

Minutes

Meeting title:	Council	
Date:	Wednesday 11 July 2018	Time 2.15pm
Location:	The Garden Room, Birchwood, Heatherlands Road, Chilworth	
Present:	Dr G Rider (Chair), Ms F Barnes, Mr G Berruyer, Ms E Dawes, Mr P Greenish (Vice Chair), Mr G Hobbs, Mr P Hollins, Dr B Lwaleed, Dame J Macgregor, Professor R Mills, Ms H Pawlby, Dr D Price, Mr A Reyes-Hughes, Professor P Reed, Mr W Shannon, Professor Sir C Snowden, Professor M Spearing and Dr A Vincent.	
In attendance:	Mr L Abraham (Clerk to the University Council & Senate), Mr I Dunn (Chief Operating Officer), Professor A Neill (Vice President – Education) and Ms S Pook (Executive Director, Finance & Planning)	

100 Apologies

Council noted an apology for absence from Professor J Vickers.

Council warmly welcomed Dr Rider to the meeting following absence in person for some months. To aid Dr Rider in chairing the meeting, Council agreed that Dr Price chair minute 108 and Mr Greenish chair minutes 109 to 116.

102 Minutes

The following amendment to the minutes of the meeting held on 9 May 2018 was proposed:

“That the following wording be added to minute 87:

The cladding of the City Gateway building was queried following recent safety concerns and subsequent inspections. Council noted that Hampshire Fire and Rescue were content that the existing cladding when combined with the existing safety systems was safe.”

RESOLVED that the amended minutes of the meeting held on 9 May 2018 be confirmed as a correct record and signed.

103 Actions and Matters Arising

Council noted the Annual Calendar of Business.

Council also noted that following the USMC discussion at the last meeting, Professor Taylor (USMC CEO) and UEB had reached an understanding regarding USMC governance. A short paper outlining the way forward would be presented in the autumn.

104 Declarations of Interest

Mr Reyes-Hughes declared an interest in minute ... and stated that he would leave the meeting for discussion and voting thereon.

105 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.

106 President and Vice Chancellor’s Report

The President & Vice Chancellor presented his report to Council highlighting the following:

- USS Pensions;
- NUS Poverty Commission Report;
- Graduate Labour Market Statistics 2017;
- WhatUni Student Choice Awards 2018;
- PM Speech on Science and Industry strategy;
- Guardian League Table Rankings;
- International Student Survey
- Southampton’s return to the world top 100 Universities
- Silver TEF Award
- University recognition in the Queens Birthday Honours

Council then noted a further update appended to the Vice Chancellor’s report which provided an update on work to develop measure to improve the outcome of the National Student Survey (NSS). Various workstreams to bring improvements were highlighted:

- Improvements to teaching quality;
- Improvements to course organisation;
- Improvements to academic support offered to students;
- Standardisation of procedures across all faculties

It was noted that these changes required a culture shift within the University and that Deans were taking an active role in ensuring their faculties were making improvements. Council queried if an action plan was being developed to work towards a gold TEF award and requested a deep dive into NSS improvement work and work towards a gold TEF for the next meeting.

ACTION: Vice President - Education

RESOLVED that the report be noted.

107 Report from the President of the Students’ Union

Council considered a report by the new President of the Students’ Union which outlined the new sabbatical team and plans for the coming year, highlighting:

- Strong female presence in the sabbatical team;
- Promoting women in STEM
- Transparency of the Union - shadowing opportunities and holding a student surgery; and
- Tackling mental health issues.

RESOLVED that the report be noted.

Dr Price then took the Chair

108 Business Planning

Council considered a cluster of reports related to business planning. The Executive Director, Finance & Planning introduced the reports.

(1) Covering Report and Executive Summary

The suite of reports set out the outcomes from the University's business planning process. The first report provided an executive summary which outlined the key messages from the following accompanying papers:

- Business planning outcome 2018
- 2018/19 budget report
- Annual treasury management strategy
- OfS annual accountability return

(2) Business Planning Outcomes 2018

The report set out the current position on business planning, student recruitment and the implications on the business plan and budgets. It highlighted the areas of delivery and volatility against the 10 year plan.

RESOLVED that

- (i) the outcomes of business planning and the risks identified be noted;
- (ii) the University-level targets for our KPIs in 2018/19 be approved recognising that they were a combination of one-year and multi-year indicators linked to ten year plan delivery.

(3) Business Plan 2018/19 and Forecasts to 2022/23

The report set out the draft budget from the University's business planning exercise for 2018/19 and financial forecasts for the four following years.

RESOLVED that the budget for 2018/19 and the forecasts for 2019/20 to 2022/23 for submission to the Office for Students (OfS) be approved. The forecasts will also be submitted to our lenders as per the loan terms and conditions. The budgeted surplus for 2018/19 is £0.4m with the forecast outturn then increasing year on year to £17.5m by 2022/23.

