

COUNCIL**25 July 2013 at 16:30****Oak 1****MINUTES**

Exemption from publication under Section 43 of the Freedom of Information Act is claimed for these minutes on the grounds of commercial sensitivity.

Members:	Mr Max Taylor	Chair – External member
	Ms Anne Watts	Vice-Chair – External member
	Prof Sir Christopher Snowden	Vice-Chancellor
	Prof David Allen	Member elected by Senate
	Mr Thomas Chambers	Treasurer – External member
	Mr Dudley Eustace	External member
	*Dr John Forrest	External member
	Dr Jim Glover	External member
	Ms Em Bollon	President Students' Union
	Mr Ashley Herman	External member
	Mr David McNulty	External member
	Prof Gill Nicholls	DVC, Academic Affairs
	Prof Shirley Price	Member elected by Senate
	*Mr Iain Robertson	External member
	*Mr David Rogers	External member
	Ms Sue Ryle	Chair, Academic Assembly
	Prof Jonathan Seville	Member elected by Senate
	Mr Keith Taylor	External member
	Prof Steve Williamson	DVC, Research & Innovation
	*Prof Lord Robert Winston	External member
	*denotes member unable to attend	
In attendance:	Dr David Ashton – VP and Registrar	
	Ms Martine Carter – Director of Strategic Planning	
	Ms Sarah Litchfield – University Secretary & Legal Counsel (Clerk to Council)	
	Mr Greg Melly – VP Corporate Services	
	Ms Lise Richards – University Secretariat Manager (minutes)	
	Mr David Sharkey – Chief Financial Officer	
By invitation	Mr Dave Halls – former President of the Students' Union	
	Mr Matt Higgins – Deputy Director, Operational Finance (minute ...)	
	Mr Mike Hounsell – Director of Marketing & Communications (minute)	

A INTRODUCTORY ITEMS

13/18 Apologies for absence

Apologies were noted from Mr Dudley Eustace, Dr John Forrest, Mr Iain Robertson, Mr David Rogers and Professor Robert Winston.

13/20 Conflicts of interest

- .1 The President of the Students' Union declared a conflict of interest in item 14 of the agenda (re. complaint against the Students' Union). It was agreed that there was no requirement to leave the meeting, however, voting rights for the President for this item would be discounted.
- .2 No further conflicts of interest were declared.

13/21 Minutes of previous meetings.

The minutes from the meeting held 21 March 2013 were **approved**.

13/22 Matters arising

.1 Actions

No outstanding formal actions. No further matters arising were raised.

13/23 Chair's Items

.1 Appointments and Retirements

- .1.1 Council was reminded that as Mr Jim Glover would be taking up the Chair with effect from 1 August 2013, his current role as Vice-Chair would become vacant. Council may appoint a Vice-Chair from amongst its external members. Council members had been asked for nominations and informed that a nomination for Ms Anne Watts had been received. No further nominations were received and no objections, therefore Council approved the appointment of Ms Anne Watts as Vice-Chair of Council with effect from 1 August 2013.
- .1.2 On behalf of Council, the Chair welcomed the newly elected President of the Students' Union, Ms Em Bollon to her first meeting.
- .1.3 The Vice-Chancellor informed those present of the forthcoming retirement of Professor Steve Williamson and that this would be his last Council meeting. On behalf of Council, the Vice-Chancellor thanked Professor Williamson for his excellent contribution, especially in raising the understanding of research activity at the University through greatly improved structure and information, and wished him well in his future endeavours. It was noted that Professor Michael Kearney would step into the role of DVC Research & Innovation.

.2 Achievements

Council **acknowledged** the achievements of the University community as outlined in the paper circulated.

B ITEMS FOR CONSIDERATION AND APPROVAL

13/24 Turing Budget 2013-14 and Forecast 2013-14 to 2015-16

.1 REDACTED AS COMMERCIALY SENSITIVE

.2 It was noted that, following approval by Council at this meeting, the forecast was scheduled to be submitted to HEFCE by 31 July 2013.

.3 The following comments were raised in discussion:-

.3.1 The need to consider more commercial opportunities through the Vet School and 5G was raised. It was confirmed that, although the initial forecast remained cautious, there was further potential in this area.

.3.2 There was recognition that a more robust performance management and development process was now in place, however, there was concern about how quickly the University could implement cost savings arising out of this and to achieve the 15-16 surplus. Council noted that a new policy had been approved by Executive Board to ensure that return on investment in academic staff was achieved. It was further recognised that research income had to grow to support this. Clearly this was an area of concern however the reporting and management structures were now in place to drive this forward and bidding had improved significantly during 2012-13. The newly recruited academics were expected to support an increase in research income/contribution.

.3.3 Council **approved** the Turing budget for 2013-14 and the forecast for 2013-14 to 2016-17 for submission to HEFCE.

13/25 Balanced Scorecard

.1 Council was informed that the format and content of the current balanced scorecard were under review with the aim to provide more dynamic and meaningful measures.

.2 Council noted the updated balanced scorecard.

