

Minutes

Meeting title:	Council	
Date:	Wednesday 16 July 2014	Time 2.00pm
Location:	Conference Room, The Innovation Centre, Chilworth Science Park	
Present:	Dr G Rider (<i>Chair</i>); Mr M Burrow, Professor J Falkingham, Mr P Greenish, Mr M Killingley, Ms S Kumar, Mr D Mendoza Wolfson*, Professor D Nutbeam, Mr T O'Brien, Dr D Price, Dr M Read, Ms R Rivaz, Mrs H Smith, Professor P Smith, Mr J Trewby, Professor A Wheeler and Professor J Vickers.	
In attendance:	Mr L Abraham (Clerk to Council), Mrs T Harrison (Registrar), Professor J Petts (Pro Vice-Chancellor (Research)), Professor A Neil (Pro Vice Chancellor (Education)), Ms S Pook (Director of Finance), Mrs J Donaldson (Director of Human Resources), Mr M Spearing (Pro Vice-Chancellor (International)), Mr S Peatfield (Director of Marketing and Communications), Mr S Chisnall (Director of Strategy, Planning and Governance), Professor J Howells (Dean of the Faculty of Business and Law), Professor M Lowe (Faculty of Business and Law, Ms J Chen (Faculty of Business and Law) and Mr A Reyes-Hughes (Observing)	
Apologies:	Professor D McGhee	

* not present for restricted business.

The Chair welcomed members to the meeting.

Council received a presentation from Mr Simon Peatfield, Director of Marketing and Communications, on the "We Are Connected" concept and the associated advertising campaign.

79 Obituary

There were no obituaries.

80 Minutes of the meeting held on 28 May 2014

RESOLVED That the minutes of the meeting held on 28 May 2014 be approved and signed and that the minutes be published on the open access SUSSED site.

ACTION: Clerk to Council

81 Matters Arising

National Physical Laboratory – The Vice Chancellor undertook to report back on the outcome of the bidding process.

ACTION: Director of the Office of the Vice Chancellor

The Enterprise Ecosystem – Professor Petts undertook to report back on outcomes following the cessation of the SAM Board at the next meeting on 1 October 2014.

ACTION: PVC Research

82 Declarations of Interest

There were no declarations of interest.

83 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

84 Vice Chancellor’s Report (Agenda Item 6)

Council considered the Vice-Chancellor’s report, dated 16 July 2014.

The Vice-Chancellor introduced his report highlighting the following:

- There had been recent good news relating to University rankings and awards received within the sector;
- The student recruitment situation was largely unchanged from the previous update provided at the last Council meeting and rehearsals for the forthcoming confirmation and clearing process were underway;
- Successful open days had been held and more attractive incentives were being offered to help increase the final recruitment figure. Council asked to be informed of the final recruitment numbers as soon as possible.

ACTION: Director of the Office of the Vice Chancellor

- USMC was progressing well and a recent visit by two Council members to provide an insight into current and future operations at the campus had been a great success.

Attached to the Vice Chancellor’s report was an update on International links and Engagement which was duly noted by Council.

RESOLVED To note the Vice-Chancellor’s report.

85 Southampton Business School (Agenda Item 7)

Council considered a report by the Dean of the Faculty of Business and Law which set out further detail regarding the strategy for the implementation of the proposal to establish the Southampton Business School.

The Dean presented the report outlining the further information specifically requested by Council at the last meeting. Council were also introduced to the interim Head of the Business School.

Council raised the issue of comparative data relating to the Business School’s direct competitors. The Dean undertook to provide more comprehensive and better quality comparative data for consideration, together with further project matters, when the next report would be presented. The Dean noted that data rich information should be circulated as soon as it was available to give Council members maximum time to consider its implications.

RESOLVED that the report be noted.

Action: Dean of the Faculty of Business and Law

86 Vision 2020 (Agenda Item 8)

(i) Strategy Plans

Council considered a report which informed on the progress of the Vision 2020 Plan.

The Vice Chancellor presented the report highlighting three main elements:

- Improving Core Business in education and research – Outlining the work undertaken to improve the quality and efficiency of the core academic business;
- Optimising the return on investments – Ensuring that the university successfully capitalises on the large scale estate investments of the past five years such as Mountbatten and Boldrewood to improve academic performance and the student experience; and
- New transformative Projects – that have the ability to support growth, with quality, and globalisation, such as the Southampton Business School.

Council noted that the Vision 2020 was an ambitious strategy and that work was underway to align University resources and individual faculty plans in order to achieve it. The University was also becoming more effective at managing costs and improving academic and operational efficiency in order to realise the aspirations.

Council noted that there was increased involvement at all levels across the whole University with Vision 2020 than with previous strategies and that communication and engagement was being planned carefully to capitalise on this initial engagement and ensure continued commitment.

