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UNIVERSITY OF
CAMBRIDGE

NOTICES

Calendar

- 2 December, *Friday*. Full Term ends.
- 6 December, *Tuesday*. Discussion at 2 p.m. in the Senate-House (see below).
- 19 December, *Monday*. Michaelmas Term ends.
- 5 January, *Thursday*. Lent Term begins.
- 11 January, *Wednesday*. First ordinary number of the *Reporter* in the Lent Term.
- 17 January, *Tuesday*. Full Term begins.

Notice of a Discussion on Tuesday, 6 December 2011

The Vice-Chancellor invites those qualified under the regulations for Discussions (*Statutes and Ordinances*, p. 107) to attend a Discussion in the Senate-House, on Tuesday, 6 December 2011, at 2 p.m., for the discussion of the Report of the Council, dated 21 November 2011, on the construction of a new building for research in Experimental Astrophysics (*Reporter*, 2011–12, p. 210).

The Report published on p. 269 will be discussed on 24 January 2012.

Election of a member of the Finance Committee in class (b): Notice

22 November 2011

The following nomination has been received for election in class (b) of the Finance Committee by the representatives of the Colleges, to serve for three years from 1 January 2011 (see *Reporter*, 2011–12, p. 186):

Mr Nicholas Downer, *SE*, nominated by Professor R. J. Bowring, *SE*, and Professor R. S. Cant, *SE*

No other person being nominated, Mr Downer is therefore elected.

VACANCIES, APPOINTMENTS, ETC.

Vacancies in the University

A full list of current vacancies can be found at <http://www.admin.cam.ac.uk/offices/hr/jobs/>.

Dyson Professorship of Fluid Mechanics; to take up appointment on 1 October 2012; closing date: 3 January 2012; informal enquiries: Professor Holger Babinsky, Department of Engineering (tel. 01223 339721, email hb@eng.cam.ac.uk); further particulars: <http://www.admin.cam.ac.uk/offices/academic/secretary/professorships/>

Sheila Joan Smith Professorship of Immunology; closing date: 3 January 2012; informal enquiries: Professor K. G. C. Smith, Department of Medicine (email kgcs2@cam.ac.uk); further particulars: <http://www.admin.cam.ac.uk/offices/academic/secretary/professorships/>

Any job application submitted with a *curriculum vitae* should be accompanied by a Cover Sheet for Employment (form CHRIS/6) which can be downloaded from <http://www.admin.cam.ac.uk/offices/hr/forms/chris6/>, or may be obtained in hard copy from the advertising Department or Faculty.

The University values diversity and is committed to equality of opportunity.

The University has a responsibility to ensure that all employees are eligible to live and work in the UK.

Appointments, reappointments, and grants of title

The following appointments, reappointments, and grants of title have been made:

APPOINTMENTS

University Lecturers

Education. Dr Sara Theresa Baker, Licence, Maîtrise, *Paris 8*, M.Sc., Ph.D., *Rutgers*, appointed from 21 October 2011 until the retiring age and subject to a probationary period of five years.

Pharmacology. Dr Denis Igorevich Burdakov, *JN*, M.A., D.Phil., *Oxford*, appointed from 1 August 2011 until the retiring age and subject to a probationary period of five years.

Deputy Director

Isaac Newton Institute of Mathematical Sciences. Dr Christie May Marr, B.A., M.Sc., D.Phil., *Oxford*, appointed from 16 January 2012 until 30 September 2015, subject to a probationary period of one year.

Assistant to the Director

Hamilton Kerr. Ms Elisabeth Jenny Rose, B.A., *Leeds*, Conservation of Easel Painting, Pg.Dip., *Courtauld Institute of Art*, appointed from 1 November 2011 until the retiring age and subject to a probationary period of nine months.

Administrative Officers

University Offices (Academic Division). Mrs Jenny Lynn Barnett, LL.B., *East London*, appointed from 1 November 2011 until the retiring age and subject to a probationary period of nine months. Mrs Caroline Pickering, B.A., *Salford*, appointed from 1 March 2011 until the retiring age and subject to a probationary period of nine months.

University Offices (Human Resources Division). Mr Daniel Robert Bond, B.A., *Manchester*, appointed from 1 October 2011 until the retiring age and subject to a probationary period of nine months.

University Offices (Secretariat). Miss Tara Catherine Grant, B.A., *Loughborough*, appointed from 4 January 2012 until the retiring age and subject to a probationary period of nine months.

REAPPOINTMENTS

Associate Lecturers

Clinical Medicine. Dr Nagui Antoun reappointed from 1 May 2011 until 30 April 2015. Dr Alan Freeman reappointed from 1 May 2011 until 30 April 2016.

GRANTS OF TITLE

Affiliated Lecturers

Classics. Dr Peter Adra's Agócs, *CHR*, Dr Alessandro Launaro, *DAR*, Dr Adrian Popescu, Dr Phillipa Mary Steele, *M*, and Dr Nicholas Andrew Shipley Zair, *PET*, have been granted the title of Affiliated Lecturer from 1 October 2011 for two years. Professor Theodore Buttrey, *CL*, and Dr David Barry Fleet, *CC*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further year. Mr Michael Scott, *DAR*, and Ms Helen van Norden, *G*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

Clinical Medicine. Dr Richard Fordham has been granted the title of Affiliated Lecturer from 1 January 2012 for a further two years.

English. Dr Corinna Russell, *EM*, has been granted the title of Affiliated Lecturer from 1 October 2011 for a further year.

French. Dr Andrew Joseph Counter, *CAI*, Dr Georgina Louise Evans, *JN*, Dr Elizabeth Marion Guild, *R*, and Mr Jean Khalfa, *T*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

German and Dutch. Dr John David Guthrie, *MUR*, and Dr Lucia Ruprecht, *EM*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

Land Economy. Dr Nigel Allington, *DOW*, Dr Natalie-Jane Bayfield, Dr Michael Carroll, Dr Lawrence Chadwick, Dr Flavio Comim, *ED*, Dr Danuta Jachniak, Mr Kelvin Macdonald, Mr Barry Moore, *DOW*, Ms Jill Morgan, Dr Alexandra Morris, Miss Yvonne Salmon, *LC*, Mr David Stott, and Ms Mary Young, *F*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further year.

Modern and Medieval Languages. Professor Georgina Emma May Born, *G*, and Dr Sophie Rachel Mayer, *MUR*, have been granted the title of Affiliated Lecturer from 1 October 2011 for two years. Dr Miranda Griffin, *CTH*, Dr Regina Karousou-Fokas, Dr David Kenyon Money, *W*, and Dr Oliver Tonneau, *HO*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

Slavonic Studies. Dr Rachel Anne Polonsky, *MUR*, and Dr Diane Ella Oenning Thompson, *CLH*, have been granted the title of Affiliated Lecturer from 1 October 2011 for two years. Mrs Iona Krasodomska-Jones has been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

Spanish and Portuguese. Dr Maria Luisa Astruc-Aguilera, Dr Rosemary Corrie Clark, *CHR*, Dr Elizabeth Anne Drayson, *MUR*, Ms Silvia Gonzalez-Jove, Dr Paz Marin-Garcia, Dr Maria del Carmen Olmedilla Herrero, Ms Erica Monica Simona Segre, *T*, Dr Lucio Ratto Villares, and Dr Andreea Weisl-Shaw, *CC*, have been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

Theoretical and Applied Linguistics. Mr Alastair Pollitt has been granted the title of Affiliated Lecturer from 1 October 2011 for a further year. Dr Edward Keith Brown, *PEM*, has been granted the title of Affiliated Lecturer from 1 October 2011 for a further two years.

EVENTS, COURSES, ETC.**Lectures, seminars, etc.**

The University offers a large number of lectures, seminars, and other events, many of which are free of charge, to members of the University and others who are interested. Details can be found on Faculty and Departmental websites, and in the following resources.

The What's On website (<http://www.admin.cam.ac.uk/whatson/>) carries details of exhibitions, music, theatre and film, courses, and workshops, and is searchable by category and date. Both an RSS feed and a subscription email service are available.

