

## COUNCIL

**21 November 2011 at 16:30  
Oak 1&2**

## MINUTES

**Members:**

Mr M Taylor (Chair)	Professor M Olssen
Mr D Eustace (Vice-Chair)	Mr I Robertson*
Professor C M Snowden (Vice-Chancellor)	Mr D Rogers*
Professor D Allen	Mr O Salih
Mr T Chambers	Professor N Seaton
drs J Derwig	Professor A Sterr
Dr J Forrest	Mr K Taylor
Mr A Herman*	Ms A Watts
Ms D Langston	Professor S Williamson*
Mr D McNulty*	Professor Lord R Winston*
Professor G Nicholls	

\*denotes member unable to attend

**In attendance:**

- Mr H ap Rees – Director of Strategic Planning
- Dr D Ashton - University Registrar
- Ms S Litchfield – University Secretary & Legal Adviser (Clerk to Council)
- Mr G Melly – Director of Corporate Services
- Mr D Sharkey – Finance Director
- Ms L Richards – Senior Committees Support Officer (minutes)

### **A INTRODUCTORY ITEMS**

#### **11/63 Apologies for absence**

Apologies were noted from Mr Robertson, Mr Rogers, Lord Winston, Mr Herman and Professor Williamson.

#### **11/64 Conflicts of interest**

There were no conflicts of interest declared.

#### **11/65 Minutes of previous meetings.**

The minutes from the meeting held 21 November 2011 were **approved**.

#### **11/66 Matters arising**

##### **.1 Actions**

Action updates provided on the log circulated with these minutes. No additional matters arising were raised.

**11/67 Chair's Items**

.1 Council membership

Council **noted** the following Senate elections to Council:

- Professor Jonathan Seville, from 1 January 2012 to 31 December 2014.
- Professor Shirley Price, from 1 January 2012 to 31 December 2012.

The Chair thanked Professor Annette Sterr for her contributions to Council during her term of office.

.2 Joint Committee of Senate and Council

Council **approved** the membership of the Joint Committee as follows:

Council members - Mr Max Taylor (Chair); Dr John Forrest; Ms Anne Watts  
Senate members – Professor Nigel Seaton; Professor Shirley Price; Professor Phil Powrie.

.3 Achievements

Council **acknowledged** the achievements of members of the University community as circulated.

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**B ITEMS FOR CONSIDERATION AND APPROVAL**

**11/68 Financial Statements for 2010-11**

.1 **REDACTED AS COMMERCIALY SENSITIVE**

.2 Going Concern and Representation Letters

Council **noted** the report on going concern and approved the signature of the Representation Letters.

.3 External Auditor's Highlights Memorandum and Management Letter

It was confirmed that the external auditor had reported a clean and straight forward audit. Council **noted** the external auditor's highlights memorandum and management letter.

.4 Consolidated Financial Statements for 2010-11

It was noted that the main change to the Operating and Financial Review (OFR) was the expansion of the public benefits statement to reflect additional examples pertinent to Surrey. A few further minor changes had been made to the OFR since its presentation at Finance Committee on 10 November. These were:

- a clarification of the link between the OFR and the pension scheme notes to identify how the £7.7m figure was arrived at and to factor in the USS scheme which was not shown on the balance sheet;
- identification of the net indebtedness position to reflect the importance of cash in the forthcoming environment.

On the recommendation of Audit Committee and Finance Committee, Council **approved** the consolidated financial statements for 2010-11.

**.5**      Financial Statement for the Foundation Fund

It was noted that these were consistent with previous years with no issue to report. Council **approved** the financial statements for the Foundation Fund for 2010-11.

**.6**      Financial Statements for the Guildford School of Acting

It was confirmed that the financial statements had been approved by the GSA Board of Governors and had been signed by the Chair. Council **noted** the financial statements for GSA for 2010-11.

**.7**      Financial Statements for Surrey Sports Park Limited

It was noted that (unlike GSA) whilst SSPL did incur a loss for the year, a parental guarantee was not required, as the auditors were satisfied that the forward plan provided sufficient comfort of a going concern. Council **noted** the financial statements for SSPL for 2010-11.