(4) Annual Treasury Management Strategy

The report provided Council with information on the current level of cash balances and future cash flow projections, including the subsequent impact on our financial covenants.

The report fulfils the requirements of the Treasury Management Policy (TMP) to present to Council the Annual Treasury Management Strategy.

RESOLVED that the Treasury Management Strategy (TMS) be approved.

(5) HEFCE Annual Accountability Returns

The report contained financial and student number forecasts covering the period from 2017/18 to 2022/23, as required by the OfS. These forecasts, and accompanying commentary, must be approved by Council ahead of submission on the 17th September 2018.

RESOLVED that

(i) the financial forecast tables and commentary be approved, noting the submission deadline to the OfS of 17th September 2018; and

(ii) the approval of any subsequent changes to this return, if consistent pension assumptions are adopted by the Russell Group before the 17th September deadline, be delegated to the Chair of Council.

Mr Greenish then took the Chair.

109 Regulated Fees

Council considered a report by the Executive Director, Finance and Planning which set the tuition fees for regulated students in 2019/20 and beyond. The regulations related to students who had been assessed as eligible for fee support. For the University this can be taken to relate to full-time Home and EU undergraduate students (see section 4.2 re EU student status).

RESOLVED that

(i) students who began their course of study in 2017/18 and 2018/19 will continue to be charged a fee of £9,250 per year for the duration of their studies;

(ii) those who begin their course in 2019/20 will be charged a fee equivalent to the maximum permitted for regulated students. It is expected that this will be £9,250, subject to the outcome of the review into Higher Education funding, due February 2019.

In setting these fee levels it is assumed that EU students will be treated in the same category as Home students. This position has been confirmed for EU starting courses in

2018/19 and 2019/20. Careful wording will be used when fee levels are communicated more widely.

Part-time students will be charged a maximum of 75% of the regulated fee.

110 Analysis of Outcomes of Redundancy Determinations

Council received a report from the Executive Director of Human Resources. In May 2018, the Council received a report which provided a basic analysis of all the Stage 2 redundancy determinations received for the three year period from March 2015 to April 2018. Having considered the report, Council requested a further analysis, taking into consideration the size and shape of the various workforces where the redundancies had taken place including a summary of the process.

Council noted that in overall terms, redundancy at the University was low and the cases identified were largely the result of the withdrawal of grant funding rather than any other reason.

It was agreed that an annual update on the pattern of redundancy cases be presented to Council as part of the Annual Equality and Diversity report which is presented each November.

ACTION: Executive Director of Human Resources

RESOLVED that

(i) the report be noted; and

(ii) the pattern of cases is summarised and presented to Council within the Annual Equality and Diversity Report.

111 Nominations Committee Matters

Council received an oral report from the Vice Chair which updated on recent deliberations of the Nominations Committee.

Guy Berruyer left the meeting at this point.

RESOLVED that Mr Guy Berruyer be re appointed for a second term as a Class 2 Lay Member from 1 August 2018 until 31 July 2021. It was further noted that Mr Berruyer may step down mid-term dependent on his professional circumstances.

Mr Berruyer re joined the meeting and Dame Judith Macgregor left the meeting at this point.

RESOLVED that

(i) Dame Judith Macgregor be appointed Class 1 Vice Chair of Council from 1 August 2018 until 31 July 2021; and

(ii) Dame Judith Macgregor be appointed Chair of the Remuneration Committee from 1 August 2018 until 31 July 2021.

Dame Judith Macgregor re joined the meeting and Dr Alison Vincent left the meeting at this point.

RESOLVED that Dr Alison Vincent be appointed Chair of the Health & Safety Audit & Assurance Committee from 1 August 2018 until 31 July 2020.

Dr Vincent re joined the meeting. All three Council members were congratulated on their respective appointments.

112 The Education Act 1994 – Report to Council on Code of Practice Monitoring Responsibilities

Council received a report by the Director of Student Services which provided an update on 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. The Code placed a number of annual monitoring responsibilities on the Director of Student Services. An annual review of the Code was also stipulated.

RESOLVED that

(i) the report is noted as closing all recommended actions from the academic year 2016-2017, and as discharging the responsibilities of the Director of Student Services for the academic year 2017-18; and

(ii) the following be approved:

Following on from changes to the University's ordinances a full review of the Code of Practice has been completed by Legal Services to ensure the code aligns to the new ordinances.

113 The Office for Students

Council received a report by the Academic Registrar which informed Council of the likely relationship between the Office for Students (OfS) and universities and to inform how the OfS was likely to operate.

Council noted that the OfS had produced its own 4 page strategy document which gave a clear indication of its priorities. It was agreed that this strategy be circulated to Council members.

