

COUNCIL

**22 March 2012 at 16:30
Oak 1&2**

MINUTES

Members:	Mr M Taylor (Chair)	Professor S Price
	Mr D Eustace (Vice-Chair)	Mr I Robertson
	Professor C M Snowden (Vice-Chancellor)	Mr D Rogers
	Professor D Allen	Ms S Ryle
	Mr T Chambers	Mr O Salih
	Dr J Forrest	Professor J Seville*
	Mr A Herman	Mr K Taylor
	Ms D Langston*	Ms A Watts
	Mr D McNulty	Professor S Williamson
	Professor G Nicholls*	Professor Lord R Winston*
		*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
	Ms L Richards – Secretariat Support Manager (minutes)
	Mr D Sharkey – Finance Director
	Mr R Stickland - Director of IT (minute 12/09)

A INTRODUCTORY ITEMS

12/01 Apologies for absence

Apologies were noted from Ms Langston, Professor Nicholls, Professor Seville and Lord Winston.

12/02 Conflicts of interest

There were no conflicts of interest declared with any items on the agenda.

12/03 Minutes of previous meetings.

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

12/04 Matters arising

.1 Actions

All outstanding actions covered on this agenda or not yet due. No additional matters arising were raised.

12/05 Chair's Items

.1 New Council Members

The Chair welcomed new Council members, Professor Shirley Price (member elected by Senate) and Ms Sue Ryle (ex-officio member as Chair of Academic Assembly). This would also have been the first meeting for Professor Jonathan Seville (member elected by Senate) however, he was unfortunately unable to attend.

.2 Senior Management Restructuring

Members were advised of the departure of Professor Nigel Seaton following a restructuring of the senior management reporting lines. The Chair expressed thanks and gratitude, on behalf of Council, for Professor Seaton's contributions during his time with the University.

It was noted that whilst the functions of the roles of the senior management team would remain unchanged, there would be some changes in order to reflect internationally recognised working titles. These changes would take effect from 1 May 2012. The changes affecting the statutory titles of Vice-Chancellor, Deputy Vice-Chancellors, Director of Corporate Services and the Registrar had been approved by the Chancellor.

- Vice-Chancellor and Chief Executive to President and Vice-Chancellor
- Deputy Vice-Chancellor (Academic Development) to Vice-President, Academic Affairs
- Deputy Vice-Chancellor (Research and Innovation) to Vice-President, Research and Innovation
- Director of Corporate Services to Vice-President, Corporate Services
- Registrar to Vice-President Administration and Registrar
- University Secretary & Legal Adviser to University Secretary & Legal Counsel
- Finance Director to Chief Financial Officer

It was further noted that the Faculty Deans and the Pro-Vice-Chancellor, International Relations would also report directly to the Vice-Chancellor.

.3 Council Membership - Pipeline

Council noted that the Chair and Vice-Chancellor had met with Ms Claire Ighodaro with a positive outcome. Ms Ighodaro had been scheduled to meet with the University Secretary in mid-April. Two further candidates had been contacted recently and their responses were awaited.

.4 Achievements

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

B ITEMS FOR CONSIDERATION AND APPROVAL

12/06 Student Applications / Forecast Update

- .1 The Finance Director and Director of Planning & Strategy gave a presentation. The following points arose in discussion.

REDACTED AS COMMERCIALY SENSITIVE

- .3 Council were reminded that the deadline for submission of the financial forecast to HEFCE fell before the next Council meeting. Council therefore **agreed** to delegate authority to Finance Committee to **approve** the submission. It was further agreed that Council members not on Finance Committee be included in the distribution when it is circulated to Finance Committee in May. Council would be asked to approve the forecast, after its submission, at its next meeting on 26th July

12/07 Student Residences - Refinancing

Commercial in confidence. Exemption from publication under Section 43 of the Freedom of Information Act is claimed for this minute on the grounds of commercial sensitivity.

- .1 **REDACTED AS COMMERCIALY SENSITIVE**

- .2 Council **noted** the update on student residences - refinancing.

12/08 USSU Annual Presentation

- .1 The President of the Students' Union gave a presentation and tabled an interim report for Spring 2012. The following key points were noted.

- The SU was now two years into the SUEI process with results due to be available in June. It was felt that the key benefit of the exercise had been the improvement in communication resulting in an increased sense of ownership and better perception of the Students' Union, by students.
- The opening of the new Student Centre had been a welcome improvement. Case work had increased significantly and it was felt that the demand for student support was likely to continue to increase.
- The new Student Union website had now been launched successfully.
- There had been visits to other Universities as part of the investigations into potential new student union space. Council's commitment to a new student union space was requested.

- .2 Council then viewed a video which had been created to encourage students to become more involved in University and Student Union life. The video had been made available on the Student Union website and lecturers had been asked to show it to students. One possible success from this (although not directly attributable) was that there had been a doubling of candidates for Student Union elections this year.

12/09 Annual IT Report

- .1 The Director of IT attended for this item and gave a presentation. The following points arose in discussion:

- Over the past 12 months, one of the main priorities had centred around ensuring a secure and reliable IT environment. Within this, a particular focus was around improved data storage. There were some challenges to be faced, particularly in some academic areas, to educate staff about data security and the best ways in which to store and transfer data.
- The effectiveness of the University's security and disaster recovery capability was queried. In response, it was advised that there was invariably a higher level of risk for organisations such as Universities due to the number of systems necessary for the wide variety of activities taking place. However, it was confirmed that the underlying systems of the University were protected as well as was possible. Work was ongoing to put in place processes to improve the ability to spot any problems much earlier than was previously the case.

.2 Council **noted** the annual IT report.

12/10 Risk Management

.1 Council noted the current major risk of student recruitment.

.2 Council **noted** the risk management update.

12/11 Balanced Scorecard

.1 Council **noted** the report and requested an update on research for the next meeting.

12/12 Bribery Act

.1 Council **noted** that online training had been purchased and would be made available to all relevant staff and committee members for completion.

C ITEMS FOR INFORMATION

12/13 Report from Marketing and Communications

Council **noted** the first report provided by the new Director of Marketing and Communications.

12/14 Report from the Audit Committee

Audit Committee had taken place earlier the same day. The Chair of Audit Committee confirmed that there were no issues to be raised for Council's concern.

12/15 Report from the Finance Committee

Council **noted** the report from the Finance Committee.

12/16 Report from the Executive Board

Council **noted** the report from the Executive Board.

12/17 Report from the Senate

Council **noted** the report from the Senate.

12/18 Health & Safety Report

Council **noted** the Health & Safety report, including the annual report.

D CLOSING ITEMS

12/19 AOB

None.

12/20 Dates of Future Meetings

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

2012:

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
26 July 2012**