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| **UNIVERSITY TEACHING AND LEARNING COMMITTEE** |
| **20 May 2020, 9.30 am** |

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| **MINUTES** |
| **Venue:** | Via Zoom |
| **Author:** | Jason Smith, Registry |
| **Present:**  | Ms Adesewa Adibisi, Dr Robert Allan, Ms Claire Aydogan, Dr Daniel Belton, Dr Rachel Birds, Dr Georgina Blakeley, Professor Andrew Crampton, Dr Eleanor Davies, Dr Sue Folley, Dr Katherine Greenhough, Dr Roddy Hunter, Professor Christine Jarvis, Dr Lianghui Lei, Dr Peter Mather, Dr Keith McCabe, Dr Gary McGladdery, Mr Matt Mills, Ms Lorraine Noel, Professor Kevin Orr, Professor Jane Owen-Lynch (Chair), Mrs Ruth Stoker, Mr Nik Taylor, Dr Amanda Tinker, Dr Sean Walton, Dr Pete Woodcock |
| **In attendance:** | Ms Lydia Blundell; Ms Fran Hinewright, Dr Cheryl Reynolds, Ms Lindsay Smith |
| **Apologies:** | Professor Andrew Ball, Dr Liz Bennett, Professor Paul Bissell, Professor Bob Cryan, Professor Samir Dani, Mrs Claire Goodliff, Ms Alison Jones, Professor Nigel King, Mr Andrew Mandebura, Ms Sharon Morgan, Dr Christine Rhodes, Professor David Taylor |

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| **PRELIMINARY ITEMS** | **Actions** |
| The Committee expressed its thanks and well wished to Adesewa Adibisi, Karen Brough, and Gary McGladdery who were leaving the University and Daniel Belton whose tenure on UTLC was ending.Katherine Greenhough and Fran Hinewright were welcomed to UTLC. |  |
| **Apologies for absence** |  |
|  | **DECLARATIONS OF INTEREST**Members confirmed there were no conflicts of interest arising from the meeting agenda. |  |
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| **1.** | **MINUTES** |  |
|  | REGS\_UTLC\_2020\_01\_29\_MREGS\_UTLC\_2020\_03\_18\_MREGS\_UTLC\_2020\_03\_25\_M |  |
|  | UTLC noted that the minutes of the meeting held on 29 January 2020 had been approved by Chairs action.The committee approved the minutes of the circulated items and chairs actions following the cancelled meeting of 18 March 2020.UTLC approved the minutes of the extraordinary meeting held on 25 March 2020. It was confirmed that there had been a typographical error within the emergency regulations which had been presented; however, this had been rectified and an updated regulations had been circulated to the eUniversity.  |  |
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| **2.** | **MATTERS ARISING** |  |
| **2.1** | **Student Casework Summary**REGS\_UTLC\_2020\_05\_20\_P2.1Members received the report and update from Dr Roddy Hunter on the sharing of good practice relating to academic integrity. It was noted that ADA embedded Academic Skills into teaching and learning with the main focus being on live briefs and reflective writing. In addition, the School embedded academic integrity within its module design to provide as much support to students as possible and to raise awareness of academic skills for study. |  |
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| **2.2** | **Reports from Validation Panels** |  |
| **2.2.1****2.2.2** | The committee noted that the conditions of validation has been met for the following events:* BA (Hons) Animation Production
* MPsych Applied Psychology (Course reference: 19-20.19)
* BA (Hons) English for International Business (Top-up) (Course reference: 19-20.66)

