

COUNCIL

24 July 2014 at 1630
Oak 1&2

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:	Dr Jim Glover	Chair – External member
	Ms Anne Watts	Vice-Chair – External member
	Prof Sir Christopher Snowden	President & Vice-Chancellor
	Mr Thomas Chambers	External member – Treasurer
	Prof Vince Emery	Member elected by Senate
	Dr John Forrest	External member
	Mr Ashley Herman	External member
	Mr Maz Hussien	President, Students' Union
	Ms Claire Ighodaro	External member
	Professor Michael Kearney	VP & DVC, Research & Innovation
	*Mr David McNulty	External member
	Prof Gill Nicholls	VP & DVC, Academic Affairs
	Prof Shirley Price	Member elected by Senate
	Mr Michael Queen	External member
	*Mr Iain Robertson	External member
	Mr David Rogers	External member
	*Ms Sue Ryle	Chair, Academic Assembly
	Prof Jonathan Seville	Member elected by Senate
	Dato Dr Kim Tan	External Member
	Mr Keith Taylor	External member
	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
	Mr David Sharkey – Chief Financial Officer
	Ms Lise Richards – Deputy University Secretary & Projects

A INTRODUCTORY ITEMS

14/039 Apologies

- .1 Apologies were noted from Mr David McNulty, Mr Iain Robertson and Ms Sue Ryle.

14/040 Conflicts of interest

- .1 None.

14/041 Minutes of previous meeting

- .1 Council **approved** the minutes of the meetings dated 20 March and 3 June 2014.

14/042 Matters Arising

.1 Actions

The Chair referred members to the actions log an updated version is circulated with these minutes. The following verbal updates were provided.

- .1.1 14/036.7: At its meeting on 3 June, after due consideration, Council, as the appropriate body, **decided** that it was desirable that there should be a reduction in the Academic Staff of the School of Health and Social Care and **approved** the appointment of a Redundancy Committee. Council was advised that the Redundancy Committee had taken place on 14 July 2014 and that all recommendations made had been fully supported. Council **ratified** the decisions made by the Redundancy Committee.
- .1.2 14/026.8: A leaflet was made available for Council members to take away. This contained the information and elevator pitch to be used if questioned about Blackwell Park.
- .1.3 14/06.4.5: JF/JPKS had met. The focus of discussion had been on the recruitment of a COO. This had now commenced. The report at item 21 on this agenda refers.
- .1.4 14/07.4: Student portal work would be included in digital strategy which would be put in place by the new CIO. Recruitment was underway for this role. It was agreed that an update would be given to Council at its March 2015 meeting.

14/043 Chair's Items

.1 Council Papers

The Chair described a proposal for changes in the way in which Council papers are presented with the aim of ensuring that the most important points for discussion were identified. It was noted that potential online portals were being investigated. Members believed that the quality of papers needed to be improved whether paper or web based and that executive summaries, bringing out the salient points, should be mandatory for all papers, including those given by presentation only.

Action: LER/MC

.2 Nominations Committee

- .2.1 Council **approved** the appointment of Dr Helen Bowcock and Mr Antony Stuart to Council from 1 August 2014 for a first term of three years, to 31 July 2017. It was noted that Mr Stuart's appointment to Finance Committee was subject to the agreement of the Chair of Finance Committee.

.2.2 Council **approved** the appointment of Dr Mike Goodfellow to the Audit & Assurance Committee from 1 August 2014, for a first term of three years to 31 July 2017. It was noted that his skills and experience lay particularly in this area. The Chair of Audit & Assurance Committee had given his approval.

.2.3 Council **noted** the report on the pipeline of candidates.

.3 Away days

.3.1 The Chair circulated an outline plan for the Council and Executive Board away days in October. It was noted that the aim was to encourage debate and that presentations would be limited. Members were asked to provide any comments to the Chair over the next month.

Action: All members – by end August

.3.2 Two points were raised during the meeting:

- Suggestion to include some discussion on inward investment and marketing;
- Suggestion that the agenda items be prioritised.

It was recognised that given the number of proposed items, it would be critical to format the day in a way which allows meaningful discussion. It was noted that a final agenda would be produced incorporating any comments received (as per .3.1 above).

Action: Chair – for the October away day

.4 Induction day

The Chair announced the date of the Council members' induction day as 29 September. The format and agenda would be provided in due course. All new members would be formally invited to attend, however, any member would be welcome to attend.

.5 Achievements

Council **acknowledged** the achievements of the University community. It was further **noted** that Dr Kim Tan had been included on the Guildford Roll of Honour.

B ITEMS FOR CONSIDERATION AND/OR APPROVAL

14/044 TRAC

.1 Council received a presentation outlining the TRAC results for 2012-13. This item had been deferred from the March 2014 meeting. It was noted that this was an exercise which was subject to submission to HEFCE at the end of January each year. The figures were not precisely accurate but were a good indication for the direction of travel both for the University itself and in comparison with benchmark institutions in the sector.

.2 **REDACTED AS COMMERCIAL SENSITIVE**

.3 It was noted that work was ongoing to understand the surplus/deficit position at department

level. It was queried whether the accompanying chart could be weighted in order to show the true position.

- .4 In discussing indirect costs there was consensus that it needed to be recognised that many of our peers had the benefit of investment based endowments, whereas Surrey's equivalent was the Research Park which was cost intensive in comparison.
- .5 Council **noted** the TRAC results for 2012-13.

