

**COUNCIL****20 March 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.*

<b>Members:</b>	Dr Jim Glover	Chair – External member
	Ms Anne Watts	Vice-Chair – External member
	Prof Sir Christopher Snowden	President & Vice-Chancellor
	Ms Em Bollon	President, Students' Union
	Mr Thomas Chambers	External member – Treasurer
	Prof Vince Emery	Member elected by Senate
	Dr John Forrest	External member
	Mr Ashley Herman	External member
	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 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 Lord Robert Winston	External member
	*denotes member unable to attend	

**In attendance:** Dr David Ashton – VP and Registrar  
 Ms Sarah Litchfield – University Secretary & Legal Counsel (Clerk to Council)  
 Mr Greg Melly – VP Corporate Services  
 Mr David Sharkey – Chief Financial Officer  
 Ms Alexis Bryant – Secretariat Officer (minutes)

**By invitation:** Prof Lisa Roberts – Dean, Faculty of Health & Medical Sciences (minute 14/06.3)  
 Mr Roger Stickland – Director of IT (minute 14/07)

**A INTRODUCTORY ITEMS****14/01 Apologies for absence**

- .1 Apologies were noted from Mr David Rogers, Professor Lord Robert Winston and Ms Sue Ryle.
- .2 Prof Vince Emery was welcomed to his first meeting as an elected member of Council. It was noted that Ms Alexis Bryant was attending in the absence of Ms Lise Richards, whom Council

expressed best wishes for and a speedy recovery.

**14/02 Conflicts of interest**

.1 None.

**14/03 Minutes of previous meetings.**

.1 The minutes of the meeting held 21 November 2013 were **approved**.

**14/04 Matters arising**

.1 Actions

All actions were noted as complete, not yet due or dealt with on the agenda.

.2 Matters

.2.1 *Major Projects Board:* It was noted that the development of this Board is in process and that Ms Anne Watts will be taking the role of Chair. Further updates will be presented to Council in due course.

.2.2 *Tusk Governance:* It was noted that the terms of reference for the Tusk project are being considered and that further updates would be provided later on the agenda.

.2.3 *2013-14 Forecast:* It was noted that Council had previously delegated authority to the Chair of the Finance Committee to approve the updated forecast. It was confirmed that this has since been completed and submitted to HEFCE.

.2.4 *Pensions action:* Council requested re-wording for the outstanding pensions action to clarify which report will be used to provide updates.

**Action: DS/AB**

.2.5 The Vice-Chancellor updated Council members on the unfortunate events involving two students which took place prior to and after the Christmas period. It was emphasised to Council members that a full investigation is underway and that although there is no indication of shortcomings on part of the University, a review of support processes is also being undertaken.

**14/05 Chair's Items**

.1 Appointments

.1.1 Council **noted** an update on the appointment of lay members of Council and **approved** the appointment of Dr Kim Tan and Mr Michael Queen from 1 April 2014. It was acknowledged that a further two members will be considered at the next Nominations Committee in July 2014.

.1.2 Council **noted** the re-appointment of Pro-Chancellors as confirmed at Court on 24 January 2014: Dr John Forrest for a further term of one year and Baroness Virginia Bottomley for a further term of three years. It was noted that Dr John Forrest will remain a member of Council for the same one year period.

.2 Governance Review

.2.1 Council **noted** an update on the current governance review from the Chair of Council. It was highlighted that following their first meeting, the working group are scheduled to meet again in early April 2014 and have utilised the services of an external expert in the sector to obtain an experienced and objective view of the project.

.2.2 Council noted that the structure of the governance level bodies has been discussed, including the addition of the Major Projects Board, with further updates and firm recommendations to be presented to Council members in July 2014.

.3 Achievements

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

.3.2 The Chair of Council offered congratulations on the recent Awards Dinner which was well received and noted his wish for Council members to be made aware of any upcoming events within the University. Council members were alerted and invited to attend the Surrey Talks Business event taking place on 24 April 2014.

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**B ITEMS FOR CONSIDERATION AND APPROVAL**

**14/06 Major Strategic Projects**

.1 Tusk  
**REDACTED AS COMMERCIALY SENSITIVE**

.2 Vision 20/20

.2.1 Council received a presentation on the Vision 20/20 Project from the President & Vice-Chancellor. A copy of the presentation was provided to members.