It was noted that the conditions for the Film and Screen School courses (Course Reference 19-20.44) were not yet met as the School was working on the documentation in response to the event. | **MHM** |
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| **2.3** | **School of Education and Professional Development held on 25 June 2019, 9.4 External Examiner System and School of Human and Health Sciences held on 2 October 2019, 28 External Examiner System** |  |
|  | It was noted that it would be difficult at present to provide necessary updates to the EE database due to resources being used on other projects. It was confirmed that Registry would be working with Schools to establish an alternative appointment process which could be used in the short term.  | **Registry -QA** |
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| **2.4** | Academic Integrity Module |  |
|  | It was noted that the AI Module was being rerun for 2nd and 3rd year student and as part of this, the module was being updated to ensure students repeating the module received different questions. It was agreed that the SU and Cheryl Reynolds would discuss adapting the module to include consideration of online assessments. | **SU/CR** |
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| **2.5** | **Teaching and Learning Conference** |  |
|  | The Committee noted that the conference had been cancelled due to Covid-19. |  |
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| **2.6** | **Course and Module Handbook Templates** |  |
| **2.6.1****2.6.2****2.6.3****2.6.4** | REGS\_UTLC\_2020\_05\_20\_P2.6iREGS\_UTLC\_2020\_05\_20\_P2.6iiThe committee received and approved the templates subject to the following additions being made:* Fix broken weblinks
* Update “Student Portal” to “MyHud”
* Replace “Cessation of Public Transport” with “cancellations”
* A brief introduction about the new GPA would be provided by the Head of Careers for inclusion in the course handbook.
* The addition of signposts for Schools to include relevant information regarding Brightspace and its role in delivery.

It was confirmed that these documents represented the minimum content which the University expected to be provided to students. Schools were encouraged to adapt the documents to contain any additional information that they felt relevant, this included any course-specific arrangements in relation to the Covid-19 situation.It was confirmed that trigger warnings contained within the handbooks could be adapted to reflect individual courses and delivery contexts and further guidance on this would be arranged by the Director of Registry.The it was agreed that a working group be established to review the content of the Module Handbook templates. | **Registry – QA/****CA****Director of Registry****JDS/RH** |
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| **2.7** | **Student Panels Proposed Developments** |  |
|  | It was confirmed that these were on hold as a result of Covid-19. |  |
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| **2.8** | **Subject reviews for 2020/21** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P2.8It was noted that the Schedule for 2020/21 had been approved by chairs action. It was agreed that subject review events for 2020/21 may be scaled back as a result of the additional administrative burden placed on schools as a result of Covid-19. Schools would be consulted regarding the schedule of events as part of the forthcoming review of subject review groupings. | **Registry – QA**  |
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| **2.9** | **Thematic Review** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P2.9UTLC noted that the 2019-20 Thematic Review into Equality of Attainment had been approved subject to minor amendments via virtual means. It was confirmed that the recommendations would be integrated into the work of the Differential Attainment group. In relation to the recommendations relating to EDI, these would be referred to the EDI Group |  |
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| **TO CONSIDER:** |
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| **3.** | **CHAIR’S BUSINESS** |  |
| **3.1** | **Differential Attainment update**It was noted that the current situation with C19 may have an adverse impact on differential attainment particularly in relation to accessing IT services from off campus. The University is hoping to have additional methods in pace to mitigate these where possible. These included enhancing the laptop loan scheme as well as ensuring that the library was in a position to be opened as soon as the Government has confirmed that it was safe to do so.Members suggested that students, particularly those on a limited budget, may benefit from being provided with additional guidance in relation to selecting technology items to buy in advance of coming to the University. It was confirmed that this would be covered by the Task and Finish group. |  |
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| **3.2** | NSS and HSS update |  |
|  | REGS\_UTLC\_2020\_06\_20\_P3.1UTLC received the update and noted that confirmed NSS data would be returned in July.In relation to the HSS, it was noted that there had been a 6% drop in overall satisfaction and as such Schools will need to monitor the figures carefully to prevent further decreases in satisfaction.It was noted that response rates had been low for some courses; however, some of this could be attributed to students not being able to access IT systems or some courses finishing early so students could commence work in the NHS. It was noted that there had been some positive increases in satisfaction; however, some other areas requires more work to increase satisfaction rates, for example commuter students. It was noted that the institution’s response to Covid-19 and the increase in delivery methods used may, in the long term, have beneficial impacts for student satisfaction and support methods.The committee was reminded that there was a need for increased social engagement with students and collaborative learning methods will be key for ensuring support for the learning experience once the university reopens.It was confirmed that the Schools’ response and action plan following the HSS could be incorporated with their response to the NSS results once released.  |  |
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| **3.3** | **Office for Students Consultations**It was noted that the following consultations had been suspended by the OfS in light of Covid 19:* Sexual Misconduct
* Admissions