Talks.cam (<http://www.talks.cam.ac.uk/>) is a fully searchable talks listing service, and talks can be subscribed to and details downloaded.

Brief details of upcoming events are given below.

MRC Mitochondrial Biology Unit Weekly Wednesday seminars <http://www.mrc-mbu.cam.ac.uk/seminars>

NOTICES BY THE GENERAL BOARD

Senior Academic Promotions Committees, 1 October 2012 exercise: Amendment

An amendment to the notice published on 5 October 2011 (*Reporter*, 2011–12, p. 40) has been made.

Faculty Promotions Committees

4. School of the Humanities and Social Sciences

Human, Social, and Political Science Dr Mary Griffin (Secretary) has been replaced by Dr Gerald McLaren.

Preliminary Examination for Part II of the Education Tripos

(*Statutes and Ordinances*, p. 249)

The General Board give notice that, with the agreement of the Faculty Board of Education and notwithstanding the provisions of Regulation 4 of the Preliminary Examination for Part II of the Education Tripos, they have agreed to permit Ms C. Miller and Ms H. Halliwell, both of Homerton College, to offer the following combinations of papers in that examination in 2012:

Ms C. Miller: Section I, Paper 1 and Paper 2, Section II, Paper 3, and Section III, Creativity and Thinking, and Language, Communication, and Literacy.

Ms H. Halliwell: Section I, Paper 1 and Paper 2, Section IV, and Section III, Language, Communication, and Literacy.

Politics, Psychology, and Sociology Tripos, Part IIB

(*Statutes and Ordinances*, p. 394)

The General Board give notice that, with the agreement of the Faculty Board of Human, Social, and Political Science and notwithstanding the provisions of Regulation 17(c) of Parts IIA and IIB of the Politics, Psychology, and Sociology Tripos, they have agreed to permit Ms Razwana Shazu Quadir of Downing College, to offer the following combination of papers in Part IIB of that Tripos in 2011: Papers Pol. 7, Pol. 13, Int. 8, and Soc. 10. This combination of papers is not provided for elsewhere within the Tripos.

Ms Quadir took option (a) in Part IIA of the Tripos. She was not advised about the precise restrictions in place for this option in Part IIB. A plea of incuria has been received from her Director of Studies which is supported by the Senior Tutor.

REGULATIONS FOR EXAMINATIONS

The General Board give notice that, on the recommendation of the Faculty Board or other authority concerned, the regulations for certain University examinations have been amended as follows:

Preliminary Examination for Part II of the Historical Tripos

(*Statutes and Ordinances*, p. 250)

With immediate effect

The regulations for the Preliminary Examination for Part II of the Historical Tripos have been amended so as to require candidates to offer Paper 1 as one of the three or four papers offered, in order to be classed.

Regulation 4.

By amending the first two sentences of the regulation so as to read:

The examination shall consist of Papers 1 and 3–30 of Part II of the Historical Tripos. In order to be classed a candidate shall offer Paper 1 and either two or three papers, provided that no candidate shall offer a paper which he or she would not be permitted to offer as a candidate for the Tripos.

The Faculty Board of History are satisfied that no candidate's preparation for the examination in 2012 will be adversely affected by this change.

Modern and Medieval Languages Tripos

SCHEDULE B

(*Statutes and Ordinances*, p. 363)

With effect from 1 October 2011

Neo-Latin

NL. 2. A special subject in Neo-Latin literature: Marullus, Poliziano, Bèze, and Buchanan.

By amending the title *to* NL. 2. A special subject in Neo-Latin literature: Sannazaro, Poliziano, Bèze, and Buchanan.

The Faculty Board of Modern and Medieval Languages are satisfied that no candidate's preparation for the examination in 2012 will be affected by this change.

Examinations in African Studies and Modern South Asian Studies for the degree of Master of Philosophy

(*Statutes and Ordinances*, pp. 483 and 506)

With effect from 1 October 2011

The supervision of the examinations in these subjects has been transferred from the Degree Committee for the Faculty of History to the Degree Committee for the Faculty of Human, Social, and Political Science. The regulations have been amended accordingly.

Examination in Development Studies for the degree of Master of Philosophy

(*Statutes and Ordinances*, p. 491)

With effect from 1 October 2011

The supervision of the examination in this subject has been transferred from the Degree Committee for the Department of Land Economy to the Degree Committee for the Faculty of Human, Social, and Political Science. The regulations have been amended accordingly.

Examination in Applied Criminology and Police Management for the M.St. Degree

(*Statutes and Ordinances*, p. 521)

With effect from 1 September 2012

The programme specification for the examination in Applied Criminology and Police Management for the M.St. Degree has been changed to include an oral presentation on the subject of the thesis and to clarify the requirements for setting out the research proposal. The regulation for the examination has been amended so as to read:

1. The scheme of examination for the course of study in Applied Criminology and Police Management for the degree of Master of Studies shall be as follows:

- (a) four essays, each of not more than 3,000 words in length, which shall be chosen by the candidate from a list of topics announced by the Examiners;
- (b) an exercise setting out a research proposal for the thesis on a topic suggested by the candidate and agreed with the Examiners; a candidate's report on such a research exercise shall not exceed 3,000 words in length, including notes and appendices;
- (c) an oral presentation on the subject of the thesis, methods being used, preliminary results of data analysis, interpretations, and conclusions;
- (d) a thesis of not more than 18,000 words in length, including notes and appendices, on a subject proposed by the candidate and approved by the Degree Committee for the Faculty of Law.

At the discretion of the Examiners the examination shall include an oral examination on the thesis and on the general field of knowledge within which it falls; such an oral examination may include questions relating to one or more of the other pieces of work submitted by the candidate under (a) and (b) above.

NOTICES BY FACULTY BOARDS, ETC.

Mathematical Tripos, Part III, 2012: Amendment

Further to their Notice of 26 October 2011 (*Reporter*, 2011–12, p. 88), in accordance with Regulations 16 and 17 for the Mathematical Tripos (*Statutes and Ordinances*, p. 351), the Faculty Board of Mathematics give notice that there will be set in 2012, if candidates desire to present themselves therein, three additional papers as follows:

81	Reading course: Algebraic number theory	3 hours
82	Reading course: Fourier analysis	3 hours
83	Reading course: Set theory	3 hours

In addition, the Faculty Board of Mathematics give notice of an amendment to the title of papers 72 and 79 of the Mathematical Tripos. The entries should have read as follows:

72	Fundamentals in fluid mechanics of climate	3 hours
79	Advanced topics in fluid mechanics of climate	3 hours

REPORTS

Joint Report of the Council and the General Board on the provision of sites and buildings regulations

The COUNCIL and the GENERAL BOARD beg leave to report to the Regent House as follows:

1. The Council and the General Board have responsibilities in relation to University land and buildings. The Council exercises its supervisory responsibility for administration, planning, resources, and supervision of finances, in conjunction with the Finance Committee and through delegation to the Planning and Resources Committee, Resource Management Committee, and other joint committees established with the General Board. (This structure was set out in the Council's Consultative Report on matters relating to central administration and management (the Finance and Planning and Resources Committees, the establishment of a Buildings Committee) in 2004 (*Reporter*, 2003–04, p. 537) (<http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html>).

2. The Ordinance for University Property: Sites and Buildings (*Statutes and Ordinances*, p. 991) was amended by Grace 1 of 9 February 2005 to refer to the Buildings Committee. The purpose of the current revision is not to change the processes but to state in one place the many provisions which apply to the management of land and buildings in the University and also to set out clearly the committee processes which are currently in place to ensure proper supervision of the University's estate. In particular, those matters currently requiring a Grace under Statutes and Ordinances will continue to do so. This proposal enables the proposal by the Council in its earlier Report that the existing Minor Works Review Group, an officer group that reviews minor works, should be reconstituted as a Buildings Committee Sub-committee. The attached table (p. 282) summarizes the new drafting.