**.8**      Performance Summary for Subsidiary Companies

It was confirmed that all subsidiaries had been audited separately. Council **noted** the summary.

**.9**      Financial Statements for the Trust Funds

Council **noted** that as Trustees, the Finance Committee had approved the financial statements for the Battersea Trust Fund for 2010-11.

As Trustees, Council **approved** the General Nursing Council Chair Fund; the High Coombe Trust Fund and the Marion Redfearn Trust Fund.

**11/69**      **Annual Assurance Statement**

- .1**      It was noted that this would normally include a forecast however due to the changing funding environment, HEFCE had postponed this requirement until June 2012. Subject to reflecting the change in the Chair of Audit Committee, Council **approved** the Annual Assurance Statement.

**11/70**      **Report on Long Term Borrowings**

It was noted that this had previously been presented to Finance Committee. Council **noted** the report on long term borrowings.

**11/71**      **GSA Merger**

**REDACTED AS COMMERCIALY SENSITIVE**

**11/72 Annual Monitoring Statement**

- .1 Council **endorsed** the Annual Monitoring Statement for 2011.

**11/73 Risk Management Update**

- .1 Council were reminded that the revised risk register had been presented at the September Council meeting. Since then the main change had been the addition of traffic lights to reflect movement in the mitigating actions. It was noted that at its 3 November meeting Audit Committee had requested prioritisation of the mitigating actions and this was being reviewed.
- .2 Council **noted** the risk management update.

**11/74 Audit Committee Annual Report**

- .1 Council noted Audit Committee's statement of assurance on all points, as provided within the report. Only one case of partial limited assurance was highlighted, in relation to severe business interruption, however Audit Committee had been satisfied that this was being addressed appropriately.
- .2 Council **endorsed** the Audit Committee annual report.

**11/74 Student Recruitment Report**

.1 Student Enrolments

i) **REDACTED AS COMMERCIALY SENSITIVE**

- ii) Council **noted** the report and requested a presentation on overseas student demand for its meeting in March 2012.

**Action: Mr ap Rees**

.2 Admissions and Entrance Requirements 2011-12

- i) In discussing the report the following points were noted:

**REDACTED AS COMMERCIALY SENSITIVE**

- ii) Council noted the report and requested an update for its meeting in March 2012.

**Action: Dr Ashton**

**11/75 Nominations for Honorary Degrees**

- .1 On the recommendation of Senate, Council **approved** the nominations for Honorary Degrees for REDACTED AS PERSONAL INFORMATION

**11/76 Council Effectiveness Report**

It was agreed that this would be circulated after the meeting for members' comments, and finalised at the March 2012 meeting.

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**C ITEMS FOR INFORMATION**

**11/77 Report from the Audit Committee**

Council noted the report from the Audit Committee.

**11/78 Report from the Finance Committee**

Council noted the report from the Finance Committee.

**11/79 Report from the Executive Board**

Council noted the report from the Executive Board.

**11/80 Report from the Senate**

Council noted the report from the Senate.

**11/81 Health & Safety Report**

Council noted the Health & Safety report.

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**D CLOSING ITEMS**

**11/82 AOB**

.1 Students' Union Trustees Meeting

Council **noted** that the second meeting of the Students' Union Trustees had taken place. All was progressing well, with each member having been designated a particular work stream to focus on.

.2 University Treasurer

Council were reminded that Mr Mac Derwig, the current Treasurer and Council member would be stepping down at the end of January 2012. This would therefore be his final Council meeting. The Chair expressed thanks and gratitude to Mr Derwig for his loyalty, diligence and dedication to the University and in particular to Council and Finance Committee. It was noted that an appropriate event would be organised to properly mark the occasion in January 2012.

**11/83 Dates of Future Meetings**

Confidential

All meetings (except away days) are at 16:30 unless otherwise advised.

2012:

22 March (Oak 1&2 / dinner in Ivy)

26 July (Oak 1&2 / dinner in Ivy)

4/5 October (away day - tbc)

22 November Oak 1&2 / dinner in Ivy)

**Mr Max Taylor  
Chair of Council  
22 March 2012**