It was confirmed that the Admissions consultation would be reissued by the OfS at a later date. In relation to the consultation on Sexual Misconduct the University had drafted its response to this.The Chair confirmed that TEF was being delayed until 2021 as a result of Covid 19. And both the TEF and Subject level TEF data will be released next year. |  |
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| **3.4** | **ECs and Extensions Project**It was confirmed that the project group would be revived and would be led by Dr Roddy Hunter. |  |
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| **3.5** | **Attendance monitoring**It was noted that once the University reopened, the attendance monitoring regulations would remain in place; however, monitoring/disciplinary action would not be undertaken. It was confirmed that attendance/engagement would be assessed via methods such as:* Participation in Team/Group learning activities
* VLE interaction Statistics
* Swipe records (if/when on campus)

This would still allow tutors to support students with the engagement with their course. The Chair confirmed that more information regarding the approach to attendance monitoring would be circulated at a later date.  |  |
| **4.** | **GLOBAL PROFESSIONAL AWARD**  |  |
| **4.1** | UTLC received an update form the Head of Careers. It was noted that the year one pilot in SAS had been completed. Of the cohort, 95/238 have completed the GPA already. The remainder would have the opportunity to complete in their remaining years of study. Of those remaining students 50% were close to completing the GPA. The GPA would be rolled out to all students from September 2020 and would be delivered virtually with students expected to attend 2 hours’ worth of sessions per month. |  |
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| **5.1** | **ACADEMIC ADMIN TIMETABLE** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P5REGS\_UTLC\_2020\_50\_20\_P5.1iREGS\_UTLC\_2020\_05\_20\_P5.1iiMembers approved in principle the academic admin timetables for 2020-21. It was noted that some dates within the daft may change and it was it was confirmed that the final version would be brought back to UTLC.  | **Director of Registry** |
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| **6.** | UTLC MEMBERSHIP LISTREGS\_UTLC\_2020\_05\_20\_P6.1REGS\_UTLC\_2020\_05\_20\_P6.2 |  |
| **6.1** | The Committee approved the addition of AST representation on UTLC and it was noted that the membership list would be updated to reflect this. | **Secretary** |
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| **6.2** | It was noted that a new chair of SCCP would be required and it was agreed that Dr Pat Cullum would be appropriate to take on this role.  | **Registry QA** |
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| **6.3** | The committee approved the following updates to the Membership for 2020-21:* Dr Tara Kinnuen – Applied Sciences
* Tim Hosker – Estates
* Sharon Morgan will join in short term to replace Gary McGalddery
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| **6.4** | It was noted that the following appointments had yet to be confirmed:* HHS School Board Nominee
* EDI Committee Representative
 | **HHS/ EDI Committee Chair** |
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| **7.** | **EXTERNAL EXAMINER APPLICATIONS** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P7.1 |  |
| **7.1** | The summary list of applications for the appointment, reallocation of duties and extensions of period of office of external examiners and moderators was approved. |  |
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| **8.** | **EQUALITY AND DIVERSITY**REGS\_UTLC\_2020\_05\_20\_P8.1 |  |
| **8.1** | It was confirmed that students had the option to choose what title appeared on their ID card. |  |
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| **9.** | **REPORT FROM THE STUDENTS’ UNION** |  |
| **9.1** | Members received an update on commuter student engagement work. The SU confirmed that it had developed and volunteer certificate in conjunction with Kirklees College and as part of this, students would receive a transcript detailing all the activities that they had taken part in. It was explained that the Students’ Union would like to expand their work to include BAME student engagement; however, this would be more difficult as the SU cannot access data in relation to ethnicity.  |  |
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| **9.2** | In relation to the BAME Manifesto it was reported that some elements of the manifesto had been delayed as a result of Covid-19; however, much of the Manifesto could be incorporated in other areas of work, for example with the EDI group. |  |
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| **9.3** | The Committee received a verbal update on the key issues raised by students to date during Covid-19 pandemic. It was explained that Students were keen to find out what will happen during the 2020-21 academic year including whether the needed to book accommodation and how they would be expected to engage with their studies. UTLC confirmed that the FAQs would be updated where possible as soon as information was known however, the institution was awaiting government advice. The September term was expected to start as scheduled; however, there may be differences in delivery methods. It was explained that all courses would maintain all approved learning outcomes and delivery would be in a blended learning format.In relation to accommodation, the Chair confirmed that the University was unable to provide advice until the government had confirmed its guidance. The information will be provided to students as soon as the University was made aware. It was noted that OfS guidance had advised that students will require notification in June and the university will respond in line with this. |  |
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| **9.4** | It was also reported that the Students Union would be discussing the **Proofreading Policy** with Registry in the future. |  |
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| **10.** | **UNFORSEEN TERMINATION OF STUDENT PLACEMENTS POLICY**  |  |
| **10.1****10.2****10.3****10.4** | REGS\_UTLC\_2020\_05\_20\_P10The Policy was approved subject to the following amendment.* Section 1.2 be updated to read hours/weeks/days