13/26 Students' Union Annual Report

.1 The previous President of the Students' Union (2012-13), Mr Dave Halls, attended to present the annual report. Council received a presentation from which the following key points were noted:-

.2 Council asked about the level of PG involvement. It was confirmed that this was relatively low, except in sports, however, it should be possible to gain better visibility of this once new tracking systems currently being developed, had been implemented.

.3 Council encouraged the development of a clear strategy, with the involvement of the University, at a very early stage.

.4 Council **noted** the annual report from the Students' Union.

- .5 On behalf of Council, the Chair thanked Mr Halls for his contribution to Council during his term of office as President of the Students' Union and wished him every success in his future endeavours.

Note Professor Williamson left the meeting.

13/27 Marketing and Communications Update

- .1 **REDACTED AS COMMERCIALY SENSITIVE**
.2 **REDACTED AS COMMERCIALY SENSITIVE**
.3 Council thanked the Director of Marketing & Communications in recognition of the significant work carried out so far and for the clear and concise presentation. Council **noted** the Marketing and Communications update.

13/28 5G Innovation Centre

- .1 It was noted that this had been scrutinised by Executive Board and Finance Committee prior to presentation to Council.
.2 **REDACTED AS COMMERCIALY SENSITIVE**
.3 **REDACTED AS COMMERCIALY SENSITIVE**
.4 **REDACTED AS COMMERCIALY SENSITIVE**
.5 **REDACTED AS COMMERCIALY SENSITIVE**
.6 Council **noted** the report from the 5G Steering Group. It was agreed that there should be a new University governing board set up to ensure that 5GIC operates in accordance with its budgets and reporting requirements and in the best interests of the University. Council requested sight of the terms of reference for such a board.

Action: JPKS

- .7 On the recommendation of the Finance Committee, Council **approved** the 5GIC Business Plan and the base financial plan, noting that this would be reviewed after the end of August deadline for founding partner sign up.

13/29 TRAC Update

- .1 Council was reminded that TRAC (transparent costing) was a statutory annual return which sought to provide accountability to HEFCE and RCUK for the use of public funds. It was noted that Finance Committee was responsible for approving the TRAC return to HEFCE.
.2 Council received a presentation on the TRAC results for 2011-12. The following key points were noted:-

REDACTED AS COMMERCIALY SENSITIVE

- .3 Council **noted** the TRAC update.

13/30 Borrowings Update

- .1 **REDACTED AS COMMERCIALY SENSITIVE**

.2 Council **noted** the update on borrowings.

13/31 Risk Management Update

.1 It was noted that this had been presented to Audit Committee at its meeting earlier that day and had received substantial scrutiny.

.2 Council **noted** the risk register.

.3 On the recommendation of the Audit Committee, Council **approved** the updated policy and risk appetite statement.

13/32 Complaint against the Students' Union

.1 Council received a summary of the process and considerations undertaken, and as noted in the paper circulated. It was understood that Council's decision on the recommendations from the independent report was final.

.2 Council **approved** the recommendations of the report.

13/33 Charter, Statutes and Ordinances

.1 Council members were requested to provide any comments on the proposed changes to the Charter and Statutes to the University Secretary & Legal Counsel by the end of August,

.2 Council **noted** the proposed revisions to Charter and Statutes and noted the timetable for completion of the fundamental review, including Ordinances.

13/34 Revisions to Current Ordinances

.1 Council **approved** the proposed changes to Ordinances 22 and 45.

13/35 Honorary Degrees

.1 It was noted that the discussion regarding raising the number and diversity of candidates had not yet taken place, however, this was still required and would be scheduled appropriately.

.2 Council **approved** the nominations for honorary degrees for 2014.

13/36 GNC Trust Monies

.1 Council **approved** the revised plan to use the balance of the GNC Trust monies to fund two PhD students per year for the next three years, with the balance remaining after these six studentships to be used as proposed in the paper circulated.

C ITEMS FOR INFORMATION

13/37 HEFCE Annual Letter of Institutional Risk

.1 Council **noted** HEFCE's confirmation that it had assessed the University as 'not at higher risk'.

13/38 Report from the Finance Committee

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

13/39 Report from the Executive Board

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

13/40 Report from the Audit Committee

.1 The Chair of the Audit Committee gave a brief verbal summary of the discussions from the Audit Committee earlier that day. The following points were highlighted:-

- Forthcoming new reporting requirements and the potential implications for the balance sheet had been noted. There may be a need to bring in additional resource so that the finance team can remain focused on more important matters.
- There had been a robust discussion of the risk register, the updated policy and risk appetite statement which had then been recommended to Council for approval
- There was recognition of the work being undertaken around the performance management process.
- The Internal Audit strategy and draft annual plan had been received and supported .

13/41 Report from the Senate

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

13/42 Health & Safety Report

.1 Council **noted** the Health & Safety report.

D CLOSING ITEMS

13/43 AOB

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13/44 Dates of Future Meetings

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

2013:

10 October (away days 10-11 October)

21 November

**Mr Max Taylor
Chair of Council**

Confidential