3. The mechanism proposed is that new Sites and Buildings Regulations will be issued by joint Notice of the Council, the Finance Committee, and the General Board, and included after the Financial Regulations in Ordinance Chapter XIII, and that the existing Ordinance for University Property: Sites and Buildings, should be rescinded. Thereafter the Regulations will be kept under review and amended by joint Notice of the Council, General Board,

and Finance Committee. No substantive change is otherwise required to the Statutes and Ordinances. This mechanism and the proposed restructuring of the Regulations should make it easier to update the Regulations in the future in the light of emerging best practice.

4. The proposed revision of the Regulations also gives an opportunity to update existing maintenance delegations (including thresholds) and propose a publication scheme for buildings works which are not substantial, via Buildings Committee and Council Notices respectively. Publication would be in the *Reporter* as well as on site. The draft regulations and draft publication scheme are attached in the Annexes to this Report.

5. The Sites and Buildings Regulations would apply to all University institutions and include all subsidiary companies. They have been circulated to all Heads of Department, Chairmen and Secretaries of Faculty Boards, Heads of institutions under the supervision of the Council, including the University Offices, and those designated as such for financial management and control purposes. It is the responsibility of Heads of all University institutions to ensure that staff under their jurisdiction are made aware of the existence and provisions of these Sites and Buildings Regulations, and that an adequate number of copies are made available for reference within the institution. In particular they must ensure that all staff are made aware of the implications of not complying with the Sites and Buildings Regulations which are designed to ensure that due and appropriate attention is given to managing risks relating to health and safety (including fire regulations), legal obligations, insurance cover, and cost controls.

6. Additional copies of the Sites and Buildings Regulations may be obtained from the office of the Director of Estate Management, 74 Trumpington Street, Cambridge, CB2 1RW, who should also be contacted for advice if there is any uncertainty as to their application. The Sites and Buildings Regulations will also be made available on the Estate Management Division's website (<http://www.admin.cam.ac.uk/offices/em/index.shtml>).

Recommendations

7. The Council and the General Board recommend:

I. That the regulations for University Property: Sites and Buildings be rescinded (*Statutes and Ordinances*, p. 991).

II. That the Ordinance for Financial Matters (*Statutes and Ordinances*, p. 968) be amended by the addition of the following new Regulations 11 and 12:

11. The Council, the Finance Committee, and the General Board shall jointly issue regulations for the financial and operational management of University sites and buildings.

12. The Buildings Committee shall be a joint committee of the Council and the General Board. It shall be the duty of the Buildings Committee:

(a) within the terms of sites and buildings approved by the Council, the Finance Committee, and the General Board from time to time

(i) to consider and give technical approvals for building proposals submitted to them in accordance with regulations for sites and buildings approved by the Council, the Finance Committee, and the General Board;

(ii) to consider and give such approvals as it thinks fit for the delegation of responsibility for maintenance and building work; and

(iii) to oversee applications for planning approvals on University land;

(b) to maintain general oversight over the technical aspects of the erection of any new building or the alteration of any existing building;

(c) to advise on the annual budget needed in the Building Maintenance Fund;

(d) to perform such other duties as the Council and General Board may from time to time direct.

III. That the regulations for the Press Syndicate (*Statutes and Ordinances*, p. 133) be amended as follows: Regulation 3(c).

(i) By deleting the words 'of Regulations 1 and 11' from line 4;

(ii) By inserting the words 'insofar as they shall be expressly stated to apply to the University Press' after the words '(sites and buildings)' in line 4.

28 November 2011	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> DAVID ABULAFIA N. BAMPOS RICHARD BARNES D. J. A. CASSERLEY ATHENE DONALD R. J. DOWLING	I. M. LE M. DU QUESNAY DAVID GOOD ANDY HOPPER CHRISTOPHER HUM F. P. KELLY VANESSA V. LAWRENCE R. LETHBRIDGE	MAVIS McDONALD SUSAN OOSTHUIZEN RACHAEL PADMAN THOMAS PARRY-JONES JOHN SHAKESHAFT MORGAN WILD A. D. YATES
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2 November 2011	L. K. BORYSIEWICZ, <i>Vice-Chancellor</i> N. BAMPOS WILLIAM BROWN H. A. CHASE SARAH COAKLEY	CHRISTOPHER CROW SIMON FRANKLIN ANDREW GAMBLE C. A. GILLIGAN DAVID GOOD	PETER HAYNES RACHAEL PADMAN J. RALLISON PATRICK SISSONS MORGAN WILD
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ANNEX 1

SITES AND BUILDINGS REGULATIONS

Adopted and approved on [date] by Order of the Council, Finance Committee, and the General Board, following a Grace on [date] by which Regent House repealed the Sites and Buildings Regulations (1994 as amended in 2005) and provided for the continuing constitution of the Buildings Committee as a statutory committee and the consequential amendment of Ordinances.

Distributed by the Registry to all Heads of Department.

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Terms beginning with capital letters are defined in Schedule 5 where necessary to aid interpretation.

1. Scope and responsibilities

- 1.1 The Council, Finance Committee, and General Board have responsibilities in relation to University land and buildings.¹ These Regulations are issued as part of the discharge of those responsibilities and to facilitate compliance with Statutes and Ordinances. In particular these Regulations seek to set out in one place the arrangements for management of University land, buildings, and capital projects from a technical, operational, and financial perspective.
- 1.2 A Grace is required for the disposal of land of present or prospective use to the University;² and for substantial alteration of an existing University building (understood as involving aesthetic as well as financial considerations), the erection of a new University building or the demolition of an existing University building.³ Disposal of land means the sale or transfer of any freehold or leasehold property or the grant of a lease for more than 60 years.⁴
- 1.3 These Regulations apply to all University land and buildings owned or leased or to be acquired by the University and related capital and maintenance expenditure. The Regulations must be followed by all Staff; all Departments and University subsidiary companies but not Cambridge University Press except where specifically provided (the Press is governed by its own Statute and Ordinances) or in general Cambridge Assessment (see further Schedule 2).
- 1.4 Compliance with these Regulations does not remove any requirement to comply with the University's Financial Regulations issued by the Council.
- 1.5 Committee and other responsibilities in relation to land and buildings are set out diagrammatically in Schedule 1 and summarized in Schedule 2.
- 1.6 Breach of these Regulations may result in disciplinary action and will be reported to the Registry, who will then report to the appropriate committee.

2. Approvals and contract execution

- 2.1 Projects which relate to land and buildings require Expenditure Approvals and in some cases Specific Operational Approvals. The Expenditure Approvals are set out in Schedule 3 and the Specific Operational Approvals in Schedule 4.
- 2.2 Compliance with Schedule 3 satisfies the requirement in Financial Regulations for Capital Approval.⁵
- 2.3 Heads of Department (see definition in Schedule 5) shall
 - (a) take all necessary advice and
 - (b) for projects involving their Department secure the approvals required by these Regulations before any contractual commitment is given.
- 2.4 Subject to the issue of Expenditure and Specific Operational Approvals, the Head of Estate Management shall approve and sign all contracts for the purchase, lease or licence of land or property or for the erection, demolition, substantial repair or alteration of buildings. Financial Regulation 7.1 governs who may authorize the affixing the University's seal.
- 2.5 Financial Regulation 8.3 governs when contract performance may begin.

¹ Statute A Ch IV, para 1 and Statute F, Ch I paras 1(a), 2, and Ordinance Ch XIII para 6.

² Ord XIII Financial Matters, 6(a).

³ Stat F Ch 1, para 2, 2nd sentence.

⁴ Ord XIII Financial Matters, 6(a).

