrangements prescribed under paragraph (1) above.

110. The abstract of the accounts and the auditor's certificate provided for in regulations 98 (1) and 109 (1) above shall be published in the *University*

*Gazette* as part of the report referred to in regulation ~~121~~ below.

~~121.~~ The Delegates shall submit to Council annually a report on the general state and activities of the Press which shall, subject to the authorisation of Council, be published in the *University Gazette*.

2 These changes shall be effective from **26 May 2021**.

# Congregation

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## Congregation

9 March

### Voting on Legislative Proposal: Rhodes Professor of Race Relations

#### CORRECTION TO BE MADE UNDER THE SLIP RULE

##### *Explanatory Note*

Regulation 1.17 of Congregation Regulations 2 of 2002 (Regulations of Congregation for the Conduct of Business in Congregation) gives the Vice-Chancellor the power, after consultation with the Registrar and the Proctors, to correct any clerical error, slip or omission in the text of a legislative proposal which has been made.

After consultation, the Vice-Chancellor has agreed to the correction set out below.

In *Gazette* No 5303, 18 February 2021, p277, Congregation were asked to approve a legislative proposal to change the name of the Rhodes Professor of Race Relations to the Professorship of African Studies, and to change the object of the professorship from giving instruction in interracial relations to giving instruction in African Studies. No opposition having been notified, the legislative proposal was declared to have been carried by Congregation without a meeting on 9 March. However, when the legislative proposal was published, a change from ‘interracial relations’ to ‘African Studies’ had been omitted in error.

*The correction has been made to clause 4 of the new Part 71 of the Schedule to the Statutes as follows:*

‘4. Any part of the income of the endowment of the Professorship which is not required to meet the costs (including support costs) thereof may be expended, under conditions to be determined from time to time by the Oxford School of Global and Area Studies Committee (the OSGA Committee), to support teaching and research in ~~African Studies~~ ~~interracial relations~~.’

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## Council of the University

### Register of Congregation

**Banfield, D M**, Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences

**Dixon, P C**, St Anne’s

**Downes, D J**, RDM Clinical Laboratory Sciences

**Ogilvie, S C**, All Souls

**Orsborn, M B**, Faculty of Oriental Studies

**Williams, B J**, Faculty of Oriental Studies

### Divisional and Faculty Boards

For changes to regulations for examinations see ‘Changes to Examination Regulations’ below.

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## Congregation

29 March

### Degree by Resolution

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

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### 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](mailto: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](mailto: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](mailto:registrar@admin.ox.ac.uk). Notices sent to the University Offices may not be received.**

# Notices

# Examinations and Boards

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## General Notices

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### **Gazette publication arrangements**

This is the final *Gazette* of Hilary term.

The first *Gazette* of Trinity term will be published on 22 April and will include the Trinity term lecture supplement.

### **END OF PRINT PUBLICATION**

Since Trinity term 2020 the *Gazette* has been published online only as a result of office and printer closures.

It has now been decided by GPC and by Council that print production will not resume when COVID-19-related lockdowns end.

The *Gazette* will continue to be published online on Thursday mornings according to its usual schedule. It will also be printed in a limited run for libraries, archives and paid subscribers. These arrangements will be announced once libraries are open again.

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## Changes to Examination Regulations

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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**

#### **MPHIL IN ORIENTAL STUDIES**

- (a) change from in-person to online submission of thesis
- (b) change of date for qualifying examination in Classical Indian Religion and Modern Middle Eastern Studies from Hilary to Trinity term
- (c) generic information moved to top of document
- (d) removal of duplications
- (e) change to gender-neutral pronouns

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**Editor:**  
D L Doohar, MA Oxf

**Deputy Editor:**  
M R Gaudern, DPhil Oxf

This is the final *Gazette* of Hilary term. The first *Gazette* of Trinity term will be published on 22 April.

*Gazette* copy received will be published in the next available issue. Copy for supplements must be received by **noon on Wednesday** of the week before publication. Inclusion is subject to availability of space.

Certain sections in the *Gazette* include official announcements by the University but the University accepts no responsibility for the content of any other material in the *Gazette*.

**Next *Gazette*: Thursday, 22 April**

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***Gazette* Office**  
University Offices  
Wellington Square  
Oxford OX1 2JD

tel: Oxford (2)80549

email: [gazette@admin.ox.ac.uk](mailto:gazette@admin.ox.ac.uk)