Council noted that in relation to improving core business, activities to improve student assessment and feedback were continuing and that an update on foundation courses would be provided at the October meeting.

ACTION: Provost

RESOLVED that progress on the Vision 2020 plan be noted.

(ii) Outcomes From Business Planning

Council considered a report which set out the outcomes from the University's Business Planning 2014/15-2016/17, and also to inform Council of the key outcomes and next steps.

Council noted that the adopted priorities of distinction, globalisation and growth and the focus on the quality of student intake were clear to the institution. In the next academic year reviews of the academic disciplines could reshape the University and inform any strategic investment that may be required. The various aspects of the business planning outcomes were noted and Council was pleased to see good progress. Deliverability was the key to success and the need to ensure 5% operating surplus was highlighted. Council noted that faculties were also working towards growth targets to increase student numbers.

RESOLVED that the outcomes of the Business Planning round 2014/15-2016/17 be noted, and the proposals for the way ahead and the Roadmap to 2020 in respect of the work that will be done on sustainability and improving the ability of the University to create longer-term business plans be supported.

(iii) Budget 2014/15 and 2015/16

Council considered a report which set out the budget and financial forecasts from the University's business planning for 2014/15 – 2016/17. The forecasts were proposed as the basis for submission of the five year forecasts to HEFCE for their 31 July deadline as part of the Annual Monitoring Statements.

Council noted that the budget showed growth with income increasing by £56.6m against the current year budget and that a 2% surplus was forecast for 2014/15, a significant step forward from the previous three years. The Director of Finance highlighted the challenge for the University in developing sustainability in University business which was required to ensure the achievement of a 5% surplus. The budget also considered the risks and it was also noted that a significant mitigation was University cash holdings and the breathing space they provided between capital programmes to build the platform of sustainable plans to deliver the vision.

RESOLVED to approve:

- a) the budget and financial forecasts to deliver the three year business plan, noting that the financial plans for 2015/16 and 2016/17 would be developed during business planning next year building on the proposals on sustainability;
- b) the budget for 2014/15 resulting in a surplus of £11.2m, noting that the final budget will be brought to Council in November following the outcome of student recruitment; and
- c) the downside plan for 2014/15 resulting in a surplus of £9.5m.

(iv) Capital Programme 2 – Progress

Council considered a report which provided an annual progress report on Capital Programme 2 against budget, timetable and delivery.

RESOLVED

- a) That the report be noted; and
- b) That the creation of a capital budget of £2m in 2014/ 15 as the continuation of the Programme Management Unit in Estates and Facilities as the first step in progressing Capital Programme 3 be approved.

(v) Annual Treasury Strategy Report

Council considered a report which report fulfilled the requirement of the Treasury Management Policy (TMP) to present to Council the Annual Treasury Strategy. It excluded the cash flow and debt levels of University of Southampton Science Park Limited, Southampton Asset Management Limited and Southampton Innovations Limited. This was consistent with previous years and the historic treatment of these as independent activities.

RESOLVED

- a) That the Annual Treasury Strategy be approved; and
- b) section 6.1.2 of the TMP is amended to the “Annual Treasury Strategy will include....cash flow forecasts for the next and following two financial years, including details of borrowing maturities during this time.”

(vi) HEFCE Annual Accountability Returns – July 2014 Submission

Council considered a report which set out the annual accountability returns to HEFCE which included a two stage process for the financial returns together with full financial forecasts for 2014/15 to 2016/17, and to update the 2013/14 forecasts submitted in December 2013.

RESOLVED that the completed financial forecast tables and financial commentary for submission to HEFCE by 31 July 2014 be approved.

(vii) Key Performance Indicators

Council considered a report which provided an update on the proposals for monitoring progress on the delivery of Vision 2020. These comprised:

- Developing appropriate performance indicators that align to strategy;
- Cascading University level KPIs to faculty and AU/discipline level, where appropriate; and
- Monitoring delivery of University-level plans against milestones

The report also proposed to Council the KPIs and targets for 2014/15.

Council were pleased to see the excellent work and good progress being made in this area.

RESOLVED

- a) That the proposals for monitoring progress in delivering Vision 2020 be noted; and
- b) That the proposed KPIs and targets for 2014/15 be approved.

87 Risk Register (Agenda Item 9)

Council received a report by the Director of Strategy, Planning and Governance which set out the latest risk register.

It was noted that the register was largely unchanged from the previous meeting. Council noted that the handover of the City Gateway estate project could be delayed. Work was continuing to ensure that the deadline would be met.

RESOLVED

- a) That the risk register be noted; and
- b) That the development of the risk register to provide closer alignment with the University strategy be noted.