Members felt it would be beneficial to receive a summary report on instances where placements had been terminated. The Head of Careers agreed to provide this. Some members requested a document or an addendum which would expressly refer to Covid 19. It was explained that the Policy advocated a minimum 22 week placement and steps were in place to support placement students with as much flexibility as possible in instances where 22 weeks had not been achieved. Members would collate queries from their respective placement units and Registry confirmed it would assess the queries and provide additional information where necessary. It was confirmed that alternative assessments would be School specific and Placement Units and Schools would need to liaise with Registry for advice. | **Head of Careers****AC/Schools/ Registry** |
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| **11** | **DEGREE OUTCOME STATEMENT** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P11.1iREGS\_UTLC\_2020\_05\_20\_P11.1iiThe committee received and noted the update on degree outcome statements. It was confirmed that the statement will be available on the University’s website. |  |
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| **12** | **COMMUTER STUDENT WORKING GROUP** |  |
| **12.1****12.2****12.3****12.4** | REGS\_UTLC\_2020\_05\_20\_P12REGS\_UTLC\_2020\_05\_20\_P12.1iaREGS\_UTLC\_2020\_05\_20\_P12.1ibREGS\_UTLC\_2020\_05\_20\_P12.1icREGS\_UTLC\_2020\_05\_20\_P12.1iiiREGS\_UTLC\_2020\_05\_20\_P12.1ivUTLC received:1. the recent working group minutes
2. an update on the current approach from the School of Computing and Engineering
3. The strategy presentation
4. An update on activity by the CSWG

It was noted that there had been no meetings of the group since the Covid 19 restrictions but it was hoped that the additional support put in place for students as part of the University’s response to the outbreak could continue to be used once normalcy returned as there were many benefits for commuter students. In addition, the SU would be assessing the use of digital engagement methods which could be adopted in the future. The University was aware that a large number of commuter students could be potentially impacted by digital poverty and as such, steps to mitigate this would be taken. The group noted that there many of the measures outlined by the group would also benefit BAME student engagement due to the high level of overlap between the two groups. |  |
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| **13** | **TAUGHT STUDENT REGULATIONS 2020-21** |  |
| **13.1****13.2****13.3** | REGS\_UTLC\_2020\_05\_20\_P13REGS\_UTLC\_2020\_05\_20\_P13.1iREGS\_UTLC\_2020\_05\_20\_P13.1iiThe proposed revisions to the Taught Student Regulations for 2020-21 were approved subject to the following amendments:* The Community Code of Conduct be updated to include reference to expectations on social distancing
* Review document to ensure “University” was capitalised.

The Taught Student Procedures for 2020-21 were noted by UTLC.It was confirmed that an EIA had been undertaken for the documents. | **Registry - Taught** |
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| **14** | **REGULATIONS FOR AWARDS (TAUGHT COURSES) 2020** |  |
| **14.1****14.2** | REGS\_UTLC\_2020\_05\_20\_P14REGS\_UTLC\_2020\_05\_20\_P14.1The proposed revisions to the Regulations for Awards (Taught Courses) 2020 were approved subject to the following amendments:* The addition of new awards titles previously approved by UTLC.