ACTION: Clerk to the University Council & Senate

RESOLVED that the report be noted.

114 Annual Report of the Operation of the Code of Practice to Ensure Freedom of Speech

Council received a report by the Director of Legal Services. Section 43 of the Education (No 2) Act 1986 required the University to have in place a code of practice to ensure freedom of speech within the law. The principal purpose of the code was to establish procedures to be followed by the organisers of any activity which is 'designated' by the Responsible Officer as one where there is a reasonable expectation that freedom of speech within the law may be compromised.

Council received further information on the events that had been requested, designated and refused over the past year.

RESOLVED that the report be noted.

115 April Management Accounts

Council considered a report by the Executive Director, Finance and Planning which presented the management accounts for financial year 2017/18 as at April 2018. A full review and update had been made of income and expenditure forecasts following the initial projections in the January 2018 management accounts. The report focused on variances between the forecasts and the final budget but also considered changes to the forecasts since January.

RESOLVED that the report be noted

116 Remuneration Committee Update

Council received an oral report by the Vice Chair of Council on recent work and deliberations of the Remuneration Committee. Council noted the Committee's work on:

- Adhering to CUC guidance on senior salaries;
- Production of an Annual Report;
- Refresh of its own Terms of Reference; and
- Consideration of senior pay across the institution.

RESOLVED that the oral report be noted.

Dr Rider then took the Chair.

117 Sealing of Documents

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

118 Chair's Action

Council noted that Chair had approved the following under Chair's Action:

(i) Change of School titles - Proposed change from School of Geography and Environment to School of Geography and Environmental Science. Proposed change of the Optoelectronics Research Centre and the Zepler Institute to one school titled Zepler Institute for Photonics and Nanoelectronics.

(ii) OfS Registration – Required Council to sign off the application.

(iii) Appointment of Vice President (International) – Winnie Eley.

(iv) Re-appointment of Deans – Professor Jane Falkingham and Professor Bashir Al-Hashimi.

(v) Heads of Schools: Humanities – Professor Sarah Pearce and Engineering – Professor David Richards.

119 Committee Minutes

Council noted all the Committee minutes from meetings that had been held since the last meeting.

Restricted Items

120 HR Matters – Appeals Outcomes

Council considered a restricted report by the Executive Director of Human Resources which informed Council of the outcome of a number of appeals in accordance with Ordinances 3.12 (Grievance Procedure, Ordinance 3.4 (Redundancy Procedure) and Ordinance 3.8 (Fixed Term Contracts Procedure).

RESOLVED that the report be noted.

Mr Reyes-Hughes left the meeting at this point.

121 HR Matters – Determination of Redundancy – Faculty of Health Sciences

Council considered a restricted report by the Executive Director of Human Resources relating to proposed redundancies.

RESOLVED that the instigation of the next stages of the Redundancy Ordinance and up to three posts are placed at risk of redundancy be approved.

Mr Reyes-Hughes re joined the meeting at this point.

122 HR Matters – Determination of Redundancy – Faculty of Social, Human and Mathematical Sciences

Council considered a restricted report by the Executive Director of Human Resources relating to proposed redundancies.

RESOLVED that the next stages of the redundancy procedure are initiated and it be agreed that three posts are placed “at risk” of dismissal by reason of redundancy.

123 HR Matters – Determination of Redundancy – Faculty of Health Sciences

Council considered a restricted report by the Executive Director of Human Resources relating to proposed redundancies.

RESOLVED that the next stages of the redundancy procedure are initiated and it be agreed that three posts are placed “at risk” of dismissal by reason of redundancy.

124 HR Matters – Senior Appointments – Head of School Extension

Council considered a restricted report by the Executive Director of Human Resources which sought confirmation of an extension to a Head of School appointment

RESOLVED that the appointment extension be approved.

125 Appointments within the Faculty of Medicine

Council considered a report by the Executive Director of Human Resources which sought confirmation of posts within the Faculty of Medicine.

RESOLVED that the appointments be approved.

126 Restricted Senate Matters

Council considered a report by the Chair of Senate which presented the list of level 7 promotions and the proposed list of those individuals to receive the title of Emeritus Professor and Emeritus Fellow.

RESOLVED that

(i) the level 7 promotions be approved; and

(ii) the list of those to receive the title of Emeritus Professor and Emeritus Fellow be approved.

Dr Rider concluded her final meeting by paying tribute to Council colleagues and wishing the Governing Body and the University the very best for the future.

Council paid tribute to Dr Rider for her six years of consistent, steady and decisive leadership and wished her well for the future.

The meeting concluded at 5.53pm

Actions

Minute No.	Minute Title	Action Summary	Owner	Report Back Date
83	USMC Update	To report back to Council on USMC Governance	PVC (Malaysia/COO/Director of Legal Svs	Autumn 2018