

Minutes

Meeting title:	Council	
Date:	Wednesday 21 January 2015	Time 2.15pm
Location:	The Senate Room, Highfield	
Present:	Dr G Rider (<i>Chair</i>); Professor Dame J Corner, Mr P Greenish, Mr M Killingley, Ms S Kumar, Professor D McGhee, Mr D Mendoza-Wolfson*, Professor D Nutbeam, Mr T O'Brien, Dr D Price, Mr A Reyes-Hughes, Ms R Rivaz, Mr J Trewby and Professor A Wheeler.	
In attendance:	Mr L Abraham (Clerk to Council), Mrs J Donaldson (Director of Human Resources), Dr A M Drummond (Academic Registrar), Professor A Neil (Pro Vice Chancellor (Education)), Mr S Peatfield (Director of Communications), Professor J Petts (Pro Vice-Chancellor (Research)), Ms S Pook (Director of Finance), Professor M Spearing (Provost and Pro Vice-Chancellor (International)) and Mr S White (Chief Operating Officer).	
	Mr K Monaghan was in attendance for minute 47 Mr S Chisnall was in attendance for minute 47	
Apologies:	Mr M Burrow, Dr M Read and Professor J Vickers.	

* not present for restricted business.

The Chair welcomed everyone to the meeting.

39 Obituary

The Chair reported with regret the passing of two students. George Chiverton who was a 3rd year Politics student died on 4 January 2015 and Chi Yeung Fung, a Geology Undergraduate student, who died on 8 January 2015.

Council stood as a mark of respect.

40 Minutes of the meeting held on 12 November 2014

RESOLVED That the minutes of the meeting held on 12 November 2014 be approved and signed and that the minutes be published on the open access SUSSED.

ACTION: Clerk to Council

41 Actions and Matters Arising

Council received written papers on the following three areas, as raised at previous meetings:

- Brand and Marketing Review
- Enterprise Ecosystem
- National Student Survey Scores

Council was content to note the papers and delete the actions from the outstanding actions list. Other outstanding actions addressed by agenda items were removed from the actions list.

42 Declarations of Interest

Staff members and Mr O'Brien declared a collective interest as USS members. It was noted however that Council were not required to make a decision regarding the USS and would be receiving an update only.

Mr Reyes-Hughes declared an interest in restricted item 15 relating to the Faculty of Medicine staff member. Mr Reyes-Hughes was also a Faculty of Medicine staff member.

43 Publication of unrestricted papers

RESOLVED That the papers circulated that were not deemed "Commercial in Confidence" or Restricted be published on the open access SUSSED site.

ACTION: Clerk to Council

44 Vice Chancellor's Report (Agenda Item 6)

Council considered the Vice-Chancellor's report, dated 21 January 2015.

The Vice-Chancellor introduced his report highlighting the following:

- The deadline for applications had now passed and that home EU applications received had reached just under 27,000. International undergraduate applications had dipped slightly and it was unknown at the current time if the dip reflected a national trend. International Post Graduate Taught applications continued to rise strongly;
- Proposed industrial action relating to changes to the Universities Superannuation Scheme had now been suspended as positive negotiations continued;
- The University was preparing comprehensively for the imminent Higher Education Review in February;
- A HEFCE grant of £5m had been received to support capital investment in STEM teaching; and

RESOLVED To note the Vice-Chancellor's report.

45 REF 2014 - Outcomes (Agenda Item 7)

Council received a report by the Pro Vice Chancellor (Research) which provided background to the University REF submission, background to the main analysis mechanisms including the different ranking tools, a summary of the University performance as an institution and at discipline level, and outlined a summary of next steps.

It was noted that the REF outcomes were vital for the academic community and had a huge effect on the University's reputation.

Council was pleased to note the outcome from the submission and to see the excellent rankings that had been achieved. It was noted that the inclusion of impact case studies had provided substantial evidence to Government to illustrate the value of research.

RESOLVED that the report be noted.

46 Management Accounts – November 2014 (Agenda Item 8)

Council considered a report by the Director of Finance which presented the management accounts for financial year 2014/15 as at November 2014. At that early stage of the year, the focus was on variances between actual results and the year to date budget, but a forecast had been produced for USMC in the light of a significant shortfall in student recruitment and for research income by faculty due to concerns raised in the October accounts regarding a potential shortfall.

RESOLVED That the November Management Accounts and the projected breach of the maximum cumulative deficit for USMC be noted.

47 Business Planning (Agenda Item 9)

(i) Review of Planned Student Numbers 2015/16 and Financial Implications

Council considered a report by the Chief Operating Officer which set out in detail the financial implications for planned student numbers and proposed a way forward.

Business planning was underway for 2015/16 to 2017/18 and fed from the actual student recruitment for 2014/15, which fell short of planned growth. The report outlined the planned student numbers for 2015/16 to 2017/18 as submitted by faculties at the start of the month. It assessed the differences between the plans compared to last year's plans and 2014/15 actuals, contained a preliminary financial impact assessment and outlined next steps.

