I. THE GOVERNING BODY

1. **Members** - The Governing Body shall consist of the Principal and all Official and Professorial Fellows, together with Research and Supernumerary Fellows duly elected in terms of IV. 2(c)(iii) and (d)(ii) and Advisory Fellows and these will be the charity trustees. No Fellow shall continue to be a member of the Governing Body after the 30th day of September next following the 67th anniversary of her birthday unless otherwise authorised by Governing Body.

2. **Chairman** - The Principal shall be ex officio Chairman of the Governing Body. In her absence the Vice-Principal shall be Chairman or in the absence of both Principal and Vice-Principal the Senior Official Fellow present.

3. **Meetings** - Every meeting of the Governing Body shall be one of three kinds:
   
   (a) **Stated Meetings** - There shall be one Stated Meeting in every term. Not less than seven days' notice shall be given of a Stated Meeting and of the business to be transacted thereat.

   (b) **Special Meetings** - The Principal or in her absence the Vice-Principal or in the absence of both the Senior Official Fellow present may at any time convene a Special Meeting by giving not less than seven days' notice of such meeting if held during full term, or fourteen days' notice if held out of full term. She shall similarly do so at the request of not less than one-third of the Members of the Governing Body. The Governing Body may at a Special Meeting exercise all the same powers which it can exercise at a Stated Meeting but no business shall be transacted of which notice shall not have been given to Members with the notice convening the Meeting.

   (c) **Ordinary Meetings** - Ordinary Meetings may be convened at any time by the Principal or in her absence the Vice-Principal or in the absence of both by the Senior Official Fellow present but no business shall be transacted or powers exercised which under these Statutes or the By-laws of the College ought to be transacted or exercised at a Stated or Special Meeting.

4. **Quorum.** - For a meeting held during full term or the week immediately preceding or following full term the quorum shall be one-half of the Members of the Governing Body entitled to vote after deducting those Members on leave of absence who are not present at the Meeting; for any other meeting the quorum shall be two-fifths of all the Members entitled to vote.

5. **Declaration.** - Every Member of the Governing Body shall, before being entitled to vote at such, sign a declaration that she is prepared to further the objects for which St Anne's College was founded as set forth in the Charter.
6. **Powers** - The Governing Body shall have all such powers as are conferred on it by the Charter and shall, subject thereto and to these Statutes, have the entire direction and management of the affairs of the College;

7. **Elections and Appointments** - The Governing Body shall elect the Principal and Fellows and shall appoint Lecturers and such other Officers as the Governing Body may from time to time think necessary.

8. **By-laws and Regulations** - Subject to the provisions of these Statutes, the Governing Body may make By-laws and Regulations for the College. By-laws shall be made, altered, suspended, or rescinded only at Stated Meetings or by a two-thirds majority of those present and voting at an Ordinary Meeting.

9. **Committees** - The Governing Body may appoint Committees and delegate to them such powers as it thinks fit, subject to the provisions of these Statutes. It may appoint as Members of such Committees persons who are not Members of the Governing Body but the majority of Members of each Committee shall be Members of the Governing Body. The Chairmanship and Vice-Chairmanship shall be determined in accordance with the By-laws of the College as laid down from time to time.

10. **Voting** - Subject to the proviso that Official, Research and Supernumerary Fellows shall not exercise a vote during the first term of their membership every Member of Governing Body shall have one vote only. In the case of an equality of votes the Chairman shall have a second or casting vote. Votes must in all cases be given personally and not by proxy. Except as provided by these Statutes all questions shall be decided by the vote of the simple majority of those present and voting.

11. **Sealing** - The Governing Body shall provide for the safe custody of the Common Seal of the College which shall not be affixed to any instrument except in the presence of two Members of the Governing Body and in pursuance of an express resolution of the Governing Body.

12. **Validity** - All acts done by the Governing Body shall, notwithstanding any defect in the appointment or any disqualification of any person taking part therein, be as valid as if every such person had been duly appointed and was qualified to be a Member of the Governing Body.

13. **Secretary** - The Governing Body shall appoint a Secretary who shall keep a record of the proceedings of the Governing Body, issue notices of its meetings, and conduct such correspondence as the performance of these duties shall require, and perform such other duties as may be assigned by the Governing Body.

14. **Contracts** - Contracts on behalf of the College may be made as follows:

   (a) a contract which if made between private persons would be by law required to be in writing, and if made according to English Law to be under seal, may be made on behalf of the College in writing under the Common Seal of the College;

   (b) a contract which if made between private persons would be by law required to be in writing, signed by the parties to be charged therewith, may be made on behalf of the College in writing signed by any person acting under its authority, express or implied;

   (c) a contract which if made between private persons would by law be valid although made by parol only, and not reduced into writing, may be made by parol on behalf of the College by any person acting under its authority, express or implied;

   (d) a contract made according to this Statute may be varied or discharged in the same manner in which it is authorised by this Statute to be made.

15. **Trade** - In promoting the objects of the College the Governing Body shall have the power to raise funds and carry out trading (provided that the trade is not taxable)
16. **Remuneration** - The Governing Body shall perform their duties as charity trustees gratuitously but, notwithstanding that they are the charity trustees, may receive from the College, directly or indirectly:

a) proper and reasonable remuneration and indirect benefits including but not limited to Salary and pension contributions, use of the College facilities, meals, housing allowance, housing assistance through loans at commercial rates or shared equity scheme, reimbursement of expenses incurred in undertaking tutorial duties, travel and equipment costs according to a scale for undertaking research activity for the performance of their duties as employees of the College; and

b) payment for goods and services supplied to the College, provided always that:

1. the amount of such payment is determined in accordance with a written agreement between the College and the Member concerned and is no greater than is reasonable in the circumstances;
2. before entering into that written agreement, the Governing Body is satisfied that it is in the best interests of the College for the goods or services to be supplied by the Member concerned on the terms of that written agreement; and
3. the total number of Members of the Governing Body in respect of whom such a written agreement is in force constitutes a minority of the Governing Body.

17. The Governing Body shall be responsible for the regulation and management of remuneration, benefits and other payments to its Members under these Statutes, including the Principal, and for this purpose shall establish a Remuneration Committee whose remit and composition shall be set out in the By-laws. The determination and review by Governing Body of all stipends and direct and indirect benefits payable to Members of Governing Body, including the Principal, referred to in these Statutes shall be subject to the approval of the Remuneration Committee. The Members of Governing Body shall also be responsible for the management of potential conflicts of interest on the Governing Body and shall from time to time make Regulations to set out the policy and procedures it shall follow in order to fulfil this responsibility.
II. THE PRINCIPAL

1. Qualification - The Principal shall be elected by the Governing Body. She shall possess such qualifications as are or may from time to time be laid down by the By-laws of the College.

2. Summoning of Meeting for Election -

(a) When the Principalship is about to fall vacant by super-annuation the Principal shall give notice of this at the Stated Meeting of the Trinity Term of the academic year preceding the year of her retirement. If the Principal wishes to resign her office before the normal retiring age otherwise than on the grounds of ill health she shall give not less than twelve months notice of her intention, unless the Governing Body grants a special dispensation from this requirement.

