

**COUNCIL**

**8 October 2015 at 1400**

**Wotton House**

**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>	Chair – External member	Dr Jim Glover
	Vice-Chair – External member	Ms Anne Watts
	President & Vice-Chancellor	Vacant
	Acting Vice-Chancellor / DVC R&I	Prof Michael Kearney
	External member – Treasurer	Mr Thomas Chambers
	External member	Dr Helen Bowcock
	External member	Dr Anthony Bragg
	Member elected by Senate	Prof Vince Emery
	External member	Mr Ashley Herman
	External member	Dr Sally Howes
	External member	Ms Claire Ighodaro
	External member	*Mr Peter Maskell
	External member	*Mr David McNulty
	VP & DVC, Academic Affairs	Prof Gill Nicholls
	External member	Mr Michael Queen
	Member elected by Senate	Professor Lisa Roberts
	External member	Mr Iain Robertson
	External member	Ms Jan Sawkins
	President, Students’ Union	Mr Mustie Smith
	External member	Mr Tony Stuart
	External Member	Dato Dr Kim Tan
	External member	Mr Keith Taylor
	Member elected by Senate	Dr Simon Usherwood

\*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 – Interim Chief Operating Officer  
Ms Lise Richards – Deputy University Secretary & Projects (minutes)

**By invitation:** Mr Paul Stephenson (minute 15/049)

**A INTRODUCTORY ITEMS**

**15/043 Apologies for absence**

.1 Apologies were received from Mr David McNulty and Mr Peter Maskell.

**15/044 Conflicts of interest**

.2 None.

**15/045 Minutes of previous meetings.**

.3 The minutes of the meeting held on 23 July 2015 were **approved**.

**15/046 Matters arising**

.4 The updated actions log was **noted**. No additional matters arose from the previous minutes.

**15/048 Chair's Items**

.1 The Chair welcomed Dr Anthony Bragg and Dr Sally Howes to their first meeting of Council.

.2 The Chair advised Council of a current issue relating to a specific cohort of nurses. It was noted that this was being dealt with by the appropriate senior managers, including the formulation of a communications plan, and that the Students' Union were dealing with any direct student related issues.

.3 The Chair advised Council as a whole of the matters discussed during the external members meeting that morning. The following key points were noted.

.3.1 An update was given on the progress of the recruitment of the next Vice-Chancellor. Final interviews were expected to be held in week commencing 16 November.

.3.2 The remaining areas of experience to cover on appointment of future members of Council were HE, student experience and IT.

.3.3 The forthcoming vacancy for Chair of Audit Committee had elicited no volunteers, however, it was felt that this should be a member of Council rather than a co-optee. Discussions are ongoing.

.3.4 The revised terms of reference for the Strategic Projects and Resources Committee (previously the Major Projects Board) were agreed.

.3.5 The key themes arising from the one-to-one meetings with Council members were noted, including the need to enhance engagement with the academic community; the need for improvement of quality of papers; enhancement of Council/student interface; the need to investigate new/different income streams.

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

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**B ITEMS FOR CONSIDERATION AND APPROVAL**

**15/049 Human Resources Annual Report**

- .1 Council **noted** the HR annual report.
- .2 Council received a brief presentation on staff engagement. The following points were raised/noted in discussion.
  - .2.1 That there were lower levels of engagement amongst academic staff compared to other groups.
  - .2.2 That Surrey performed ahead of the benchmark group in a number of key areas within the staff survey.
  - .2.3 That the 60% drop in training and development spend was in the context of the required budgetary savings for 2014-15. The budget has been increased for 2015-16.
  - .2.4 That the success of the revised appraisals for academics was evidenced by improved MEQs and the number of 3\* submissions available for REF 2014. It was recognised that this now needed to focus on increasing the amount of 4\*. Sessions were planned with heads of department to engage them prior to launch.
  - .2.5 That ensuring a positive culture towards matters such as flexible working would help drive engagement and that sometimes this may be in tension with the need to widen the operating window for teaching delivery.
  - .2.6 That there is a strategy to continue to reduce the gender pay gap at the professorial level, as well as addressing other diversity challenges.
- .3 Council **noted** the presentation on staff engagement.

**15/050 Internationalisation at Surrey Update**

- .1 Council **noted** the report on internationalisation, with particular regard to the international league tables.
- .2 Council noted the impact of a medical school on the international league tables. With the exception of very few, all Universities under 200 had a medical school.

**15/051 National Student Survey Results (NSS)**

- .1 Council **noted** the excellent results and the action plans against any areas for improvement. Council thanked Professor Nicholls and all those involved in this achievement.
- .2 Council was advised that changes to the formulation of the NSS were expected for the coming year, which may impact on results.

**15/052 Balanced Scorecard**

- .1 Council noted the revised balanced scorecard and that updates against any 'reds' would be included in the executive summary for the next report.

**Action: MEC**

**15/053 Risk Review Update**

- .1 In discussing the risk register, the need for risk management to be a 'live' matter and not merely a document was recognised. It was further noted that 'lead indicators' would be used to help to raise issues earlier in the process.
- .2 Council **noted** the risk review update.

**15/054 Governance – Non-primary Purpose Trading**

- .1 Council **noted** the report on non-primary purpose trading and requested an update on next steps for the next meeting.

**Action: SKL**

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**C ITEMS FOR INFORMATION ONLY**

**15/055** The report from the Executive Board was **noted**.

**15/056** The report from the Finance Committee was **noted**.

**15/057** The annual Treasury Management report was **noted**.

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**C CLOSING ITEMS**

**15/058 AOB**

- .1 The Chair notified Council of a letter received from HEFCE regarding PREVENT. It was noted that a PREVENT duty group had been set up in accordance with requirements. Members emphasised the need to develop positive and inclusive policies, with a balance between free speech and clearly defined boundaries. A report would be provided to Council at its March 2016 meeting.

**Action: DJA**

**15/059 Dates of Future Meetings**

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

2015

19 November, 1630

2016

17 March, 1600

21 July, 1600

6/7 October (prior to away day sessions)

24 November, 1600

**Dr Jim Glover  
Chair of Council**