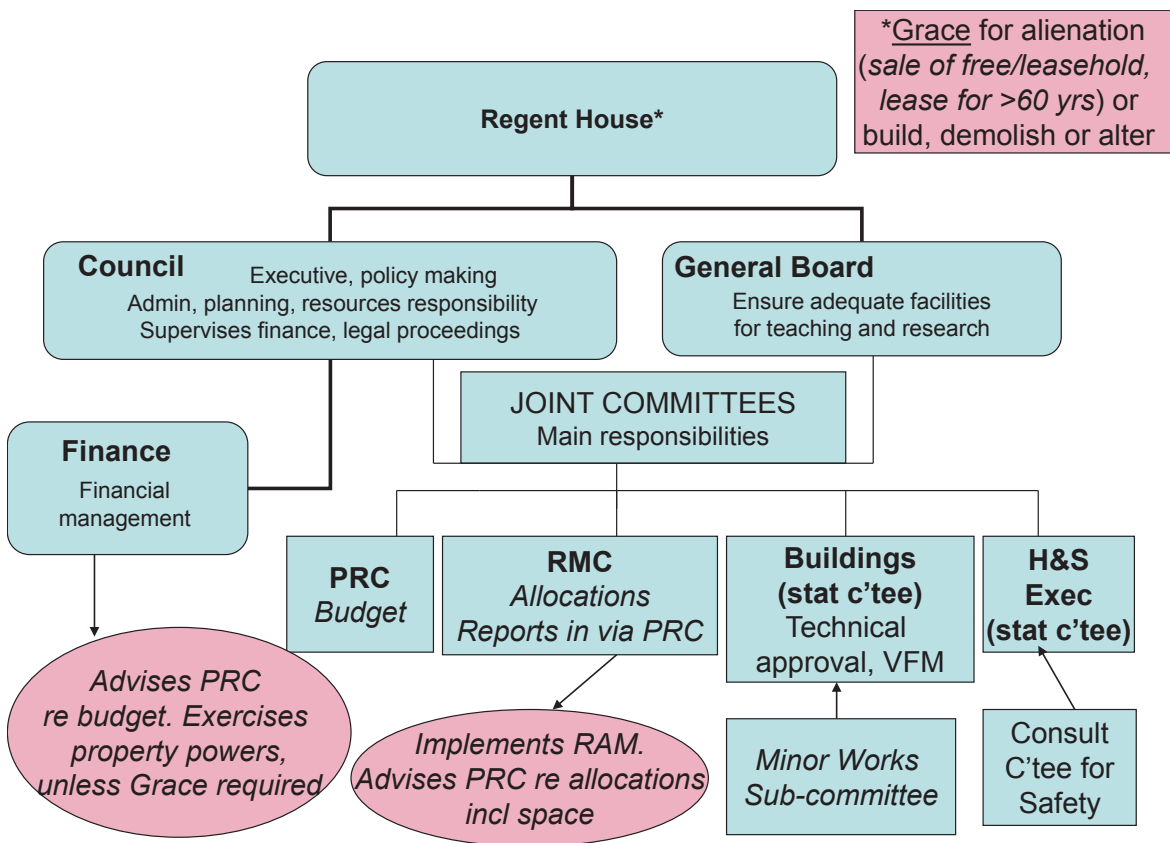
⁵ Financial Regulation 18.1.

3. Authorities and review

- 3.1 The Council, Finance Committee, and General Board hereby give all delegations and directions contemplated by these Regulations.
- 3.2 Chairmen of committees shall have delegated authority to act for their committees between meetings in urgent, minor or straightforward cases, reporting in full to the next committee meeting.
- 3.3 All decisions made under delegation shall be reported back to the responsible committee, which may call the matter back for further consideration.⁶
- 3.4 Every three years, or more frequently if appropriate, the Registry shall arrange for these Regulations to be reviewed and for proposed changes to be submitted to the Council, Finance Committee, and the General Board and adoption by their joint Notice.

⁶ Statute K, 9(b)(ii): delegation does not relieve the delegating body of responsibility.

Schedule 1 – Committee structure diagram



Schedule 2 – Committee and other responsibilities

1. The Council

- 1.1 The Council⁷ is the principal executive and policy making body of the University, responsible for administration, planning, resources, and supervision of finances.⁸ The Council delegates business to its standing and occasional committees.⁹ The committees dealing with finance, planning and resources are the Finance Committee and the Planning and Resources Committee (PRC).¹⁰
- 1.2 The Council has the primary responsibility for determining if the sale or transfer of freehold or leasehold land or the grant of a lease for 60 years or more would deprive the University of the use of land or buildings which are of present or prospective use to the University (defined in Schedule 5 to these Regulations as “PPU Land”). If so its disposal requires a Grace.¹¹ For the purposes of ongoing management, PPU Land is divided into the Operational and the Non-Operational Estate (both as defined in Schedule 5).
- 1.3 The Council lays down the scheme of Expenditure and Specific Approvals set out in Schedules 3 and 4.
- 1.4 The Council and Finance Committee delegate the overall management of the Operational Estate to PRC and the Buildings Committee, which report back to the Council.
- 1.5 The General Board is responsible for ensuring there are adequate resources for teaching and research.¹²

2. Council Committees

- 2.1 The Finance Committee and Audit Committee are standing committees of the Council.¹³ The Council from time to time establishes further standing or occasional committees.¹⁴
- 2.2 The *Finance Committee* is responsible under the Council for financial management and stewardship of all assets and land, whether PPU Land or land held for investment. The Finance Committee itself oversees the management of the Non-Operational Estate, which is managed and maintained on a self-funding basis. The Non-Operational Estate includes land held for investment. The Finance Committee’s remit includes overview of the University’s accounts (and accounting policies, practices, and systems), consideration of management accounts and investment management and the custody of tangible and intangible University assets. It reports to the Council as necessary and advises PRC about the budgetary envelope predicted prudently to be available to the University for both capital and recurrent expenditure. It is responsible with the Council for investment.¹⁵
- 2.3 All borrowing requires Finance Committee approval.

3. Joint Council and General Board Committees

- 3.1 The *Planning and Resources Committee* (PRC)¹⁶ is a joint committee of the Council and General Board, reporting to both bodies. It is responsible for advice to the central bodies about major strategic matters and for the conduct, subject to the responsibilities of the Council and the General Board, of the higher-level planning and resource management of the University including, with advice from the Finance Committee, proposing the University budget to the Council and the General Board.
- 3.2 PRC provides the financial oversight for the management of the Operational Estate and approves the estate plans for the management of PPU Land. It ensures the provision of funding for acquisition of land and work in relation to land.
- 3.3 PRC gives Funding Approvals (see Schedule 3).
- 3.4 The *Buildings Committee*¹⁷ is a joint committee of the Council and General Board. It gives Technical Approvals where the Total Cost exceeds £1m. It reviews retrospectively the Technical Approvals given by its Minor Works Sub-Committee, giving advice where necessary about how to approach future decisions. Estate Management advises and conducts the operational work for Buildings Committee with the assistance of Finance Division and the Planning and Resource Allocations Office (PRAO).

⁷ See <http://www.admin.cam.ac.uk/committee/council/>.

⁸ Statute A Ch IV, para 1 and Statute F, Ch I paras 1(a), 2, and Ordinance Ch XIII para 6. See also Ordinance Ch I, Special Regulations for Syndicates, Local Examinations Syndicate and Press Syndicate.

⁹ Statute A, Ch V, para 1(b).

¹⁰ The Consultative Report of the Council in March 2004 (see <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html> at para 1(a)).

¹¹ Ord XIII Financial Matters, 6(a).

¹² Statute C, Ch I, Reg 1(c)(ii).

¹³ Statute A, Ch V para 1(a).

¹⁴ Statute A, Ch V para 1(b).

¹⁵ Statute A, Ch V, Statute F, Ch III, and Ordinance Ch XIII, Financial Matters, para 6, the Consultative Report of the Council in March 2004 (see <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html> at para 8(b)).

¹⁶ See <http://www.admin.cam.ac.uk/cam-only/committee/prc/>. The PRC is a joint committee of the Council and General Board, serviced by the Planning and Resource Allocation Office (PRAO). See the Council Consultative Committee report in March 2004 at <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html> at para 6, 8(a), 10(a), and 19.

¹⁷ See http://raven.intranet.admin.cam.ac.uk/committee/council/building_committee.aspx. The Consultative Report of the Council identifies the Buildings Committee as responsible for advising the PRC about executive matters relating to the operational estate and the buildings programme, including buildings maintenance, within budgets and estate plans approved by the central bodies on the recommendation of the PRC. It is a joint committee of the Council and General Board serviced by the Planning and Resource Allocation Office (PRAO), with business prepared by the Director of Estate Management. See <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html> at para 8 and 10(c). See also para 3, Grace 1, 18 Feb 2005, and Regulation 9 of the Sites and Buildings Regulations (1994 as amended in 2005), confirmed by these Regulations.