(b) In either of the cases described in (a) above, the Vice-Principal or, in her absence, the Senior Official Fellow present shall, with not less than four weeks' notice given in writing, summon a meeting for the election of a Principal not earlier than the first or later than the fourth week of the term succeeding that in which the notice is given.

(c) If a vacancy occurs in the office of Principal through death, illness or in circumstances other than those described in section (a) above, the Vice-Principal, or in her absence, the Senior Official Fellow present shall call together the Members of the Governing Body present to appoint a date for a meeting to elect a Principal. This date shall not be more than eight weeks from the occurrence of the vacancy, except that when such vacancy shall occur in the long vacation the meeting shall be held not earlier than the first nor later than the fourth week of the succeeding Michaelmas Term. At least four weeks' notice of the meeting shall be sent in writing to each Member of the Governing Body individually.

3. Conduct of Business at Meeting for Election -

(a) The Vice-Principal or, in her absence, the Senior Official Fellow present, shall preside at the meeting for the election of a Principal but shall not be entitled to give a second or casting vote.

(b) A notice containing the names of candidates to be proposed together with the names of their proposers shall be sent by the Vice-Principal, or in her absence, by the Senior Official Fellow present, to each Member of the Governing Body not less than seven days before the date of the meeting. No name may be proposed at the meeting which has not been included in such notice unless at least two-thirds of the members present and voting assent.

(c) The Principal shall be elected by a simple majority of those present and voting in a secret ballot.

(d) The meeting may be adjourned from time to time provided that an election shall be made within one year of the notice of vacancy, in the case of a vacancy occurring through super-annuation or resignation, or within one year of the occurrence of the vacancy, in the case of a vacancy occurring through death or any other cause. Immediate notice of adjournment of a meeting to elect a Principal shall be given in writing to each Member of the Governing Body not present at an adjourned meeting.

(e) The Principal shall not be present at any meeting concerning the election of her successor.
4. **Declaration to Visitor** - As soon as may be after the appointment of a Principal a Member of the Governing Body deputed for that purpose shall present the Principal to the Visitor, and shall deliver to the Visitor a letter under the Seal of the College announcing the appointment. The Principal shall in the presence of the Visitor and of the Member of the Governing Body so deputed make a declaration that she will faithfully perform the duties of her office and observe the Statutes and By-laws of the College in force for the time being. The Visitor shall deliver to the Principal a written notification that this declaration has been made, and the Principal shall at the earliest opportunity read this notification to the Governing Body.

5. **Duties and Authority** - The Principal shall supervise the education, residence and conduct of members of the College in statu pupillari (as defined by the University). The Principal shall be responsible for the discipline of such members, subject to such regulations as have been made by the Governing Body in accordance with Section (b) of Clause 1 of Statute VII of these Statutes.

7. **Tenure** - The Principal shall hold office until the time of retirement. The time of retirement is the 30th day of September next following the 67th anniversary of her birthday and there is no automatic entitlement to continue working beyond that age. The Principal shall have a statutory right, however, to request to continue working after the retirement age in accordance with the College's Retirement Policy.

8. **Residence** - The Principal shall reside on the premises unless the Governing Body dispenses her from this requirement. The Principal shall be in residence for at least six weeks in each full term and at least thirty-two weeks in each year, unless special leave of absence for illness or other reasonable cause shall be granted by the Governing Body.

9. **Emoluments** - The Principal shall receive a stipend to be determined by the Governing Body and shall be entitled to accommodation on College premises free of rent, rates, taxes and the cost of structural repairs. In addition she may at the discretion of the Governing Body receive an allowance for expenses.

10. **Incompatible Occupations** - The Principal shall not engage in any occupation which shall be judged by the Governing Body to be incompatible with the discharge of her duties to the College.

11. **Deprivation.** - The Visitor shall have the power at any time to terminate the appointment of the Principal on the grounds of misconduct, mental or physical incapacity, neglect of duties, contumacious non-observance of the Statutes, By-laws or Regulations of the College, or Resolutions of the Governing Body, or other grave cause, after due enquiry, held upon petition of a simple majority of the Governing Body present and voting at a meeting specially called with notice of business to be transacted thereat. The Vice-Principal or in her absence the Senior Official Fellow present upon the receipt of a requisition signed by not fewer than five Members of the Governing Body shall be bound to call such a meeting giving not less than fourteen days' notice in writing. Such a meeting shall elect its own Chairman who shall not exercise a casting vote.

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**III. THE VICE-PRINCIPAL**

1. **Appointment** - The Governing Body shall appoint a Vice-Principal from among the Official Fellows for such period as the Governing Body may determine, provided that if at any time she ceases to be an Official Fellow, she shall cease to be Vice-Principal.

2. **Duties and Authority** - The Vice-Principal shall during the Principal's absence, and, unless the Governing Body shall determine otherwise, during a vacancy in the Office of Principal, perform the duties of the Principal under these Statutes.

3. **Emoluments** - The stipend and emoluments of the Vice-Principal shall be determined by the Governing Body.
IV. THE FELLOWS

1. **Election** - Subject to clause 2(a) below, no Fellow other than a Research or Emeritus Fellow shall be elected unless at least four weeks' notice of the impending election has been given in writing to each member of the Governing Body.

2. **Classes** - There shall be seven classes of Fellows, namely:-

   (a) Official Fellows

   The Official Fellows shall be:-.

   1. All those elected by the Governing Body to be College Tutors and referred to later in this Statute as Tutorial Fellows.

   2. The College Treasurer.

   3. Those Lecturers and College Officers apart from the Treasurer, who, having held office as such for not less than one year, are elected to Official Fellowships by the Governing Body by a two-thirds majority of those present and voting.

   (b) Professorial Fellows.

   (c) Research Fellows.

   (d) Supernumerary Fellows.

   (e) Honorary Fellows.

   (f) Emeritus Fellows.

   (g) Advisory Fellows.

(a) **Official Fellows**:

   (1) **Elections** - In the case of a candidate for a Tutorial Fellowship the provisions of Clause (1) relating to notice shall be deemed to have been-fulfilled if (a) the papers to her application have been made available to the members of the Governing Body at least four weeks prior to the election and (b) a notice of motion to elect her has been given in writing to each member of the Governing Body not less than seven days before the date of the election unless by a two-thirds majority of the Meeting the Governing Body shall dispense with these requirements.

   (2) **Tenure** - A Tutorial Fellow shall be elected in the first instance unless the Governing Body shall otherwise determine at the time of the election, for a probationary period of five years (or such other period as will correspond with that of her initial University Appointment). At or before the end of her period of probation the Fellow may be confirmed in her Fellowship which will thereupon become permanent until the time of retirement. The time of retirement is the 30th day of September next following the 65th anniversary of her birthday (or the 30th day of September next following the 67th anniversary of her birthday for Fellows whose appointment commenced on or before 1st October 1985) and there is no automatic entitlement to continue working beyond that age. Fellows have a statutory right, however, to request to continue working after the retirement age in accordance with the College's Retirement Policy. If the Governing Body shall resolve not to confirm the Fellowship of a probationary Fellow at or
before its expiration the Fellow concerned shall receive notice thereof not less than nine months before her Fellowship expires and failing such notice her Fellowship shall determine nine months after it would otherwise have expired.