.2.2 The key milestones of the change programme were noted, highlighting that initial staff/union briefings have now been completed and that individual performance meetings are expected to be completed by the end of May 2014. It was acknowledged that the launch has gone to plan and that next steps for the project will be reviewed in June 2014.

.2.3 It was highlighted that a proactive media piece had been discounted at this stage, allowing focus to be on responding in a positive fashion to internal/union enquiries in the first instance. However, it was noted that the Marketing and Communications team have prepared material available to allow them to respond to external enquiries appropriately.

.2.4 Council **noted** the update on the Vision 20/20 Strategy.

.3 Vet School  
**REDACTED AS COMMERCIALY SENSITIVE**

.4 5G Innovation Centre  
**REDACTED AS COMMERCIALY SENSITIVE**

.5 NPL  
**REDACTED AS COMMERCIALY SENSITIVE**

**14/07 Annual IT Report**

- .1 Council noted a short video on the role of EBIT in the IT Strategy and received a copy of the IT Annual Report presentation slides.
- .2 In addition to ensuring that a reliable IT infrastructure is maintained, the IT strategy was now focused around 4 areas of focus: enhancing the student experience, supporting research activities, enabling effective business operations and managing risk.
- .3 Council recognised the progress and achievement that has been made within the IT area in recent years. Discussion focused on a number of areas including, what IT needs to do to make a transformation difference across the university,, how the IT Strategy interacts with the 5G Project and how work is being done to ensure systems can cope with unpredictable demand. It was highlighted that further consideration will be made to these topics within the planning round.
- .4 The need for a unified Student Portal was acknowledged to be of priority within the current strategy, subject to funding provision. It was agreed that this should be presented to Executive Board as a priority.  
**Action: DS**
- .5 Council **noted** the annual report on IT.

**14/08 Q2 Forecast**

- .1 Council received a presentation on and **noted** the January Management Accounts and the Q2 Forecast. A copy of the presentation was provided to members. Key points from the presentation were noted as follows.  
**REDACTED AS COMMERCIALY SENSITIVE**
- .2 It was noted that the accounts and forecast have been presented to both Executive Board and Finance Committee. The University Treasurer expressed confidence that action is being taken as a result of the forecast and that matters are under control.

**14/09 Student Recruitment  
REDACTED AS COMMERCIALY SENSITIVE**

**14/10 Charter and Statutes Revisions**

- .1 Council was advised that since the initial presentation in July 2013, informal consultation with the Privy Council had taken place and changes advised had been incorporated. It was noted that the time frame for the reforms remained on target and that changes implemented would have no retrospective impact.
- .2 Council was asked to give consent to short notice. No objections to short notice were expressed. It was noted that Council would be required to pass the Special Resolutions at this meeting and to confirm the passing of the Special Resolutions at its meeting on 29 April. Remote attendance at that meeting would be acceptable.
- .3 Council **passed** the Special Resolutions relating to the proposed revisions to the Charter and Statutes.
- .4 *Post meeting note – subsequent to the meeting, due to a technical oversight the Special Resolutions will now be passed at the meeting on 29 April 2014 and a further meeting in early*

*June 2014 in accordance with the current Charter and Statutes.*

**14/11 TRAC**

- .1 Council were in agreement for the presentation on the 2012-13 TRAC results to be **deferred** until the July 2014 meeting.

**14/12 Risk Management Update**

- .1 Council **noted** the latest risk management update.
- .2 Council were advised that it has been agreed for the risk register to be an Executive Board discussion item three times per year ahead of Audit & Assurance and Council meetings.
- .3 It was highlighted that the pensions item is now documented as an individual risk on the register and that the Audit & Assurance Committee have requested that mitigations for this risk be considered/clarified.

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**C ITEMS FOR INFORMATION**

**14/013 Report from the Finance Committee**

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

**14/014 Report from the Executive Board**

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

**14/015 Report from the Audit Committee**

- .1 Council **noted** the report from the Audit Committee.

**14/016 Report from the Senate**

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

**14/017 Health & Safety Report**

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

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**D CLOSING ITEMS**

**14/018 AOB**

- .1 It was agreed that due to the number of large projects in process currently, future Council meetings will be scheduled to start at 4pm to allow additional discussion time.

**14/019 Dates of Future Meetings**

2014:-

29 April

Early June tbc (2<sup>nd</sup> meeting to approve the Resolution re Charter & Statutes)

Confidential

24 July  
9-10 October  
20 November

**Dr Jim Glover**  
**Chair of Council**