- 3.5 The Buildings Committee advises PRC on the annual budget needed in the Building Maintenance Fund for the maintenance of the Operational Estate. It gives Technical Approvals (see Schedule 3) and technical advice on the management of the Operational Estate. The cost of maintaining the Operational Estate is chargeable to the Buildings Maintenance Fund or, if the body giving the Funding Approval determines (see Schedule 3), to departmental or other funds.¹⁸ The Buildings Committee has power to delegate maintenance responsibility.¹⁹
- 3.6 The Buildings Committee oversees applications for planning approvals for the Operational Estate and is consulted by Cambridge University Press and Cambridge Assessment about planning applications for premises and land in the city of Cambridge.²⁰
- 3.7 The *Minor Works Sub-Committee* is a sub-committee of the Buildings Committee²¹ to which it reports. It gives Technical Approvals where the Total Cost is £50,000 to £1m, reporting these decisions retrospectively to the Buildings Committee. It makes funding recommendations to the Resource Management Committee (RMC) where the Total Cost is between £50,000 and £1m in parallel with the application to RMC for Funding Approval.²²
- 3.8 The *Resource Management Committee* (RMC)²³ is a joint committee of the Council and General Board and reports in to those committees via PRC. RMC deals with the detailed work of resource allocation.²⁴
- 3.9 RMC gives Funding Approvals (see Schedule 3).
- 3.10 RMC²⁵ allocates space, dealing with the detailed work on resource allocation, following a proposal by the Space Management Advisory Group. The PRAO allocates space less than 100 square metres under RMC supervision. As part of its space allocation remit, RMC approves proposals to share University space, including with Embedded Companies.
- 3.11 The *Health and Safety Executive Committee*²⁶ is a joint committee of the Council and General Board. It is advised by the Consultative Committee on Safety. The Consultative Committee receives and considers the annual University Fire Report from Estate Management. The report then goes to the Health and Safety Executive Committee for consideration.
- 3.12 The *Environmental Strategy Committee*²⁷ is a joint committee of the Council and General Board and reports in to those committees via PRC. It is responsible for monitoring and enhancing the University's environmental management system.

4. Financial Planning Process

- 4.1 RMC and PRC propose the budget parameters, which are approved by the Finance Committee. RMC then constructs the budget for PRC approval. The budget then goes to Council with advice from the Finance Committee, prior to being Graced.

5. Other Bodies and Committees

- 5.1 The *Press Syndicate* is responsible for the management of the finance, property, and affairs of Cambridge University Press, except if Statutes and Ordinances expressly or by necessary implication provide otherwise.²⁸ Cambridge University Press will consult the Buildings Committee about any significant planning applications to be made in respect of any premises or land in the city of Cambridge.²⁹
- 5.2 A Grace is not required for the sale or transfer of freehold or leasehold land by Cambridge University Press or for the grant of a lease of more than 60 years or for the erection of a new building or for the demolition or substantial alteration of an existing building.³⁰ However the Press Syndicate have undertaken not to dispose, without the approval of the University, of the Pitt Building or of any property acquired from the University and specially designated by agreement between the Press Syndicate and the Council at the time of acquisition. The Press Syndicate have also undertaken to offer the Council the first option to acquire, at prevailing market price, any

¹⁸ Ordinance Ch XIII, University Funds, Special Regulations, Buildings Maintenance Funds; and Regulation 9 of the Sites and Buildings Regulations (1994 as amended in 2005), re-confirmed by these Regulations.

¹⁹ Regulations paras 9 and 10 (1994 as amended in 2005). The delegation is confirmed by these Regulations.

²⁰ Previously Regulations 11(a) of the Sites and Buildings Regulations (1994 as amended in 2005), delegation confirmed by these Regulations in relation to the Operational Estate.

²¹ The Council Consultative Report of March 2004 confirmed, for the time being, the (predecessor) Minor Works Review Group as a technical review and implementation group, reporting to the Buildings Committee but suggested it would be reconstituted as a sub-committee of the Buildings Committee – see <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html>, para 1(f) and 8(d).

²² See Schedule 3.

²³ See <http://www.admin.cam.ac.uk/cam-only/committee/rmc/>.

²⁴ See further the RMC terms of reference on the RMC website and the Consultative Report of the Council in March 2004 (see <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5955/11.html> at para 1(e) and 16 and RMC terms of reference at <http://www.admin.cam.ac.uk/cam-only/committee/rmc/terms.pdf>).

²⁵ Sites and Buildings Regulations (1994 as amended in 2005) para 5 described as a Council responsibility the assignment of buildings to faculties, departments and other institutions or bodies. This task has been delegated to RMC.

²⁶ See Ord I, Ch 1, Special Regulations for Boards, Health and Safety Executive Committee, para 3 and 4 and <http://www.admin.cam.ac.uk/cam-only/committee/safety/>. See also Council Notice of 26 April 2010 which revised membership of this committee.

²⁷ See <http://www.admin.cam.ac.uk/cam-only/committee/environment/terms/>. The Buildings Committee confirmed the organization, terms of reference and constitution of the Committee for Environmental Management on 21 June 2000, see <http://www.admin.cam.ac.uk/cam-only/committee/environment/constitution/>.

²⁸ Statute J; Ord I, Ch 1, Special Regulations for Syndicates, Press Syndicate, para 3; Ord XIII, Financial Matters, para 9; Financial Regulations para 1; see also Sites and Buildings Regulations (1994 as amended in 2005) para 1 and 11, re-confirmed in these Regulations. The Council has power to limit the Press's powers and may reclaim control – see Statute J paragraphs 5 and 13

²⁹ Sites and Buildings Regulations (1994 as amended in 2005) para 11, continued in the current Regulation.

³⁰ Statute J paragraph 3 and Ordinance XIII Financial matters para 9.

property in Cambridge which is to be disposed of by the Syndicate, such option if not taken up to lapse fourteen days after the offer.³¹

- 5.3 The Local Examinations Syndicate provides the oversight of *Cambridge Assessment*, including in relation to the management of property assigned to Cambridge Assessment subject to the following requirements:
- A Grace is required for the disposal of land.³²
 - The Local Examinations Syndicate shall offer the Council the first option to acquire, at prevailing market price, any property in Cambridge which is to be disposed of by the Syndicate, such option if not taken up to lapse fourteen days after the offer.
 - Cambridge Assessment shall seek the prior written consent of the Finance Committee before contracting for any land or building acquisition or borrowing for capital purposes above £15m.
 - Cambridge Assessment shall consult the Buildings Committee about any significant planning applications to be made in respect of any premises or land in the city of Cambridge.

6. Unified Administrative Service (UAS)

- 6.1 The *Estate Management* Division of the UAS undertakes the technical management of the Operational and Non-Operational Estate (but not investment land within the CUEF), including the following:
- preparing the draft estate plans (estate strategy and its implementation) for approval of PRC, the Council, and the General Board, including the categorization of land not held as part of PPU Land;
 - undertaking all planned maintenance, drawing on the Building Maintenance Fund, and all unplanned maintenance (under the supervision of and reporting to the Buildings Committee);
 - providing monitoring, guidance, and training for Departments on fire safety; checking fire equipment; managing the Fire Team; reporting annually on fire safety to the Consultative Committee for Safety;³³
 - planning and managing University property and facilities;
 - advising on security matters and responding to incidents;³⁴
 - securing planning permission as required;
 - procuring University building work;
 - managing University and private rented residential accommodation for University use;
 - operating the University Centre and other catering outlets around the University;
 - advising on the drafting and negotiation of licences and leases for the approved sharing of space; and
 - managing the University Farm.
- 6.2 Following the issue of a Funding Approval for building work, the Finance Division conducts final due diligence checks including as to the sources and reliability of funding. The building warrant (being the formal authority to spend) is issued
- by the Director of Estate Management for maintenance work,
 - by the Deputy Director of Finance for other building work up to and including £100,000,
 - by the Pro-Vice-Chancellor for Planning and Resources for other building work above £100,000.
- 6.3 The *Space Management Advisory Group* is a working group, which reports to RMC and makes proposals about allocation of University space.
- 6.4 *PRAO* is a unit within the Academic Division. Among other responsibilities it gives Funding Approvals and, under RMC supervision, allocates space less than 100 square metres. *PRAO* services PRC, RMC, the Buildings Committee, the Minor Works Sub-Committee, and the Space Management Advisory Group.