(3) **Emoluments** - The duties, stipend and other emoluments of a Tutorial Fellow, except in so far as they may have been defined by the Statutes and By-laws of the College, shall be determined by the Governing Body at the time of her election. The Governing Body may assign to a Tutorial Fellow rooms or other privileges provided by the College with or without charge.

(4) **Membership** - An Official Fellow shall not be a Member of the Governing Body during the first term of her probationary appointment. She shall attend meetings of the Governing Body but shall not be entitled to vote.

(5) **Residence** - Official Fellows shall be required to live within such distance of the College as the Governing Body may from time to time determine unless the Governing Body grants a special dispensation from this requirement.

(6) **Degree** - An Official Fellow who at the time of her appointment is a Bachelor of Arts in the University or is entitled to supplicate for that degree shall be required as a condition of retaining her Fellowship to proceed to the degree of Master of Arts within a reasonable time to be fixed by the Governing Body.

(7) **Resignation** - An Official Fellow wishing to resign her Fellowship shall give in writing not less than three calendar months' notice, excluding any period between the end of Trinity Full Term and the beginning of Michaelmas Full Term, to the Governing Body unless the Governing Body grants a special dispensation from this requirement.

(8) **Leave of Absence** - The Governing Body may for the purpose of study, in case of sickness or for any other sufficient reason grant leave of absence to any Official Fellow for such period and on such terms as to the reduction if any, of her stipend as may appear to it to be reasonable.

(b) **Professorial Fellows** -

The holder of any Professorship which may be allocated to the College by the University Council shall, by virtue of her office, be a Professorial Fellow provided that the College was invited to send a representative to the meetings of the Board of Electors by which she was elected to her Professorship. The Governing Body may elect to a Professorial Fellowship any Reader or the holder of a University office declared by a Statute of the University to qualify its holder for a Professorial Fellowship.

(1) A Professorial Fellow shall not be entitled to any stipend or emoluments from the College in respect of her Fellowship, but the Governing Body may assign to her rooms or other privileges provided by the College with or without charge.

(c) **Research Fellows** -

The Governing Body may elect to a Research Fellowship anyone who in its opinion is qualified to undertake some definite piece of research or advanced study.

(1) The duration, stipend and emoluments of a Research Fellowship shall be determined by the Governing Body which may assign to a Research Fellow rooms or other privileges provided by the College with or without charge.

(2) Every Research Fellowship, unless the Governing Body otherwise determines at the time of the election, shall be held for a probationary year in the first instance and shall require confirmation at or before the expiration of the period of probation. Failing such confirmation the Fellowship shall be vacated.
(3) The Governing Body may at any Stated Meeting by a two-thirds majority of those present and voting elect any Research Fellow of the College to membership of the Governing Body.

(d) Supernumerary Fellows -

The Governing Body may elect to a Supernumerary Fellowship:

(1) Any person who has at some time held a Fellowship in the College.

(2) Any person who is engaged in teaching or research within the University of Oxford and who is a member of Congregation.

(3) Any person who holds a senior administrative appointment within the University and who is a member of Congregation.

(i) A Supernumerary Fellow shall not be entitled as of right to any stipend or emoluments from the College in respect of her Fellowship but the Governing Body may at its discretion allot to her any stipend or emoluments it thinks fit and may assign to her rooms or other privileges provided by the College with or without charge.

(ii) The Governing Body may at any Stated Meeting by a two-thirds majority of those present and voting elect any Supernumerary Fellow of the College to membership of the Governing Body.

(e) Honorary Fellows -

The Governing Body may elect to Honorary Fellowships with such privileges as it may determine persons who have attained distinction in the Arts or Sciences, in a learned profession or in public life, or who have rendered significant services to the College.

(f) Emeritus Fellows -

The Governing Body may elect to Emeritus Fellowships former Fellows of the College and may assign to them rooms or other privileges provided by the College with or without charge. An Emeritus Fellow may with the consent of Governing Body use the title Senior Research Fellow.

(g) Advisory Fellows -

The Governing Body may at any Stated Meeting by a two-thirds majority of those present and voting elect any person at its discretion to Advisory Fellow of the College provided that there shall at no time be more than four Advisory Fellows.

(i) An Advisory Fellow shall not be entitled as of right to any stipend or emoluments from the College in respect of her Fellowship but the Governing Body may at its discretion allow the reimbursement of her reasonable out of pocket expenses and may assign any other privileges provided by the College with or without charge.

(ii) An Advisory Fellow shall be appointed for a period of three years and may serve more than one term.

3. Tenure - Any Official or Professorial Fellow who ceases to hold the office in respect of which she was elected and any Supernumerary Fellow who, having been elected under the provisions of Clause 2(d) of this Statute, ceases to fulfil the conditions laid down by that section shall vacate her Fellowship.

4. Incompatible Occupations - No Fellow other than an Emeritus Fellow or an Honorary Fellow shall:
(a) accept a Fellowship other than an Honorary Fellowship in another College in Oxford, or
(b) be appointed to the office of Head of a College in Oxford, or
(c) accept any paid office or engage in any occupation either of which shall be judged by the Governing Body to be incompatible with the discharge of her duties to the College, save that this section shall not apply to Supernumerary Fellows who are not members of the Governing Body.

5. **Deprivation** - The Visitor shall have power at any time to terminate the appointment of a Fellow on the ground of misconduct, mental or physical incapacity, neglect of duties or contumacious non-observance of the Statutes, By-laws or Regulations of the College, or Resolutions of the Governing Body, or other grave cause, after due enquiry held upon the petition of a simple majority of the Governing Body present and voting at a meeting specially called with notice of the business to be transacted thereat. The Principal or in her absence the Vice-Principal or in the absence, of both Principal and Vice-Principal the Senior Official Fellow present upon receipt of a requisition signed by not fewer than five members of the Governing Body shall be bound to call such a meeting giving not less than fourteen days' notice in writing. Any Fellow whose appointment is terminated in accordance with this clause shall also cease to hold any other office in the College to which she shall have been appointed. Provided that nothing in this Clause shall apply to any member of the Academic staff to whom Statute XVI applies.

6. **Precedence** - The Vice-Principal shall take precedence over all other Fellows. Fellows shall take precedence in the College according to the dates prescribed at their election for the commencement of their Fellowships, provided that the Governing Body shall determine the relative precedence of any two or more Fellows whose tenure begins on the same day. A Professorial Fellow shall rank according to the date of the University appointment in respect of which she has been elected to a Professorial Fellowship. A Fellow re-elected whether to a Fellowship of the same or of a different class not more than one year after the end of her previous term shall rank according to her original precedence.

7. **Shared Equity Schemes**

(a) Without prejudice to the powers of investment set out in Statute X the Governing Body may purchase property jointly with any Official Fellow who does not reside on the College premises on such terms as it deems fit and this shall be referred to as a "shared equity arrangement".

(b) Where it is in the best interests of the College to do so, the Governing Body may dispose of any interest in a property held in a shared equity arrangement to any co-beneficiary of the property on such terms as it deems fit.