It was confirmed that an EIA had been undertaken for the document. | **Registry - Taught** |
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| **15** | **QUALITY ASSURANCE PROCEDURES FOR TAUGHT COURSES AND RESEARCH AWARDS** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P15.1The proposed revisions to the Quality Assurance Procedures for Taught Courses and Research Awards were approved. The Committee noted that an EIA had been undertaken for the document. |  |
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| **16** | **PGT ADDENDUM TO EMERGENCY REGULATIONS** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P16.1UTLC considered and approved a further amendment to the emergency regulations approved by UTLC on 28 March 2020. |  |
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| **17** | **POLICY REVIEWS** |  |
| **17.1** | REGS\_UTLC\_2020\_05\_20\_P17.1iREGS\_UTLC\_2020\_05\_20\_P17.1iiUTLC considered and approved the updated Lecture Capture Policy and the updated Proofreading Policy.It was confirmed that an EIA had been undertaken on these documents. Members suggested that future EIA templates should separate the categories for language and nationality. |  |
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| **18** | REPORTS FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION |  |
|  | None |  |
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| **19** | **STLC MINUTES** |  |
| **19.1** | REGS\_UTLC\_2020\_05\_20\_P19.1REGS\_UTLC\_2020\_05\_20\_P19.2REGS\_UTLC\_2020\_05\_20\_P19.3REGS\_UTLC\_2020\_05\_20\_P19.4iREGS\_UTLC\_2020\_05\_20\_P19.4iiREGS\_UTLC\_2020\_05\_20\_P19.5REGS\_UTLC\_2020\_05\_20\_P19.6UTLC Received and noted the following STLC Minutes where there were no matters to report to UTLC:* Education and Professional Development 25 March 2020
* Music Humanities and Media, 4 December 2019
* Computing and Engineering, 26 February 2020
* Applied Sciences, 11 December 2019 and 5 February 2020.
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| **19.2** | The Committee receive the Business School minutes from its meeting on 23 March 2020. It was noted that the following item has been referred to UTLC for consideration:* Item 18.8: It was raised that the Covid-19 situation had financial implications for some students and queried if the University had any plans for payment holidays. Some MBA students have reported that they have lost contracts, stopped working or have been furloughed. PhD students have also raised similar concerns regarding funding and disruption to data collection timescales. It was noted that the University Finance Office have not issued any guidance to students around this issue. It was agreed that this should be taken to UTLC.

It was confirmed that the Char would address this outside of the meeting due to the inclusion of PGR issues.  | **Chair** |
| **19.3** | The Committee receive the Human and Health Sciences minutes from its meeting on 8 April 2020 It was noted that the following item has been referred to UTLC for consideration:* 30.1 Jayne Samples asked for clarification around penalties for students who do not complete the academic misconduct module on Brightspace when completion has been part of a penalty.

It was confirmed that if a student had been sanctioned to undertake the modules as a result of a disciplinary process but failed to engage with eh module, the student would progress to the next stage within the process. |  |
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| **20** | **VALIDATION SCHEDULE 2020-21** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P20.1UTLC received and noted the updated validation schedule. |  |
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| **21** | **REPORTS FROM VALIDATION PANELS** |  |
| **21.1** | REGS\_UTLC\_2020\_05\_20\_P21.1REGS\_UTLC\_2020\_05\_20\_P21.1AREGS\_UTLC\_2020\_05\_20\_P21.1BREGS\_UTLC\_2020\_05\_20\_P21.1CREGS\_UTLC\_2020\_05\_20\_P21.1DREGS\_UTLC\_2020\_05\_20\_P21.1EREGS\_UTLC\_2020\_05\_20\_P21.1FREGS\_UTLC\_2020\_05\_20\_P21.1GREGS\_UTLC\_2020\_05\_20\_P21.1HREGS\_UTLC\_2020\_05\_20\_P21.1IREGS\_UTLC\_2020\_05\_20\_P21.2UTLC received and noted the reports from validation panels. |  |
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| **21.2** | The Committee received and noted the procedure set up to address validation proposals responding to the Covid19 emergency by way of additional entry points and modes for 2020/21. It was confirmed that all changes were being stored on the Registry SharePoint site and UTLC would receive confirmation of all changes at an extraordinary meeting to be held in July 2020.The following amendment to the procedure was requested:* In relation to DL training, update Appendix A to include the title of the course being developed by CLS.
 | **Registry - QA** |
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| **21.3** | UTLC noted the following updates in relation to ADA Masters’ Suite validation event:* MA Textiles - new course
* MA Fashion Communication - new course
* MA Graphic Design – revisions to current course
* MA Photography - new course
* MA Illustration - new course
* MA Contemporary Fine Art - new course
* MA Product Design - new course
* MA Interior Design - new course