7. Schools and Departments

7.1 *Schools* are responsible for resource allocation within the parameters set by the annual budget report.

7.2 *Heads of Department*

The definition in the Financial Regulations from time to time in force³⁵ is adopted for the purposes of these Regulations. At the time of adoption of these Regulations this means: “the head of a department or a faculty not organized in departments, secretaries of faculties, head of a centre, institute or other body under the supervision of the General Board or Council and head of a division within the Unified Administrative Service”. “Department” is interpreted accordingly.

Heads of Department are responsible, in respect of buildings assigned to the Department, for

- identifying and reporting to Estate Management the need for any unplanned maintenance;
- cleaning;
- observance of safety, security and fire precautions in line with advice and guidance from Estate Management;³⁶

³¹ Ord I, Ch 1, Special Regulations for Syndicates, Press Syndicate, para 3(c) footnote.

³² See Regulation 1.2

³³ Previously the Buildings Committee had overall responsibility for the taking of measures for the safety of premises (including fire precautions) – see Regulation 9(a), (b) of the Sites and Buildings Regulations (1994 as amended in 2005).

³⁴ Previously the Buildings Committee had overall responsibility for the taking of measures for the safety and security of the premises in consultation with the bodies concerned – see Regulation 9(a), (b) of the Sites and Buildings Regulations (1994 as amended in 2005).

³⁵ See Financial Regulation 4.1.

³⁶ Previously Schedule 1 paragraph 1(c) of the Sites and Buildings Regulations (1994 as amended in 2005), delegation confirmed by these Regulations. Security obligations not previous itemized.

- maintenance only where specifically delegated by Buildings Committee (see Schedule 4); and
- undertaking a cost and space analysis for any Embedded Company, securing a Specific Approval to share space with the company (see Schedule 5) and ensuring contractual arrangements are put in place between the company and the University and that the company complies with health and safety legislation and University policies.³⁷

8. The Investment Office

8.1 The Investment Office buys and sells and arranges the technical management of land and buildings held for investment purposes within the CUEF, under the oversight of the Investment Board, reporting to the Council via the Finance Committee.

9. The Land Fund

9.1 All payments of premium for the lease of land and receipts from the sale of land (other than land held for investment purposes) shall be credited to the Land Fund. The capital and the income of the Fund may be used (*a*) to purchase sites which are suitable for development for University purposes, and (*b*) to meet the cost of planning and providing the infrastructure for the development of sites in University ownership, including costs relating to the requirements of Town and Country Planning legislation.³⁸

³⁷ Ordinance Chapter XIII, Financial Matters, Financial Regulation 26.

³⁸ Ordinance Chapter XIII, Financial Matters, University Funds, Land Fund.

Schedule 3 – Expenditure Approvals, required for: (i) all building work, including refurbishment and re-structuring, and (ii) maintenance, where delegation has been approved pursuant to Schedule 4*

*Where any delegation has been approved pursuant to Schedule 4, the Department will act in place of Estate Management

Total Cost	Head of Department	Estate Management*	PRAO	Minor Works Sub-Committee	Buildings Committee	RMC	PRC
Total Cost of less than £50k unless Buildings Committee has approved a Minor Works Expenditure Approval Exemption	Provides Brief Business Case to PRAO.	Estate Management prepares the budget for PRAO and gives Technical Approval.	PRAO checks funding availability. Provided Estate Management agrees PRAO issues the Funding Approval.				
Total Cost is £50k to £1m.	Provides Brief Business Case to PRAO.	Estate Management checks value for money and prepares the budget for Minor Works Sub-Committee.	PRAO checks funding availability and consults Estate Management. Reports to Minor Works Sub-Committee.	Receives Estate Management and PRAO advice. Makes a funding recommendation to RMC. Gives the Technical Approval which is then reported to Buildings Committee.		Funding Approval.	
Total Cost is >£1m to <£2m.	Provides Brief Business Case to PRAO.	Estate Management checks value for money and prepares the budget for Buildings Committee.	PRAO reviews and recommends to Buildings Committee business need (academic or administrative need and value for money).		Technical Approval.		Funding Approval.
Total Cost is £2m or above (Capital Projects Process).	Registers the project with PRC at the outset. The Chairman of PRC has power to register small, straightforward projects. Prepares the Concept Paper. When the Concept Paper is approved, prepares full business case including the confirmation/revision of the Concept Paper and business plan and the provision of estimates.	Estate Management checks value for money and prepares the budget for Buildings Committee.	PRAO assists Department working with Estate Management.		Technical Approval.		Approves Concept Paper before proceeding further and determines how the preparation of the full business case is to be funded. Funding Approval.

Schedule 4 – Specific Operational Approvals

Subject	Approval or determination by	Other requirements
<i>Alienation of land</i>		
Determination whether land is PPU Land. ¹	Finance Committee. In straightforward cases the determination can be made by the Director of Finance (on advice of the Director of Estate Management) and reported to the Finance Committee.	PRC advises the Finance Committee. Estate Management provide technical advice.
Approval for sale or transfer or grant of a lease for more than 60 years of land which is PPU Land. ²	Regent House (Grace).	Report from Council to Regent House.
Approval for sale or transfer or grant of a lease for more than 60 years of land which is not PPU Land. ³	Finance Committee.	
Approval for grant of a lease of PPU Land for less than 60 years. ⁴	Finance Committee.	
Use of Land Fund (receipts from sale or lease of land other than land held for investment purposes). ⁵	Finance Committee.	
<i>Alteration or change of use</i>		
Consideration of whether a repair or alteration is substantial and, if not substantial what publicity is appropriate. ⁶	The body which gives the Technical Approval (Minor Works Sub-Committee or Buildings Committee depending on project Total Cost).	
Preliminary approval of proposals for substantial repair or alteration (prior to seeking a Grace). ⁷	PRC gives the Funding Approval. Buildings Committee gives the Technical Approval.	
Approval for substantial alteration of an existing University building. ⁸	Regent House (Grace).	Consult the Directors of Estate Management and Finance and the Taxation Section. Execution of contract documents is done by the Director of Estate Management. ⁹
Approval for change of use. ¹⁰	RMC.	Estate Management advises.
<i>Erection or demolition of a building</i>		
Approval for the erection of a new University building or for the demolition of an existing University building. ¹¹	Regent House (Grace).	Consult the Directors of Estate Management and Finance and the Taxation Section. The Director of Estate Management signs the contract documents. ¹²
<i>Maintenance</i>		
Setting the annual budget for the Building Maintenance Fund.	PRC – Financial Approval Buildings Committee – Technical Approval.	
Delegation of maintenance (for the execution of one or more maintenance projects).	Buildings Committee.	When considering a request until further notice to delegate maintenance, Committee shall set any appropriate thresholds and conditions and shall have regard to the following: (a) The extent of delegation to be given (scope and Total Cost delegated). (b) Legal, regulatory, and insurance issues. (c) Levels of necessary expertise (technical, health and safety, purchasing, etc.). (d) Value for money. (e) Conditions to be imposed in addition to those in Financial Regulations. A list shall be published on the Estate Management website setting out delegations made. ¹³