V. LECTURERS AND COLLEGE OFFICERS

1. **Lecturers** - The Governing Body may appoint Lecturers for such periods and on such terms as to duties, tenure, stipend and emoluments as it may determine at the time of appointment. The Governing Body may assign to a Lecturer rooms or other privileges provided by the College with or without charge.

2. **Administrative Officers of the College** - The Governing Body shall appoint such administrative College Officers including at least one officer who shall supervise the financial affairs of the College upon such terms as to rights, duties, tenure, stipend and emoluments as it shall from time to time determine, provided always that any such appointment shall be terminable by three calendar months' notice in writing on either side. The time of retirement for Administrative Officers is the 30th day of September next following the 65th anniversary of her birthday and there is no automatic entitlement to continue working beyond that age. Administrative Officers have a statutory right, however, to request to continue working after the retirement age in accordance with the College's Retirement Policy. The Governing Body may assign to a College Officer rooms or other privileges provided by the College with or without charge.

3. No Stipendiary Lecturer or College Officer shall accept any paid office or engage in any occupation either of which shall be judged by the Governing Body to be incompatible with the discharge of her duties to the College.
VI. SCHOLARS AND EXHIBITIONERS

1. Awards - The Governing Body may award the following Scholarships and Exhibitions:-

   (a) Scholarships and Exhibitions to which members of the College in statu pupillari may be elected for work of special merit after matriculation

   (b) Honorary Scholarships and Exhibitions to which any member of the College in statu pupillari may be elected in recognition of any work of special merit performed by her in any University examination or otherwise (but not in any examination for College Scholarships or Exhibitions) which in its opinion shall entitle her to the rank of Scholar or Exhibitioner. Such Scholarships and Exhibitions shall carry no emoluments.

2. Tenure - The tenure of a Scholarship or Exhibition shall be at the discretion of the Governing Body.

3. Senior or Research Scholarship. - The Governing Body may award Senior or Research Scholarships upon such terms and conditions as it may determine.

VII. MEMBERS in Statu Pupillari

1. Regulations - The Governing Body shall make regulations with regard to:

   (a) the selection and admission of those who are to be members of the College in statu pupillari and

   (b) the maintenance of discipline among members of the College in statu pupillari and

   (c) the fees, dues, fines and other sums payable to the College by such members.

2. Removal - The name of a member of the College in statu pupillari shall not be removed from the books of the College except by the decision of the Governing Body.

3. Tuition - The Governing Body shall provide courses of instruction for the undergraduate members of the College during at least twenty-four weeks in the academic year exclusive of the time devoted to any College examinations.

VIII. PENSIONS

1. Universities Superannuation Scheme - The Governing Body shall have the power to enter into a deed of covenant with the Trustee Company of the Universities Superannuation Scheme to abide by and comply with the Scheme and the Rules so far as they relate to the Governing Body and such persons as defined in Clause 1(a) of this Statute who participate in membership for the purpose of providing pension and other superannuation benefits.

   (a) Entitled persons for the purposes of this Statute are (1) the Principal (2) each Fellow in receipt of a stipend and (3) such other Lecturers and College Officers as the Governing Body may from time to time determine, in respect of such emoluments as may by the terms of the Scheme or By-laws of the College be made subject to that Scheme.

   (b) The Governing Body shall at the request of a member of the Federated Superannuation System for Universities transfer to the Trustees of the Universities Superannuation Scheme the whole or part of the Fund (or policies representing such Fund) which is held by the College on trust
for such member and his or her dependants under the Federated Superannuation System for Universities subject always to the rules in force for the time being of the Federated Superannuation System for Universities and of the Universities Superannuation Scheme.

2. **Federated Superannuation System for Universities** - The Governing Body shall have the power to participate in the Federated Superannuation System for Universities in respect of those categories of entitled persons as defined in Clause 1(a) of this Statute but restricted to:

   (a) those entitled persons who were in membership of the Federated Superannuation System for Universities on 6th April 1980;

   (b) those entitled persons who transfer from another institution and are members of the Federated Superannuation System for Universities;

**Contributions** - The Governing Body shall apply the contributions to the System through the purchase of policies of assurance upon the life of each entitled person in accordance with the rules of the System. When effecting such assurances the Governing Body shall take into consideration the wishes of the person assured provided that the System rules are not thereby infringed.

**Contributions from Other Sources** - Where any person comes under the System both under or by virtue of this Statute and also under or by virtue of any Statute of any other College or of any Statute or Decree of the University, the Governing Body shall, so far as is practicable, enter into an arrangement with the Governing Body of such last-mentioned College or the body or authority designated by such Statute or Decree, as the nature of the case may require, as regards the application of the System to such person, and any such arrangement may provide for the Trusteeship arising under the System being exercised exclusively either by the Governing Body or by such other College or such other body or authority as aforesaid or otherwise, as may be necessary or convenient for unifying the administration of the System as regards such person, provided, that no such arrangement shall reduce any deduction or contribution provided for by the System as applied by this Statute.

3. **Superannuable, Emoluments** -

Contributions to the Universities Superannuation Scheme and to the Federated Superannuation Scheme for Universities shall be calculated upon the stipends payable to entitled persons (as defined in Clause 1(a) of this Statute) together with any prescribed allowances determined by the Governing Body in accordance with the rules of either scheme.

4. **Special Cases** -

If for any reason the Governing Body considers that entry into a superannuation scheme as defined in Clauses 1 and 2 of this Statute is inappropriate in respect of any entitled person, the Governing Body may make such alternative arrangements as it deems desirable.

5. **Additional Provision** -

If it appears to the Governing Body that the benefits arising under the preceding clauses of this Statute are inadequate, it may make such additional provision to benefits as it may in its absolute discretion from time to time determine. No additional provision made for any person under this clause shall exceed such a sum as will, together with the benefits applicable on his or her behalf under the preceding clauses of this Statute provide an annuity equal to two-thirds of his or her total annual salary at the date when he or she ceases to be in the service of the College and payable from that date until the date of his or her death. Notwithstanding the preceding part of this clause, any additional provision may be subject to such increases as may be calculated by reference to a price or cost index approved by the Governing Body.

6. **Contributions by the College** -

All moneys payable by the College under the scheme and under this Statute shall be provided for either out of the income of any trust funds lawfully applicable for such purposes or out of any moneys or revenues of the College.
IX. DISPOSAL OF REVENUES

1. **University Statutes** -

The application of the revenues of the College under the provisions and to the purposes of these Statutes shall be subject to any Statute or Statutes made for the University under the powers of the Universities of Oxford and Cambridge Act 1877, and the Universities of Oxford and Cambridge Act 1923, for enabling or requiring the colleges to make contributions out of their revenues for University purposes, and for the payment of charges imposed thereby provided that regard always be had in the first place to the needs of the College in itself for educational and other collegiate purposes.

X. POWERS OF INVESTMENT

1. **Scope** - This Statute shall apply to all funds and endowments of the College which are not held on any specific trust.

