

**COUNCIL**

**9 October 2014 at 1330  
The Manor House, Godalming**

**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
	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
	Mr Tony Stuart	External Member
	Dato Dr Kim Tan	External Member
	Mr Keith Taylor	External member
	*Prof Lord Robert Winston	External member
	*denotes member unable to attend	

<b>In attendance:</b>	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****14/062 Apologies**

- .1 Apologies were noted from Professor Lord Robert Winston.

**14/063 Conflicts of interest**

.1 None.

**14/064 Minutes of previous meeting**

.1 Council **approved** the minutes of the meeting dated 24 July 2014.

**14/065 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.

.2 14/046.1.1

The Chair asked the President USSU to circulate an invitation to Council members to spend time with students.

**Action: MH**

.3 14/048.3

It was noted that a brief presentation on the forthcoming QA Audit had been added to this agenda.

.4 Bribery Advice Update

It was noted that advice had been sought regarding potential issues with changing the investment policy which had arisen out of a discussion at the Finance Committee meeting in July 2014. That particular matter had not been taken further, however, further advice was being sought as to whether the University's donations policy needed to be reviewed. This would be reported back to Council at its meeting in November.

**Action: SL**

**14/066 Chair's Items**

.1 Nominations Committee

Council noted the proposed re-appointment of Professor Lord Robert Winston, who had agreed to serve a third and final term on Council. This would be put through the next Nominations Committee for formal recommendation and approval at the Council meeting in November.

.2 External Members' Meeting

Council received a verbal report on the meeting of external members which had taken place immediately prior to the Council meeting. The key points of discussion noted were as follows.

- that there was a need to ensure appropriate structure and management resourcing in general;
- that the Major Projects Board would become the Developments Board to reflect its remit to consider projects of strategic importance and not only those with a major capital element; and
- that there was a need for clearer guidance on process and the roles of different categories of attendees at senior committees.

.3 Achievements

Council **acknowledged** the achievements of the University community.

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**B ITEMS FOR CONSIDERATION AND/OR APPROVAL**

**14/067 Student Recruitment**

- .1 **REDACTED AS COMMERCIALY SENSITIVE**
- .2 **REDACTED AS COMMERCIALY SENSITIVE**
- .3 **REDACTED AS COMMERCIALY SENSITIVE**

**14/068 Performance Intelligence**

- .1 Council approved the revised approach to the balanced scorecard based on the paper and presentation received.
- .2 Council requested reports to be provided to each meeting to include, in addition, a view of how major projects are tracked and how they drive achievement of the KPIs and a view of the amount of focus being given to strategic projects/business as usual.

**Action: MC**

**14/069 5G Update**

- .1 Council received a brief summary on the latest position of the 5G innovation centre. It was noted that the COO (Keith Robson) had now been appointed.
- .2 Council requested an update for its November meeting to include a clear timeframe and outline of the communications plan and comment on potential interactions with the local community.

**Action: JPKS**

**14/070 HR Annual Report**

- .1 Council noted the HR Annual Report. Key points noted were as follows.
  - **REDACTED AS COMMERCIALY SENSITIVE**
  - That the issues which resulted in the failure to be awarded an Athena Swan award in response to two applications were being addressed. It was note that some of these were due to processes not having been in place long enough and it was felt that improvements could be made to the articulation of various element of the applications.

**14/071 Vet School Update**

- .1 Council noted the update on the Vet School.
- .2 It was noted that issues had arisen with regard to uncapped liabilities in some DEFRA contracts. Council requested clarification of the individual liabilities on Council members for its November meeting.

**Action: SL**

**14/072 Risk Management**

- .1 Council noted the latest risk management report.

**14/073 Quality Assurance Audit**

- .1 Council received a presentation outlining the requirements and challenges of the forthcoming QA Audit. The following key points were raised.
  - That the description for Risk H9 should be amended to reflect that the risk is in fact the consequence of failing such an audit. It was agreed that this should be re-worded.

**Action: GN/DS**

- That the biggest risk to the audit was around 'collaborative provision'. It was noted that a proposal to address this would be presented to the Executive Board at its next meeting.
- That as the Students' Union was now a separate entity, it would be writing its own self-evaluation but that there would be input from the University.

**14/074 Treasury Management**

- .1 Council noted the latest Treasury Management report.
- .2 Council approved the latest Treasury Policy, on the recommendation of the Finance Committee.

**14/075 NSS Results**

- .1 Council noted the NSS results. It was further noted that whilst the sector percentage had decreased in general, Surrey had improved in six areas. Action plans had been put in place to address areas which showed a decrease in satisfaction.

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**C ITEMS FOR INFORMATION**

**14/076 Governance Review Update**

- .1 Council noted the update on governance.

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**D CLOSING ITEMS**

**14/077 AOB**

.1 Academic Assembly

Council noted that the current Chair of Academic Assembly, Sue Ryle, would be stepping down at the end of the year. A new Chair would be elected in due course. It was further noted that the current Chair had proposed a change of name to Staff Assembly, to reflect the fact that it was meant for all staff, not just academic staff. Council indicated its agreement to this suggestion.

.2 Divestment/Investment Campaign

It was noted that as a follow up to the representation made at Finance Committee by students in respect of divestment/investment policies, the Treasurer had agreed to gather external advice. This advice had supported the University's view of the complexity of the divestment issue and that the University was obliged to ensure its investments meet the requirements of endowment conditions.

**14/078 Dates of Future Meetings**

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

**Dr Jim Glover  
Chair of Council**