Schedule 4 – Specific Operational Approvals (continued)		
Subject	Approval or determination by	Other requirements
Minor works expenditure approval exemption		
Exemption from need to seek an Expenditure Approval for work not exceeding £50,000.	Buildings Committee.	When considering a request for exemption until further notice from the need to seek an Expenditure Approval for work where the Total Cost does not exceed £50,000, Committee shall set any appropriate thresholds and conditions and shall have regard to the following: <ul style="list-style-type: none"> (a) The extent of permission to be given (scope and Total Cost permitted). (b) Legal, regulatory, and insurance issues. (c) Levels of necessary expertise (technical, health and safety, purchasing, etc.). (d) Value for money. (e) Conditions to be imposed in addition to those in Financial Regulations. A list shall be published on the Estate Management website setting out delegations made.
Permission to carry out minor works		
Permission to carry out minor works.	Buildings Committee.	When considering a request for permission until further notice to carry out minor works, Committee shall set any appropriate thresholds and conditions and shall have regard to the following: <ul style="list-style-type: none"> (a) The extent of permission to be given (Total Cost permitted). (b) Legal, regulatory, and insurance issues. (c) Levels of necessary expertise (technical, health and safety, purchasing, etc.). (d) Value for money. (e) Conditions to be imposed in addition to those in Financial Regulations including requirements to consult EM and/or not to do certain specified work. A list shall be published on the Estate Management website setting out delegations made.
Permission to carry out emergency work		
Permission to carry out Emergency work without seeking an expenditure approval.	Buildings Committee.	When considering a request for permission until further notice to carry out emergency work as it arises, Committee shall set any appropriate thresholds and conditions and shall have regard to the following: <ul style="list-style-type: none"> (a) The extent of permission to be given (Total Cost permitted). (b) Legal, regulatory, and insurance issues. (c) Levels of necessary expertise (technical, health and safety, purchasing, etc.). (d) Value for money. (e) Conditions to be imposed in addition to those in Financial Regulations including requirements to consult EM and/or not to do certain specified work. A list shall be published on the Estate Management website setting out delegations made.
Acquisition of land		
Approval for acquisition of property (freehold leasehold or any building) anywhere in the world to form part of PPU Land whether for value or not. ¹⁴	Finance Committee.	PRC advises Finance Committee as necessary.
Borrowing		
Prior approval required.	Finance Committee.	

Schedule 4 – Specific Operational Approvals (continued)		
Subject	Approval or determination by	Other requirements
Allocation of space		
Allocation of space. Approval for sharing University space with any third party, including an Embedded Company, and whether by way of lease, licence or any other formal or informal arrangement. A change to the net usable area of the building. A change of use. ¹⁵	RMC.	Consult the Space Management Advisory Group (SMAG considers and puts proposals to RMC). Consult Estate Management about the terms of any arrangement with a third party. Execution of contract documents is done by the Director of Estate Management. ¹⁶

¹ Ord XIII Financial Matters, 6(a): A Grace is required for a sale or lease of more than 60 years if in the judgement of the Council this would deprive the University of the use of lands or buildings which are of present or prospective use to the University.

² Ord XIII Financial Matters, 6(a).

³ Ord XIII Financial Matters, 6(a).

⁴ Ord XIII Financial Matters, 6(a).

⁵ Premiums from the lease of land and receipts from the sale of land (other than land held for investment purposes) are credited to the Land Fund and are subject to the requirements of Ordinance Ch XIII, University Funds, Land Fund.

⁶ Delegation from Council: i.e. is it substantial for the purpose of Statute F, Ch 1, para 2, 2nd sentence.

⁷ Delegation from Council to PRC and (per previous Sites and Buildings Regulations (1994 as amended in 2005) Regulation 8) to Buildings Committee, re-confirmed by these Regulations.

⁸ Stat F Ch 1, para 2, 2nd sentence.

⁹ Fin Regs 6.2. Regulation 2.4 of these Regulations.

¹⁰ Delegation by Council in line with previous Sites and Buildings Regulations (1994 as amended in 2005) Regulation 6.

¹¹ Stat F Ch 1, para 2, 2nd sentence.

¹² Fin Regs 6.2. Regulation 2.4 of these Regulations.

¹³ Statute F, Ch I para 2; Statute J; confirmation of delegation by Council in line with the previous Sites and Buildings Regulations (1994 as amended in 2005) paras 1, 7, and 9.

¹⁴ New requirement of the Council under its supervisory jurisdiction.

¹⁵ Delegation by Council in line with previous Sites and Buildings Regulations (1994 as amended in 2005) para 5.

¹⁶ Financial Regulations, Regulation 26. Regulation 2.4 of these Regulations.

Schedule 5 – Definitions and guidance

‘Brief Business Case’	A paper setting out the academic or administrative need, value for money, and funding source and confirming that, where the Department belongs to a School, the Head of School approves the project.
‘Buildings Maintenance Fund’	The fund referred to in Ordinance Ch. XIII, ‘University Funds, Special Regulations, Buildings Maintenance Funds’.
‘Cambridge Assessment’	The operational arm of the Local Examinations Syndicate.
‘Capital Approval’	The approval required (under these Regulations) for capital projects where the Cost of works is £2m or above and (under Financial Regulations) expenditure on capital items (inclusive of VAT), is £2m or above.
‘Concept Paper’	A paper setting out the academic or administrative case, value for money and preliminary costings.
‘CUEF’	Cambridge University Endowment Fund.
‘Department’, ‘Head of Department’	As defined in Financial Regulations.
‘Embedded Company’	A company occupying University premises or whose employees’ normal place of work is on University premises, other than as temporary visitors or to provide services to the University.
‘Emergency Work’ ¹	If an unforeseen Maintenance event causes damage, the minimum work immediately necessary to preserve property and address health and safety risks.
‘Estate Management’	The University’s Estate Management Service.
‘Expenditure Approval’	An approval in accordance with Schedule 3.
‘Funding Approval’	Authority given to Finance Division to issue a building warrant.
‘Financial Regulations’	The University’s Financial Regulations (an Order of Council set out in Ordinances).
‘Investment Board’	The board which manages for the University the investment of the Cambridge University Endowment Fund (CUEF).
‘Investment Office’	The officer group which provides technical management for the Investment Board.
‘Maintenance’	The repair, refreshment or renewal of what already exists to enable the facilities to function as originally intended, as distinct from Refurbishment and Restructuring; Maintenance does not change the scope, capacity or structure of any facility, nor does it add or remove any facility; it has the sense of continuance and preservation.
‘Minor Works Expenditure Approval Exemption’	Buildings Committee approval for a Department to proceed with work (not to exceed £50,000) without seeking an Expenditure Approval.
‘Non-Operational Estate’	Land and buildings held for the general purposes of the University (e.g. residences) and land and property that could be needed in the foreseeable future for the Operational Estate. It is managed on a self-funded basis and remits income to the Chest.
‘Operational Estate’	Land and buildings currently used for teaching and research or for administrative and other support functions, including the University Farm, and retention of specialist use and ‘churn’ space but excluding land used by Cambridge University Press and Cambridge Assessment (the Local Examinations Syndicate).
‘PPU Land’	Freehold or leasehold land where the sale or transfer or the grant of lease for sixty years or more would deprive the University of the use of land or buildings which are of present or prospective use to the University.
‘PRC’	Planning and Resources Committee of the Council and the General Board.
‘PRAO’	Planning and Resource Allocation Office.
‘Refurbishment’	Upgrading what exists.
‘Restructuring’	Changing what exists.
‘RMC’	Resource Management Committee.
‘SMAG’	Space Management Advisory Group.
‘Specific Operational Approval’	An approval in accordance with Schedule 4.
‘Staff’	All employees irrespective of whether their appointment specifically includes responsibilities for land and buildings and however their employment is financed together with anyone else who has any responsibility for the management or Maintenance of or expenditure on any University land or buildings.
‘Technical Approval’	Confirmation that the proposed budget and specification for building work meet the operational, quality and technical needs and provide value for money.
‘Total Cost’	The total cost or estimated total cost to bring a project to completion, including without limitation all design work, VAT, constructions costs and planning advice.
‘University’	The Chancellor, Masters, and Scholars of the University of Cambridge.

Schedule 5 – Definitions and guidance (*continued*)

Terms are to be understood as used in Statutes and Ordinances, unless the context of the Regulation requires otherwise. Words preceding ‘include’, ‘includes’, ‘including’, and ‘included’ shall be construed without limitation by the words which follow those words.