2. **Powers of Investment** - The Funds to which this Statute applies may (subject as hereinafter provided) be invested by the Governing Body upon or in such securities shares stocks funds or other investments in any part of the world and whether involving liability or not as the Governing Body shall in their absolute discretion think fit so that the Governing Body shall be empowered to invest and transpose the investments of such funds in the same unrestricted manner as if they were the beneficial owners thereof.

3. The Governing Body shall appoint an Investment Committee which shall exercise the powers of investment set out above and shall consist of the Principal, the Treasurer (who shall act as Secretary to the Committee), at least three members of the Governing Body, and two members who are experienced and carrying on business in investment matters. The Governing Body may co-opt other members to the Committee.

XI. ACCOUNTS

1. **Accounts** - The Governing Body shall cause the accounts of the College to be kept in proper books of account in such a form as to enable them to be duly checked and balanced. Separate accounts shall be kept of all special trust funds held for the general benefit of the College or for particular purposes in connection therewith.

2. **Audit** - The accounts of the College shall be audited annually by an Auditor who is a member of one of the bodies of accountants recognised for the purposes of paragraph (a) of Sub-section (1) of Section 161 of the Companies Act 1948, as amended.

3. **Publication** - The Governing Body shall in every year cause to be prepared and delivered to the Registrar of the University for publication such information relative to the accounts of the College as may be prescribed from time to time by any Statute of the University in force for the time being.
XII. PROVISIONS RELATIVE TO THE UNIVERSITY

1. Council - If at any time it appears to the Council of the University that any provisions of these Statutes or of any other Statutes of the college in force for the time being respecting the accounts of the college, or any other provision of such Statutes by the non-observance of which any interest of the University is liable to be prejudicially affected, is not duly observed, the Council of the University may submit a representation to the Visitor; and the Visitor shall, upon receiving such representation, inquire into the matter, and after considering any representation made by the Governing Body, make such order therein as he shall deem just for enforcing the due observance of the said Statute in the matter to which the representation shall relate.

2. Notice to Principal - Before any representation is made under the foregoing provisions, the Vice-Chancellor shall communicate the matter of the proposed representation to the Principal for the information of the Governing Body, and when a representation is made shall forthwith send her a copy of it.

3. Notice of Change in Statutes - Every proposal for a change in the Statutes of the College in force for the time being or in the Charter of the college shall be communicated to the Council of the University before it is submitted to Her Majesty in Council, and the Governing Body, in forwarding the draft Statute as amended for the approval of Her Majesty, shall state expressly that it has been so communicated.

4. Consent of University - No Statute made by the Governing Body and affecting the University shall be altered except with the consent of the University.

XIII. THE VISITOR

1. Visitor - The Bishop of Oxford for the time being shall be the Visitor of the college.

2. Visitation - The Visitor may whenever he shall think fit visit the College and exercise at any such visitation all powers lawfully belonging to his office and may at any time make enquiries and require an answer in writing on any matter relative to the due observance of the Statutes. All expenses incurred by the Visitor in visiting the college shall be defrayed by the College.

3. Construction of Statutes - If any questions arise on which the Governing Body is unable to agree, depending wholly or in part on the construction of any of the Statutes of the College, the Principal, or Members of the Governing Body not less than four in number, may submit the same to the Visitor, and the Visitor may thereupon declare the true construction of the Statutes with reference to the case submitted to him.

4. Annulling of By-laws, Regulations and Resolution - The Visitor may, either on his own motion or on the complaint of the Principal, or of Members of the Governing Body not less than four in number, disallow and annul any By-law or Regulation of the college or Resolution of the Governing Body which is, in his judgement, repugnant to the Statutes of the college.

5. Appeal - The Principal or any Fellow of the College, if aggrieved by any act of the Governing Body, and any Scholar or Exhibitioner of the College if deprived of her Scholarship or Exhibition by a decision of the Governing Body, may appeal to the Visitor and the Visitor shall adjudicate on the appeal and may confirm, reverse, or vary the act or decision as he deems just.

6. Appointment of Principal - In the event of the Governing Body failing to fill a vacancy in the office of Principal within the period prescribed by section (d) of Clause 3 of Statute II of these Statutes, the appointment of a Principal shall lapse to the Visitor.

7. Binding Force of Visitor's Decisions - Any decision given by the Visitor under these Statutes shall be binding on the Governing Body and upon the Principal and every Fellow of the
College and upon every other person affected by these Statutes.

8. In accordance with the provisions of the Education Reform Act 1988, nothing in these Statutes shall enable or require the Visitor -

(a) to hear any appeal or determine any dispute relating to a member of the academic staff to whom Statute XVI applies which concerns the member's appointment or employment or the termination of that appointment or employment; or

(b) to disallow or annul any By-law or Regulation made under or having effect for the purposes of Statute XVI.

XIV. EXISTING INTERESTS

These Statutes shall operate without prejudice to any existing interests of the Principal, or of any Fellow, Lecturer or other College Officer who holds office when these Statutes come into effect.

XV. EQUAL OPPORTUNITY POLICY

The College shall follow an Equal Opportunity Policy and adopt a Code of Practice, which shall from time to time be approved by the Governing Body.

XVI. ACADEMIC STAFF

PART I CONSTRUCTION APPLICATION AND INTERPRETATION

1. This Statute and any By-law made under this Statute shall be construed in every case to give effect to the following guiding principles, that is to say:

(a) to ensure that members of the academic staff of the college have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;

(b) to enable the College to provide education, to promote learning, and to engage in research efficiently and economically; and

(c) to apply the principles of justice and fairness.

2. No provision in Part II, Part III, Part IV or Part VII shall enable any member of the academic staff to be dismissed unless the reason for the dismissal may in the circumstances (including the size and administrative resources of the College) reasonably be treated as a sufficient reason for dismissal.

3. (a) This Statute shall apply -

   (1) to any person holding a College Office designated by the Governing Body as one to which this Statute applies;
(2) to the Treasurer, the Librarian and the Bursar;

(3) to any person employed or appointed by the college to carry out teaching or research save for those holding appointments which have been excluded by the Governing Body from the scope of this Statute on the ground that the duties in that regard are only of a limited nature; and

(4) to the Principal, to the extent and in the manner set out in Part VII.

(5) In this Statute any reference to "a member of the academic staff" is a reference to a person to whom this Statute applies.

4. In this Statute "dismiss" and "dismissal" mean dismissal of a member of the academic staff and -

   (a) include remove or, as the case may be, removal from office; and

   (b) in relation to employment under a contract, shall be construed in accordance with section 95 of the Employment Rights Act 1996.

5. (a) For the purposes of this Statute "good cause" in relation to the dismissal or removal from office or place of a member of the academic staff, being in any case a reason which is related to conduct or to capability or qualifications for performing work of the kind which the member of the academic staff concerned was appointed or employed to do, means -

   (1) conviction for an offence which may be deemed by a Disciplinary Committee appointed under Part III to be such as to render the person convicted unfit for the performance of the duties of the office or employment as a member of the academic staff; or

   (2) conduct of an immoral, scandalous or disgraceful nature which is incompatible for the duties of the office or employment; or

   (3) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office or employment; or

   (4) physical or mental incapacity established under Part IV.