put forward by Art, Design and Architecture on 20 March 2020 for recruitment from September 2020.  Conditions met.  Course reference:  19-20.7.The following two courses considered at this validation event were not yet approved:* MA Fashion:  Creative Pattern Cutting – revisions to current course - *validation subject to written comments from an approved external*
* MA Animation Production - new course – *validation subject to written comments from an approved external panel member.*
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| **22** | **REPORTS FROM STANDING COMMITTEE FOR DEGREE APPRENTICESHIPS** |  |
|  | None |  |
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| **23** | **TRANS STUDENT SUPPORTING FRAMEWORK**REGS\_UTLC\_2020\_05\_20\_P23.1It was noted that the Student Trans Equality Policy document considered by UTLC on 27 November 2020 has been reclassified as a guidance document/framework instead of a policy. |  |
| **24** | **UNIVERSITY INTERNATIONAL COMMITTEE** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P24.1Members received the minutes from the meeting of the University International Committee held on 29 April 2020. |  |
| **25** | **SUBJECT REVIEW REPORTS** |  |
|  | None |  |
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| **26** | **REPRESENTATION FOR ANNUAL EVALUATION EVENTS** |  |
|  | REGS\_UTLC\_2020\_05\_20\_P26.1The chairs and reps of AE Panels for 2020-21 were noted. |  |
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| **27** | **QUALITY APPRAISALS 2019/20** |  |
| **27.1****27.2** | UTLC noted that:* As a result of the changes to processes associated with EE3 forms agreed at the January 2020 UTLC, the Quality Appraisal on the recording of “EE3 Reports & Action plans” will be deferred until the 2021/22 academic year.
* The results of the quality appraisal of “Exit Strategies & CMA Requirements” will be incorporated into the annual Quality Appraisal of SAVP Activity, presented to the committee in September.

Members were asked to send suggestions for quality appraisals for the 2020/21 academic year to the Assistant Registrar Quality Assurance by Tuesday 1 September 2020. | **UTLC** |
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| **28** | **REPORTS FROM PSRBs** |  |
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| **OTHER BUSINESS** |
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| **29.** | **ANY OTHER BUSINESS****Items 29.1 and 29.2 were considered at the start of the meeting.** |  |
| **29.1** | **Moving Online Training Course**UTLC received an update on the Moving Online Training Course from Sue Folley. It was explained that a module has been created aimed at providing guidance for setting up modules for online delivery. It was expected to be live from Monday 8 June 2020.Schools were requested to confirm which modules would be delivered online as well as a list of staff who would be involved in the delivery. In addition, Schools were requested to provide any case studies on online delivery which could be included in the guidance issued to staff. Further information relating to the module would be circulated by Sue Folley.  | **Schools** |
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| **29.2** | **Personal Academic Tutor Model** The committee received an update on the Personal Academic Tutor Model from Dr Cheryl Reynolds. A PAT module has been created on Brightspace which aimed to make it easier for staff to manage their tutees. The module was in draft format at present and included features which allowed meetings to be booked with tutees. In addition the content included guidance to students. UTLC members would be able to access the system and provide comments to Cheryl. It was confirmed that the system would need to be adopted across all schools to ensure equality of experience. DTLs were asked to notify their schools of this.Members queried whether the PAT module had the functionality to show grades and feedback by module. It was explained that this functionality had been switched off o Brightspace and it was agreed that the Chair would confirm with CLS whether this feature to be could be enabled.The Cahir confirmed that the University would be using three main tools to help with delivery in September, these were:* The VLE
* Lecture Capture
* MS Teams

It was confirmed that Zoom would remain available in the short-term and there would be training and support available for staff to use MS Teams and it was imperative that all staff undertook the training before September 2020. | **DTLs****Chair** |
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| **29.3** | **EIA for Regulations for Awards 2020-21**REGS\_UTLC\_2020\_05\_20\_P29.3Members received the EIA for Regulations for Awards 2020-21 |  |
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| **30.** | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES**The Committee confirmed that no agenda items, papers or minutes should be treated as confidential. |  |
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| **31.** | **DATE OF NEXT MEETING**Extraordinary Meeting TBC |  |