If in doubt, consult Estate Management or PRAO. Further written guidance is contained in the Finance Committee, PRC, RMC, and Estate Management² web pages.

¹ Emergency Work conducted by Estate Management is authorized as part of the approval of the Buildings Maintenance Fund which includes an allocation for emergency work.

² <http://www.admin.cam.ac.uk/offices/em/intro.html> http://www.admin.cam.ac.uk/cam-only/offices/em/service/embs_sla.pdf

Table summarizing new drafting included in Draft Regulations

<i>Reg.</i>	<i>Content</i>	<i>Comment</i>
3.2	Chairman’s action.	To confirm arrangements for decision making between committee meetings.
Sch 1 and 2	Summary of the roles and responsibilities of University committees and relevant bodies within the UAS in relation to management of University sites and buildings. Minor Works Review Group is re-constituted as a sub-committee of Buildings Committee.	To provide a convenient statement in one place of existing arrangements. Buildings Committee role is focused on providing technical approval and overseeing projects. Fire safety and security is now managed by Estates Management which provides an annual fire report to the Consultative Committee on Safety. To confirm the application of the Regulations to Cambridge Assessment.
Sch 3	Sets out the approvals required based on project total cost thresholds.	To provide a convenient statement in one place of the approvals required, as delegated by the Council to the various bodies.
Sch 4	Sets out in one place the specific approvals and approvals related to total cost, which are currently required for projects, including the following new provisions:	
	Finance Committee oversight of leasing and spending of the Land Fund (receipts from sale of land).	Articulation of existing responsibility for all financial matters under Statute F, III, 1–3 and Ordinance XIII, 6.
	Procedure for determination that land is not of present or prospective use to the University (defined in the draft Regulations as “PPU Land”).	Ord XIII Financial Matters, 6(a): A Grace is required for a sale or lease of more than 60 years if in the judgement of the Council this would deprive the University of the use of lands or buildings which are of present or prospective use to the University.
	Procedures for the initial consideration of whether a repair or alteration is substantial or minor and proposals for the work; and for publicity of minor works.	The prerogatives of Regent House in relation to substantial alterations are unaffected. The new Regulations would provide a mechanism to facilitate publicity of minor works and proper consideration of <ul style="list-style-type: none"> • whether a repair or alteration is substantial – this would ensure that a Grace was sought when needed (i.e. to reduce the scope for the need being overlooked) • the proposals for substantial repair or alteration prior to any request for a Grace.
	Approval for change of use (RMC).	Articulation of existing responsibility delegated from Council.
	Buildings Committee oversight of maintenance elaborated	Sets out principles for delegation of maintenance to a department. New.
	Approval for acquisition of property (freehold leasehold or any building) anywhere in the world.	New.
	Allocation of University space (RMC), including approval for sharing University space with any third party.	Articulation of existing responsibility currently delegated from Council.
Sch 5	Definitions	PPU Land divided into Operational and Non-Operational Estate, both defined.

ANNEX 2

Council Notice re Publicity

COUNCIL NOTICE: PUBLICATION OF BUILDING WORKS (including Refurbishment or Restructuring) WHICH ARE NOT SUBSTANTIAL¹

Where the Committee responsible for giving an Expenditure Approval considers that an alteration is not substantial, the Committee will consider if the works, though not needing a Grace, are nevertheless of interest or consequence to members of Regent House, other members of the University, members of the public or friends of the University such that publicity is appropriate.

This includes (but is not limited) to alterations to sites or buildings of architectural, artistic, or historical interest or which are open to the public.

The Committee will consider if Standard Publicity should be given; if the circumstances require more or different publicity; or if there should be no publicity.

Standard Publicity

Notice will be posted, normally at least 14 days before work is to commence (in urgent cases the period may be less), in the following ways:

- (a) in a prominent place to draw attention to the proposed works, which may include the site of the works or departmental notice board; and
- (b) on the Estate Management website, where the notice will be accompanied by an electronic copy of the plans where relevant; and
- (c) in the *Reporter*.

No Publicity

No publicity will be given where works are sensitive for reasons of security or confidentiality.

¹ See *Reporter*, 2009–10, p. 676, paragraph 10

COLLEGE NOTICES**Elections****Fitzwilliam College**

Elected to a Fellowship in Class A, with effect from 23 November 2011:

Andrew Peter Jardine, M.Sci., *Nottingham*, Ph.D., *CHU*

Elected as an 1869 Fellow Benefactor:

Kenneth Aphunezi Olisa OBE, M.A., *F*

Sidney Sussex College

Elected to a College Lectureship and Fellowship in Class A, with effect from 1 November 2011:

Berry Groisman, M.Sc., Ph.D., *Tel-Aviv*

Vacancies

Peterhouse: Graduate Research Studentships 2012; tenure: for the normal duration of the student's degree, up to a maximum of four years; funding: may cover University and College fees plus maintenance at the same level as the Arts and Humanities Research Council awards (currently £13,590 a year), subject to circumstances; closing date: 5 p.m. on 20 January 2012; further particulars: <https://www.research-studentship.pet.cam.ac.uk/>

St Edmund's College: Postdoctoral Research Fellowships (non-stipendiary); tenure: two years initially; closing date: 20 January 2012; further particulars: <http://www.st-edmunds.cam.ac.uk>

COLLEGE AWARDS**Emmanuel College**

Vj k'e'qpv'j cu'dggp'tgo qxgf 'cu'k'e'qvc'kpu'r'gtuqpcil'

lphqto cvkqp'r tqvgevgf 'w'pf gt 'j g'F cvc'Rtqvge'kqp'Cev0'

Hughes Hall

Vj ku'eqpvj'j cu'dggp'tgo qxgf 'cu'k'eqpvkpu'r gtuqpcn
kphqto cvkqp'r tqvgevgf 'wvf gt 'j g'F cv' Rtqvgevkqp'Cevo

Lucy Cavendish College

Thku'eqpvj'j cu'dggp'tgo qxgf 'cu'k'eqpvkpu'r gtuqpcn
kphqto cvkqp'r tqvgevgf 'wvf gt 'j g'F cv' Rtqvgevkqp'Cevo

"

SOCIETIES, ETC.**Philosophical Society**

A one-day meeting on Geometry in Science will be held on Friday, 13 January 2012, from 9.00 a.m. to 5.30 p.m., in Lecture Theatre 0, Department of Engineering.

Further details are available from the Society's website: <http://www.cambridgephilosophicalociety.org>.

EXTERNAL NOTICES**Oxford Notices**

Faculty of Music: Donald Tovey Memorial Prize, 2012; value: £2,000; closing date: 24 February 2012; further particulars: <http://www.music.ox.ac.uk/admissions/prizes.html#dt>

Faculty of Music in association with St John's College: University Lecturership in Ethnomusicology; salary: £42,733–£57,431; closing date: 14 December 2011; further particulars: <http://www.music.ox.ac.uk/people/vacancies>

Exeter College: Michael Cohen Career Development Fellowship in Philosophy; salary: £29,099–£35,788 a year, inclusive of housing allowance; College accommodation may be available; closing date: noon on 4 January 2012; further particulars: <http://www.exeter.ox.ac.uk/college/vacancies>

St Catherine's College: Alumni Relations Officer; salary: £19,822–£22,652; closing date: 12 December 2011; further particulars: <http://www.stcatz.ox.ac.uk/vacancies/alumni-relations-officer>

Database and Research Officer; salary: £22,325–£25,101; closing date: 12 December 2011; further particulars: <http://www.stcatz.ox.ac.uk/vacancies/database-research-officer>

Trinity College: Junior Research Fellowship in English literature; closing date: 16 January 2012; further particulars: <http://www.trinity.ox.ac.uk/pages/appointments.php>

Notices for publication in the *Reporter* should be sent to the Editor, Cambridge University Reporter, Registry's Office, The Old Schools, Cambridge, CB2 1TN (tel. 01223 332305, fax 01223 332332, email reporter.editor@admin.cam.ac.uk). Copy should be sent as early as possible in the week before publication; short notices will be accepted up to **4 p.m. on Wednesday** for publication the following Wednesday. Inclusion is subject to availability of space.