   (b) In this clause -

   (1) "capability", in relation to such a member, means capability assessed by reference to skill, aptitude, health or any other physical or mental quality; and

   (2) "qualifications", in relation to such a member, means any degree, diploma or other academic, technical or professional qualification relevant to the office or position held by that member.

6. For the purposes of this Statute dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:

   (a) the fact that the College has ceased, or intends to cease, to carry on the activity for the purposes of which the person concerned was appointed or employed or has ceased, or intends to cease, to carry on that activity in the place in which the person concerned worked; or

   (b) the fact that the requirements of that activity for members of the academic staff of the College to carry out work of a particular kind in that place have ceased or diminished or are expected to cease or diminish.

7. (a) In any case of conflict, the provisions of this Statute shall prevail over
those of any other Statute of the College in force on the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988, and over those of any By-law, and the provisions of any By-law made under this Statute shall prevail over those of any By-law made under such other Statutes:

Provided that Part III, Part IV and Part VII shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988:

Provided also that disciplinary proceedings in relation to anything done or omitted to be done before that date may continue or be instituted after that date under the relevant college Statutes in force before that date.

(b) Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Statute concerning the dismissal of a member of the academic staff of the College by reason of redundancy or for good cause:

Provided that this shall not invalidate any waiver made under any compromise agreement under section 203 Employment Rights Act 1996 or any similar waiver or agreement permitted by law.

(c) For the avoidance of doubt it is hereby declared that nothing in Part III in shall be construed as affecting the Statutes and By-laws of the College concerning re-election on the expiry of a fixed term of a Fellowship.

(d) In any case where an officer of the College or any person is designated to perform any duties or exercise any powers under this Statute, and that officer or person is herself involved in the matter in question, the Governing Body may appoint an alternate to act in her place under procedures prescribed by By-laws made under this Statute.

(e) In this Statute references to numbered Parts, Clauses and Sections are references to Parts, Clauses and Sections so numbered in this Statute.

PART II REDUNDANCY

8. This Part enables the Governing Body, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.

9. (a) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the College or apply in relation to a person unless

   (1) her appointment is made, or her contract of employment is entered into, on or after 20th November 1987; or

   (2) she is promoted on or after that date.

(b) For the purposes of this Clause in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with sub-sections (3) to (6) of section 204 of the Education Reform Act 1988.

10. (a) The Governing Body shall be the appropriate body for the purposes of this Part.

(b) This clause applies where the Governing Body has decided that there should be a reduction in the academic staff -

   (1) of the College as a whole; or

   (2) of any area of academic work within the College by way of redundancy.
11. (a) Where the Governing Body has reached a decision under Clause 10(b) of this Statute may itself decide to select the requisite number of the academic staff who are at risk of dismissal by reason of redundancy if such a course satisfies the guiding principles set out in paragraph 1; or it shall appoint a Redundancy Committee to be constituted in accordance with Section (c) of this Clause to give effect to its decision by such date as it may specify and for that purpose -

(1) to select and recommend the requisite members of the academic staff at risk of dismissal by reason of redundancy; and

(2) to report its recommendations to the Governing Body.

(b) The Governing Body shall either approve any selection recommendation made under Section 11(a), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.

(c) A Redundancy Committee appointed by the Governing Body shall comprise -

(1) a Chairman who is not a member of the Governing Body; and

(2) two persons, not being persons employed by the College; and

(3) two members of the Governing Body.

(d) A member of the academic staff shall not be selected for dismissal under this clause unless she has been afforded a reasonable opportunity to make representations to the Governing Body or Redundancy Committee at an oral hearing. Prior to the oral hearing, the member shall receive written notice of the action being considered by the Governing Body or Redundancy Committee under this Part and an account of the selection processes it has followed, including a copy of the selection criteria and scores used by the Governing Body or Redundancy Committee to identify the member as being at risk of redundancy, if appropriate.

12. (a) Where the Governing Body has made a decision to dismiss any member by reason of redundancy it may authorise an officer of the College as its delegate to dismiss any member of the academic staff so selected.

(b) Each member of the academic staff selected shall be given separate notice of the selection approved by the Governing Body.

(c) Each separate notice shall sufficiently identify the circumstances which have satisfied the Governing Body that the intended dismissal is reasonable and in particular shall include

(1) a summary of the action taken by the Governing Body under this Part;

(2) an account of the selection processes it has used;

(3) reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and

(4) a statement as to when the intended dismissal is to take effect and details of the member’s right of appeal against the decision to dismiss by reason of redundancy.
PART III DISCIPLINE, DISMISSAL AND REMOVAL FROM OFFICE

13. (a) Minor faults shall be dealt with informally.

(b) Where after an investigation the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used -

Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the member of the academic staff will normally be given a formal oral warning by the Senior Tutor who will keep a note of the matter. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this Clause. An oral warning will cease to be current after 12 months, subject to satisfactory conduct and performance.

Stage 2 - Written Warning

If the offence is a serious one, or if a further offence occurs, a written warning will be given to the member of the academic staff by the Senior Tutor. This will give details of the complaint, the reason for the warning, the improvement required and the timescale within which this must be achieved. It will warn that a complaint may be made to the Principal seeking the institution of charges to be heard by a Disciplinary committee appointed under Clause 15 if there is no satisfactory improvement which may lead to dismissal and will advise of the right of appeal under this Clause. A copy of this written warning will be kept by the Senior Tutor but it will be disregarded for disciplinary purposes after two years subject to satisfactory conduct and performance (a member of the academic staff shall not be given a written warning under this paragraph unless he has been afforded a reasonable opportunity to make representations to the Senior Tutor).

Stage 3 - Appeals.

A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Vice-Principal within two weeks. The Vice-Principal shall hear the appeal and her decision shall be final:

Provided that if the appellant is the Vice-Principal, the Principal shall hear the appeal.

14. (a) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in Clause 13, or in any case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Disciplinary Committee appointed under Clause 15 may be made to the Principal.

(b) To enable the Principal to deal fairly with any complaint brought to her attention under Section (1) she shall institute such enquiries (if any) as appear to her to be necessary.

(c) If it appears to the Principal (whether on receipt of a complaint or otherwise) that there are grounds for believing that the conduct or performance of a member of the academic staff could constitute good cause for dismissal, she shall write to the person charged inviting comment in writing and, if she considers that the College might otherwise suffer significant harm, may, at this stage or at any other stage prior to the conclusion of any hearing by a Disciplinary Committee appointed under Clause 15 of this Statute, suspend the person concerned from the performance of her duties without loss of emoluments.

(d) As soon as may be following the comments (if any) or in any event not later than 28 days after they were invited the Principal shall consider the matter in the light of all the available material and may dismiss the matter summarily, or issue a written or oral warning to the person concerned, or determine that the matter be considered by a Disciplinary Committee appointed under clause 15.
15. If the Principal has determined that the matter is to be considered by a Disciplinary Committee, she shall request the Governing Body to appoint such a Committee to hear the charge or charges and to determine whether the conduct or performance of the person charged constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to her appointment or employment, and to make recommendations concerning the action (if any) to be taken as a result of the Committee's findings.