An early indication was provided on the level of change required to maintain alignment to both prior year student number and financial plans and Vision 2020. UAE had agreed that the next key steps in business planning were:

- action to see what steps could be implemented in-year to uplift the 2015 intake numbers through recruitment and conversion activity through confirmation and clearing;
- tasking all parts of the organisation, through business planning, to take forward work on driving income growth and managing the cost base to build sustainable resource plans;
- commission work necessary to take forward the review of the organisation's business model and cost base;
- prioritise capital investments and programmes that support either an uplift in surplus generating income and/or defined reduction in operating cost; and

It had already been established that an ambitious strategy was vital for the long term sustainability and competitiveness of the University. In order to realise the strategy, particularly the capital programme elements, the previously agreed surplus targets must be achieved. The principal driver within the report was that the University business model be

reviewed. Income from student recruitment was becoming more unpredictable and therefore attention should be given to identify opportunities to reduce expenditure; this would be a prime focus of the review. Council was reassured that the review would result in an action plan and process map for the University Executive to implement.

Council was supportive of the action outlined in the report.

RESOLVED That

- (a) the procurement of external consultants to carry out the diagnostic work to review the business model and cost base of the University focused how a sustainable model to deliver the university's strategy can be delivered, be agreed; and
- (b) the development of Capital Programme III outlined in the linked report on this agenda in the context of the likely maximum funding envelope from the current student recruitment plans be agreed.

Action: Chief Operating Officer

- (ii) Capital Programme III

Council considered a report by the Director of Estates and Facilities which sought both the guidance and approval of Council on the prioritisation of capital spend in the period 2015/16 – 2017/18.

Council was of the view that the completed review of the business model would provide a better understanding of the future infrastructure requirements. The approach outlined in the report was supported.

RESOLVED That:

- (a) the proposed phased approach be endorsed;
- (b) the funding required for the short term elements or feasibility cases to allow Council to make informed decisions as a later date be approved – a total of a maximum of £20m with £5m further HEFCE funding, though expenditure before July 2015 will be very substantially less;
- (c) the funding associated with Cancer Immunology building and Chamberlain Hall be noted;
- (d) the development of the Business Case for Block D/G be approved for submission to BIS by the end of January 2015, following the publication of the Science and Innovation Strategy, whilst noting that an updated Business Case will be presented to Council in July 2015 when progress in both fundraising and costs are more fully understood; and
- (e) further, more developed, Capital Programme III proposals be received in July 2015 along with the business plan and budget for 2015/16 to 2017/18. Thereafter, receive updated plans in December 2015.

Action: Director of Estates and Facilities

48 Report from the Students' Union (Agenda Item 10)

Council received a report from the President of the Students' Union.

The Union President highlighted the following:

- Forthcoming elections and the increase in campaigning time;
- The Union's recent visit to USMC and the efforts to establish a single Students' Union for all of the establishments across EduCity; and
- A recent receipt of enterprise funding for the Union to support student business start-ups.

RESOLVED that the report be noted.

49 Establishment of Research Integrity and Governance Committee (Agenda Item 11)

Council considered a report by the Pro Vice Chancellor (Research) which sought to establish a Research Integrity & Governance Committee (RIGC) as a formal committee of Council.

Council was of the view that the RIGC should be an executive committee and not a Committee of Council. It was agreed that the University Ethics Committee should report into RIGC as proposed in the report and should not be regarded as a committee of Council as it was at the current time. Council was content that the Pro Vice Chancellor (Research) would chair RIGC, would report to Council on the activities of RIGC on an annual basis and be free to raise any matters requiring Council's advice or guidance. It was agreed that advice be sought to ensure that there were not any outstanding legal, constitutional or HEFCE requirements with regard to Council involvement with either RIGC or Ethics Committee and that the Terms or Reference for both Committees be amended accordingly.

RESOLVED That:

- following the appropriate consultation (legal, constitutional and HEFCE), the Research Integrity and Governance Committee (RIGC) be established as an executive committee and activities of the Committee be reported to Council annually by the Pro Vice Chancellor (Research);
- the University Ethics Committee be made a Committee of RIGC; and
- the Terms of Reference for RIGC and the University Ethics Committee be amended to reflect (a) and (b) above.

50 Changes to the Charter and Statutes (Second Reading) (Agenda Item 12)

Council considered a report by the Academic Registrar which sought approval for amendments to the University Charter and Statutes following approval by Senate on 5th November. This was the second of two required readings of the changes at Council prior to submission to the Privy Council. As a result, this would be regarded as a "Special Resolution".

Council were pleased to note that Privy Council had been consulted on the proposed changes and had raised no issues.

RESOLVED that the amendments to the Charter and Statutes be approved at this second reading and be submitted to the Privy Council for final consideration and approval.

51 Risk Register (Agenda Item 13)

Council considered a report from the Director of Strategy and Planning which set out the latest risk register.

RESOLVED that the report be noted.

52 Sealing of Documents (Agenda Item 14)

RECEIVED and noted a report detailing the documents sealed since the last report to Council.

Restricted Items

53 Restricted Human Resources Matters (Restricted Item 15(i, ii and iii))

Council considered a restricted report by the Provost, a restricted report by the Dean of Engineering and the Environment and a restricted report by the Assistant Director of NETSCC each outlining staffing matters.

RESOLVED to approve the recommendations contained in the reports.

54 Honorary Degree Recommendations (Restricted Item 16)

Council considered a restricted report by the Vice Chancellor.

RESOLVED to approve the recommendations contained in the report.

55 Business School Update (Restricted Item 16)

Council received a verbal update by the Deputy Vice Chancellor.

RESOLVED that the update be noted.

The meeting concluded at 6.05pm