88 Report from the President of the Students' Union (Agenda Item 10)

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

It was noted that a SUSU CEO had now been appointed and would take up office in August. The New Union President also set out aspirations for his year, focussing on championing a sense of community and promoting the University as a cohesive institution.

RESOLVED that the report be noted.

89 The Education Act 1994 – Students' Union Code of Practice Monitoring Responsibilities (Agenda Item 11)

Council considered a report which set out the Students' Union's compliance with the Code of Practice drawn up by the University in response to the requirements of the Education Act 1994. Council was pleased to note that the Students' Union and Professional Services were both fully committed to working together to resolve the issues identified.

RESOLVED

- a) That Council note the report as discharging the responsibilities of the Director of Student Services for the academic year 2013-14.
- b) That the following recommendations, which had been agreed by the Registrar and President of the Students' Union, be approved:
 - (i) That the Students' Union is asked to address weaknesses in their election procedures to ensure that the withdrawal of candidates cannot take place without appropriate validation, nor be implemented while voting is underway. Such amendments to be implemented prior to the next round of major elections.
 - (ii) That the Students' Union is asked to revise their complaints procedures to ensure the process is fair, robust, and meets good practice guidelines such as those outlined by the Office of the Independent Adjudicator. The revised procedures must clearly demonstrate the right for students to refer complaints to the Director of Student Services once the Students' Union process has been exhausted.
 - (iii) That the Students' Union is asked to improve the communication of their complaints procedure to students, including clear links to the process from the website.

90 Nominations Committee Matters (Agenda Item 12)

Council received a verbal update from the Chair on the matters discussed at the Nominations Committee held earlier in the day.

The Committee recommended to Council that Mr Philip Greenish be appointed for a second term of office on Council, Dr Martin Read be re-appointed for a further year and that thanks be recorded to Mrs Hilary Smith and Professors Jane Falkingham and Peter Smith as they left Council.

The process for appointing additional lay members to Council was well underway and the shortlisting process would commence over the late summer.

RESOLVED that

- a) Mr Philip Greenish be appointed for a second term of office on Council from 1 August 2014 to 31 July 2017;
- b) Dr Martin Read be appointed to Council for a further 12 month period from 1 August 2014; and
- c) Thanks be recorded to Mrs Hilary Smith and Professors Jane Falkingham and Peter Smith for their work and support on Council shown throughout their terms of office.

91 Abolition of Court (Agenda Item 13)

Council received a report by the Clerk to Council which was presented a proposal and process for the abolition of Court. Council noted that this report sought agreement for the principle and that a more detailed report showing the changes needed to the University's Charter, Statutes and Ordinances would be considered later in the year.

RESOLVED that the process outlined in the report be actioned.

ACTION: Clerk to Council

92 May Management Accounts (Agenda Item 14)

Council received a report by the Director of Finance which presented the Management Accounts for May.

RESOLVED that the May Management Accounts be noted.

93 Annual Report on the Operation of the Code of Practice to ensure Freedom of Speech (Agenda Item 15)

Council considered a report which informed of activity relating to the Code of Practice to ensure freedom of speech. Council were pleased to note there had been no cases to report.

RESOLVED that the report be noted.

94 Senate Matters (Agenda Item 16)

Council considered a report which set out a number of matters for approval from the University Senate.

RESOLVED that the revisions to the Ordinances set out in the report be approved and be introduced from the start of the 2014/15 academic session.

95 Amendment to Ordinance 3.4: Redundancy (Agenda Item 17)

Council considered a report which responded to a previous Council discussion regarding the presentation to Council of potential redundancy cases requiring determination as to whether they should proceed to the next stage under Ordinance 3.4. The discussion outcome was that the Ordinance be reviewed to establish the options for an alternative and more efficient process to be introduced to deal with redundancy related determinations.

Council noted that the University statute was clear that there was no mechanism to delegate the consideration of such matters. Any change to University statutes to alter this position would require due process through Senate and Council, followed by approval from the Privy Council. It was recommended to review this matter when a more comprehensive review of constitutional matters would take place in the future.

RESOLVED - that the report be agreed and noted.

96 Sealing of Documents (Agenda Item 18)

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

Restricted Items

97 Restricted Human Resources Matter (Restricted Item 19(i))

Council considered a restricted report by the Provost and Deputy Vice Chancellor.

RESOLVED to approve the recommendations contained in the report.

98 Restricted Human Resources Matter (Restricted Item 19(ii))

Council considered a restricted report by Human Resources.

RESOLVED to approve the recommendations contained in the report.

99 Restricted Senate Matters (Restricted Item 20)

Council considered a restricted report from the Senate.

In addition to the report, Professors P Carling and B Margetts be conferred the title of Emeritus Professor.

RESOLVED to approve the recommendations contained in the report.

The meeting concluded at 6.10pm