16. A Disciplinary Committee appointed by the Governing Body shall comprise:

(a) a Chairman; and

(b) one person who is not a member of the academic staff; and

(c) a Fellow who may be a member of the academic staff.

In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the person charged, and any person who has been involved in or associated with the making of the complaint or any part of it, or who has been involved in any preliminary hearing or investigation.

17. (a) When a Disciplinary Committee has been appointed, the Governing Body shall instruct a solicitor or other suitable person to formulate the charge or charges and to present, or arrange for the presentation of, the charges before the Disciplinary Committee.

(b) It shall be the duty of the person formulating the charge or charges -

(1) to forward the charge or charges to the Committee and to the member of the academic staff concerned, together with the other documents therein specified and a list of all witnesses the College proposes to call, with statements containing the evidence they are expected to give; and

(2) to make any necessary administrative arrangements for the arranging of an oral hearing, summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Committee.

18. The procedure to be followed in respect of the preparation, hearing, and determination by a Disciplinary Committee shall be prescribed by By-laws made under this Statute. Such By-laws shall ensure:

(a) that the person charged is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of charges by a Disciplinary Committee;

(b) that a charge shall not be determined without an oral hearing at which the person charged and any person appointed to represent her are entitled to be present and that in advance of that hearing, the person charged shall have been sent a copy of any evidence to be relied on by the Disciplinary Committee;

(c) that witnesses may be called, both on behalf of the person charged and by the person presenting the charge, and may be questioned concerning any relevant evidence;

(d) that no new witness or documentary evidence may be introduced by the person presenting the charge without the Committee's consent, which shall not be given save for good reason, and that if late introduction is allowed, the member of the academic staff shall be allowed an adjournment sufficient to allow her to consider and respond to the new evidence; and

(e) that any charge is heard and determined as expeditiously as is reasonably practicable.
19. (a) The Disciplinary Committee shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Principal, the person charged, the person presenting the charge and any person who shall have been added as a party by the Disciplinary committee.

(b) A Disciplinary Committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this Clause.

20. (a) Where any charge is upheld and the Disciplinary Committee finds good cause and recommends dismissal or removal from office, but in no other case, the Principal, after consulting the Governing Body, shall decide whether or not to dismiss the member of the academic staff concerned. Any decision to dismiss will be confirmed in writing, including the right of appeal, and notified to the person concerned.

(b) Where any charge is upheld, other than where the Principal has decided under Section (a) to dismiss the member of the academic staff concerned, the action available to the Principal, after consulting the Governing Body, (not comprising a greater penalty than that recommended by the Disciplinary Committee) shall be -

1. to discuss the issues raised with the person concerned; or

2. to advise the person concerned about her future conduct; or

3. to warn the person concerned; or

4. to suspend the person concerned for such period as the Principal shall think fair and reasonable, provided that the suspension shall not extend beyond three months after the date on which the Governing Body shall have considered the Disciplinary Committee's decision, provided that no suspension without pay may be ordered unless the terms of the contract of employment of the person concerned contains provisions expressly enabling the appropriate officer to impose such a penalty; or

5. to take such further or other action under the person's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case; or

6. any combination of any of the above.

21. (a) The Principal shall be the appropriate officer to exercise the powers conferred by Clause 20 but she may appoint a delegate to act on her behalf.

(b) Any action taken by the Principal or her delegate shall be confirmed in writing.
PART IV        REMOVAL FOR INCAPACITY ON MEDICAL GROUNDS

22. (a) This Part makes separate provision for the assessment of incapacity on medical grounds as a
good cause for dismissal or removal from office.

(b) In this Part references to medical grounds are references to capability assessed by reference to
health or any other physical or mental quality.

(c) In this Part the Principal shall be the appropriate officer to perform any duties or exercise any
powers, but she may appoint a delegate to exercise any of these powers or perform any of these
duties.

(d) In this Part references to the member of the academic staff for the purposes of
notification, giving consent, nomination or providing evidence include, in cases where the
nature of the alleged disability so requires, a responsible relative or friend or other person with
authority to act on behalf of that member in addition to (or instead of) that member.

23. (a) Where it appears to the appropriate officer that the removal of a member of the academic staff
on medical grounds should be considered, the appropriate officer -

(1) shall inform the member accordingly at a meeting; and

(2) may, if the member agrees or if the appropriate officer considers that the College
might otherwise suffer significant harm, suspend the member from duty without loss of
emoluments; and

(3) shall notify the member in writing that it is proposed to make an application to the
member's medical practitioner for a medical report and shall seek the member's consent in
writing in accordance with the requirements of the Access to Medical Reports Act 1988.

(b) If the member elects to apply for early retirement on medical grounds she shall be allowed to
do so and the College shall meet the reasonable costs of any medical opinion required.

(c) If the member does not elect to apply for early retirement on medical grounds the appropriate
officer may refer the case in confidence, with any supporting medical and other evidence (including
any such evidence submitted by the member), to a Medical Board comprising one person nominated by
the Governing Body, one person nominated by the member concerned or, in default of the latter
nomination, by the Clinical Medical Board of the University, and a medically qualified chairman
jointly agreed by the Governing Body and the member or, in default of agreement, to be nominated by
the President of the Royal College of Physicians.

(d) The procedure to be followed in respect of the preparation, hearing, and determination of a
case by a Medical Board under this Part shall be prescribed by By-laws made under this Section. Such
By-laws shall ensure:

(1) that the member concerned is entitled to be represented by another person, whether
such person is legally qualified or not, in connection with and at any hearing by the Board;

(2) that a case shall not be determined without an oral hearing at which the person
concerned and any person appointed to represent her are entitled to be present and in advance
of which the member shall have been sent a copy of the medical opinion and any other
evidence to be relied on by the Medical Board at the hearing;

(3) that witnesses may be called and may be questioned concerning any relevant
evidence; and

(4) that the case is heard and determined as expeditiously as is reasonably practicable.

(e) The Board may require the member concerned to undergo medical examination at the
college's expense-
24.  (a) If the Board determines that the member should be dismissed on medical grounds, the appropriate officer shall consult the Governing Body, and may terminate the employment of the member concerned on those medical grounds. The decision to dismiss, including the right of appeal shall be notified to the member concerned in writing.

(b) Any action taken by the appropriate officer shall be confirmed in writing and notified to the Governing Body.

PART V    APPEALS

25. This Part establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

26.  (a) This Part applies -

(1) to appeals against the decisions of the Governing Body to dismiss in the exercise of its powers under part II;

(2) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under Clause 13 (Appeals against disciplinary warnings);

(3) to appeals against any dismissal otherwise than in pursuance of Part II or Part III;

(4) to appeals against any disciplinary decision otherwise than in pursuance of Part III;

(5) to appeals against any decision reached under Part IV; and

(6) to appeals against any decision reached under Part VII and "appeal" and "appellant" shall be construed accordingly.

(b) No appeal shall, however, lie against -

(1) any findings of fact of a Disciplinary Committee under Part III, or of a Tribunal under Part III, save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;

(2) any medical finding by a Board set up under Part IV Clause 23(c) save where, with the consent of the person or persons appointed, fresh evidence is called on behalf of the appellant at that hearing.