**14/045 Underwood Budget 2014-15 and Forecasts for 2014-15 to 2016-17
REDACTED AS COMMERCIALY SENSITIVE**

14/046 Students' Union Annual Report

- .1 In her absence, Council received a recorded video from the outgoing President, Em Bollon. The following specific points made by Ms Bollon were noted.
 - .1.1 Council members were invited to spend time 'on the ground' with students to enhance their knowledge of the student experience.
 - .1.2 The need to ensure issues and actions were appropriately communicated to students by the University was important in order that students fully understood the position in any given circumstance. This included both the detail and in the way in which information is communicated.
 - .1.3 It was acknowledged that the relationship between the University and the Students' Union was strong and had progressed during the last year. Council was urged to ensure this continued.
 - .1.4 Ms Bollon thanked Council for its inclusiveness and for the assistance that had been provided by various members in guiding her through her year on Council, as the President of the Students' Union.
- .2 Council **noted** the Students' Union annual report.

14/047 Balanced Scorecard

- .1 Council **noted** the report and the proposal for changes to the approach to performance intelligence reporting. Council members were encouraged to provide feedback.

Action: All Council members - by end August

- .2 It was noted that a further iteration of the proposed approach would be presented to Council at its meeting in October.

Action: MC - for the October Council meeting

14/048 Learning and Teaching

- .1 Council received a presentation covering the key challenges to the learning and teaching agenda. A paper outlining the forthcoming QAA review was also circulated.

- .2 There was discussion on progression rates. Council noted the updated progression rate of 89%. It was further noted that work was ongoing within the faculties, identifying issues down to individual student level, to ensure this positive direction continued.
- .3 It was noted that every institution was audited by QAA every five years which meant that Surrey's would be due during 2015-16. It was further noted that as an outcome of the audit QAA has the power to impose required changes which could potentially have a financial impact.
- .4 Council **noted** the update on Learning and Teaching and the QAA institutional review.

14/049 Research Strategy

- .1 Council received a presentation updating it on the drivers, measures and rationale for the University's research strategy. The following points were raised in discussion.
 - .1.1 With regard to bidding rates, the question was raised as to why a minimum level of bid could not be set. It was explained that this was driven by the diversity of grants available and that in some areas, those bids referred to as 'small' (£25k) were in fact regarded as significant. It was believed that one of the keys to improving success rates was not only in the size of bids but also in moving towards strategic, targeted bidding. In conjunction with this would be improvements in the bidding mechanisms, such as peer review, in order to make it of consistent quality across the University.
 - .2 Council members were encouraged to provide feedback in order for further discussions to take place at the October away day.

Action: All Council members - by end August

- .3 Council **noted** the update on the research strategy.

14/050 University Ordinances

- .1 Ordinances
 - .1.1 Council **noted** that the revised Charter and Statutes had received approval from the Privy Council and would take effect from 1 August 2014.
 - .1.2 Subject to some minor administrative amendments, Council **approved** the revised Ordinances, noting that the Ordinance dealing with academic staff was still under negotiation and would therefore remain as per the existing Ordinances until 2015.
- .2 University Annual Meeting
 - .2.1 In conjunction with the implementation of the new Charter and Statutes, it was noted that the University was free to reformat what was the annual meeting of Court. A proposed format was circulated, the aim of which was to encourage an audience more akin with the way in which the University operates today through a more dynamic approach to the content and format.
 - .2.2 Council **approved** the proposed approach to the annual meeting.

14/051 Risk Management

- .1 Council **noted** the risk management report, including the four new risks which had been added to the high level register, i.e. government funding changes, the QAA review, the Tusk project (Blackwell Park) and the National Physical Laboratory partnership.

C ITEMS FOR INFORMATION

14/052 Governance Review Update

- .1 Council **noted** the update on the governance review.

14/053 Report from the Finance Committee

- .1 Concern was raised about the mention of potential deposits being made outside of current policy. It was confirmed that no decision had been taken and professional advice was being sought on this and on any legal implications.

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

Post Meeting Note: Since this discussion but prior to the circulation of these minutes, the decision has been taken not to pursue the proposed potential change to policy.

14/054 Report from the Executive Board

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

14/055 Report from the Audit & Assurance Committee

- .1 It was noted that the Audit & Assurance Committee had accepted that there were good business reasons to extend the KPMG contract on an exceptional basis. This had been approved on the basis that at the end of the two year extension a full tender was undertaken for the Auditor role. It was further noted that this did not take us beyond the seven year maximum accepted in best practice.

- .2 Council **noted** the report from the Audit & Assurance Committee.

14/056 Report from the Senate

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

- .2 Council **approved** the nominations for Honorary Degrees on the recommendation of Senate.

14/057 Health & Safety Report

- .1 Council **noted** the Health & Safety Report.

14/058 HEFCE Letter of Assessment of Institutional Risk

- .1 Council **noted** the letter which stated that it assess Surrey as 'not at higher risk'.

14/059 5G Summary Update

- .1 Council **noted** the 5G update.

D CLOSING ITEMS

14/060 AOB

- .1 It was **noted** that Dr Kim Tan had been recognised on the Guildford Roll of Honour.
- .2 It was **noted** that former Council member, Mr Dudley Eustace, had been nominated for an honorary degree.

14/061 Dates of Future Meetings

<u>2014</u>	<u>2015</u>
9-10 October	19 March
20 November	23 July
	8-9 October (tbc)
	19 November

**Dr Jim Glover
Chair of Council**