(c) In this Part references to "the person appointed" are references to the person appointed by the Governing Body under Clause 29 to hear and determine the relevant appeal.

(d) The parties to an appeal shall be the appellant and the Vice-Principal and any other person added as a party at the direction of the person appointed.

27. A member of the academic staff shall institute an appeal by serving on the Vice-Principal, within the time allowed under Clause 28, notice in writing setting out the grounds of the appeal.

28.  (a) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under Section (3).

(b) The Vice-Principal shall bring any notice of appeal received (and the date when it was served) to the attention of the Governing Body and shall inform the appellant that she has done so.

(c) Where the notice of appeal was served on the Governing Body outside the 28 day period the person appointed under Clause 29 shall not permit the appeal to proceed unless she considers that justice and fairness so require in the circumstances of the case.
29. (a) Where an appeal is instituted under this Part the Governing Body shall appoint a person described in Section (2) to hear and determine that appeal.

(b) The persons described in this Section are -

(1) the person who is the Visitor; or

(2) persons not employed by the college holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing.

(c) The person appointed shall sit alone unless she considers that justice and fairness will best be served by sitting with two other persons.

(d) The other persons who may sit with the person appointed shall be -

(1) one person who is not a member of the academic staff; and

(2) one person who is a member of the Governing Body.

30. (a) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in By-laws made under this Clause.

(b) Without prejudice to the generality of the foregoing such By-laws, shall ensure

(1) that an appellant is entitled to be represented by another person, whether such person is legally qualified or not, in connection with and at any hearing of her appeal;

(2) that an appeal shall not be determined without an oral hearing at which the appellant and any person appointed by her to represent her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses and in advance of which, the appellant has been send a copy of any documentary evidence which will be relied on at the hearing;

(3) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and

(4) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as is reasonably practicable.

(c) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may -

(1) remit an appeal from a decision under Part II to the Governing Body as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or

(2) remit an appeal arising under Part II for re-hearing by a differently constituted Disciplinary Committee to be appointed under that Part; or

(3) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or

(4) remit an appeal by the Principal arising under Part VII for re-hearing or reconsideration by the same or by a differently constituted Tribunal to be appointed under that Part; or
substitute any lesser alternative penalty that would have been open to the Principal following the finding by the Disciplinary Committee which heard and determined the original charge or charges.

31. The person appointed shall send a reasoned decision, including any decision reached in exercise of her powers under Clause 30(c)(1), (2), (3), (4) or (5), on any appeal together with any findings of fact different from those of the Governing Body under Part II or by the Disciplinary Committee under Part III or of the Board under Part IV or of the Tribunal appointed under Part VII, as the case may be, to the Principal and to the parties to the appeal.

PART VI GRIEVANCE PROCEDURES

32. The aim of this part is to settle or redress individual grievances promptly, fairly and so far as may be, within the relevant area by methods acceptable to all parties.

33. The grievances to which this Part applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate -

(a) to matters affecting themselves as individuals; or

(b) to matters affecting their personal dealings or relationships with other staff of the college, not being matters for which express provision is made elsewhere in this Statute.

34. (a) If other remedies within the relevant area have been exhausted the member of the academic staff may raise the matter with the Principal.

(b) If it appears to the Principal that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, she may dismiss it summarily, or take no action upon it. If it so appears to the Principal she shall inform the member and may inform the Governing Body.

(c) If the Principal is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of) -

(1) a complaint under Part III; or

(2) a determination under Part IV; or

(3) an appeal under Part V

she shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and she shall notify the member and the Grievance Committee accordingly.

(d) If the Principal does not reject the complaint under Section (b) or if she does not defer action upon it under Section (c) she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for her to seek to dispose of it informally. If she so decides she shall notify the member and proceed accordingly.

35. If the grievance has not been disposed of informally under Clause 34(d), the Principal shall refer the matter to the Grievance Committee for consideration.

36. A Grievance Committee shall comprise three Fellows of the college appointed by the Governing Body for a period of three years, and the Committee members shall elect their own chairman.
37. The procedure in connection with the consideration and determination of grievances shall be determined in By-laws in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

38. The Committee shall inform the Governing Body whether the grievance is or is not well-found and if it is well-found the Committee shall make such proposals for the redress of the grievance as it sees fit and shall inform the aggrieved person of its decision in writing, including details of the right of appeal.

PART VII REMOVAL OF THE PRINCIPAL FROM OFFICE

39. Any five members of the Governing Body may make complaint to the Vice-Principal seeking the removal of the Principal from office for good cause.

40. The Vice-Principal shall refer such complaint to the Governing Body, exclusive of the Principal and the members making the complaint. If it appears to the Governing Body that the complaint does not raise a prima facie case or that it is trivial or invalid or unjustified or is not supported by sufficient evidence of good cause for the removal of the Principal from office, it may determine that no further action shall be taken upon it.

41. If it appears to the Governing Body that the complaint is supported by sufficient evidence of good cause for the removal of the Principal from office, it shall appoint a Tribunal to hear and determine the matter.

42. The Tribunal appointed by the Governing Body shall comprise –

   (a) an independent Chairman;

   (b) one member chosen from amongst the Governing Body to whom this Statute does not apply, Honorary Fellows and Emeritus Fellows; and

   (c) one member chosen from amongst the members of the Governing Body to whom this Statute applies.

43. A charge referred to the Tribunal shall be dealt with in accordance with the procedure described in Clauses 17 to 19, provided -

   (a) that the Vice-Principal shall perform any duty and exercise any power there assigned to the Principal.

   (b) that the only recommendation a tribunal may make is whether or not the Principal should be removed from her office.

44. Where a charge or charges have been upheld and the Tribunal finds good cause and recommends dismissal, but in no other case, the Vice-Principal shall consult the Governing Body and may then dismiss the Principal.

45. Where a complaint is to be referred to a Tribunal under Clause 41, the Vice-Principal may, if she considers that the College might otherwise suffer significant harm, suspend the Principal from her duties in all matters relating to the government and the discipline of the College without loss of salary.

46. For the purposes of the removal of the Principal from her office for incapacity on medical grounds, the provisions of Part IV shall have effect, provided that the Vice-Principal shall perform any duty or exercise any power there assigned to the Principal.

47. For the purpose of appeals by the Principal against removal from office, the provisions of part V shall have effect, provided that the Vice-Principal shall perform any duty or exercise any power there assigned to the Principal.
XVII    INTERPRETATION, REPEAL AND AMENDMENT

1. In these Statutes words importing the feminine gender shall include the masculine and vice versa, where the construction so permits and the Statutes do not otherwise expressly provide.

2. The existing Statutes of the College and all amendments thereto are hereby repealed.

3. These Statutes shall be subject to alteration in like manner to that provided in the Universities of Oxford and Cambridge Act 1923.

THE COMMON SEAL of THE PRINCIPAL AND FELLOWS
OF ST ANNES COLLEGE IN THE UNIVERSITY OF OXFORD
Was hereunto affixed on 8th December 2010 in the presence of::

TIMOTHY GARDAM Principal

CHRISTOPHER WIGG Fellow