

COUNCIL

**21 July 2016 at 1600
Oak 1 and 2**

MINUTES

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Members:	Chair – External member	Dr Jim Glover
	Vice-Chair – External member	Ms Anne Watts
	President & Vice-Chancellor	Prof Max Lu
	Provost & Executive Vice-President	Prof Michael Kearney
	External member – Treasurer	Mr Tony Stuart
	External member	Dr Helen Bowcock
	External member	Dr Anthony Bragg
	Member elected by Senate	Professor Rachel Brooks
	External member	Mr Mike Goodfellow
	External member	*Mr Ashley Herman
	External member	Dr Sally Howes
	External member	Ms Claire Ighodaro
	External member	Mr Peter Maskell
	External member	Mr Michael Queen
	Member elected by Senate	Professor Lisa Roberts
	External member	*Ms Jan Sawkins
	President, Students' Union	Mr Mustie Smith
	External Member	Dato Dr Kim Tan
	External member	Mr Keith Taylor
	Member elected by Senate	Dr Rick Woods

*denotes member unable to attend

In attendance Dr David Ashton – Vice-Provost, Academic Administration
Mr Phil Hopwood - Interim Director, Strategic Planning
Ms Sarah Litchfield – University Secretary & Legal Counsel
Mr Greg Melly – Vice-President, Partnerships & Advancement
Ms Lise Richards - Deputy University Secretary (minutes)
Mr David Sharkey –Chief Operating Officer

By invitation: Dr Steve Baker – for item 16/032

A INTRODUCTORY ITEMS

16/025 Welcomes

.1 On behalf of Council, the Chair welcomed Ms Alex Mackenzie-Smith, the new President of the Students' Union, to the meeting.

16/026 Apologies for absence

.1 Apologies were received from Mr Ashley Herman and Ms Jan Sawkins.

16/027 Conflicts of interest

- .1 It was noted that Dr Tony Bragg had been engaged by the University to review the Clinical Research Centre. This was to avail of his expertise and not by way of his membership of Council. It was agreed that Dr Bragg would leave the meeting for any future discussions about the CRC which would give rise to a conflict of interest.

16/028 Minutes of previous meetings.

- .1 Subject to the alteration of wording in the last sentence of paragraph 16/009.4, the minutes of the meeting held on 17 March 2016 were **approved**. This sentence to now read "The University now needed to adapt its business plan, whilst mitigating the risk of an associated drop in league table position."

16/029 Matters arising

.1 Actions Log

- .1.1 16/005.1.1: It was noted that there had been no further incidents. There had also been an uplift in focus on student wellbeing activities. A vulnerable person policy and procedures were being introduced. These would be reviewed by Legal, Equality & Diversity and Prevent before being put forward for approval. It was further noted that members of the families of the deceased students had attended the degree ceremonies to received posthumous awards. Both families had commented positively on the actions taken by the University in each case.

- .1.1 The updated actions log was **noted**. There are currently no outstanding actions.

.2 Additional Matters

- .2.1 Council received a brief verbal update about BDGL. It was noted that the local plan had now been published for consultation, to which the University had responded.

- .2.2 The Chair asked that he be notified as soon as possible of the person identified as taking on Prevent responsibility, following the departure of Dr Ashton in September.

Action: ML

- .2.3 The Chair asked that when the final report on examination issues in Health Sciences was ready, this should form a main item on the Council agenda.

Action: MJK (report) / LER (agenda)

16/030 Chair's Items

.1 External members meeting

- .1.1 The Chair informed the meeting of the matters discussed at the External Members' Meeting held earlier that day. This covered:-

- SPARC - project pipeline and early notification mechanisms required.
- Engagement - Council members to continue to seek opportunities to meet with people across

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the University.

- Private Placement (PP) - mechanism required for ensuring appropriate spend of unallocated PP funding.
- Council membership - continue to review skills matrix, currently IT, HR and HEI still sought.
- Medical School - noted current position.
- Major projects - ensuring we capitalise on our major projects
- Away day - agenda to be developed over the next few weeks
- Items for larger/separate debate - IT strategy; One health agenda; HR including succession planning; Surrey Business School; Learning Hotel.

.2 Chair's Action

.2.1 Chair's action taken to approve the use of the Full Armorial Achievement was **ratified**.

.3 Confirmation of Approvals by Council

.3.1 It was **noted for the minutes** that Council had **approved** the following by email:-

- The Scheme of Delegation
- The Students' Union Code of Conduct

.3.2 Council **agreed** to the proposed future approval principles for the Scheme of Delegation.

.4 Achievements of the University Community

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

B ITEMS FOR CONSIDERATION AND APPROVAL

16/031 Risk and Performance Monitoring

.1 It was noted that the risk report was discussed in depth at the recent Audit & Assurance Committee.

.2 The current "green" status against community engagement in relation to Blackwell Farm was queried. It was noted that this had improved over the last year supported by various initiatives put in place to engage the community and to reduce events which could give rise to complaints.

.3 Council **noted** the risk and performance monitoring report.

16/032 Student Recruitment - Commercial in Confidence REDACTED AS COMMERCIALY SENSITIVE

16/033 Brexit

.1 Council noted and discussed the scenarios presented within the briefing note.

.2 Council noted the request that communications to students and staff continue, including where developments remain unknown.

.3 Council noted that, as part of the financial forecast submission, University's had been asked by HEFCE to submit their views on Brexit.

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.4 Council **noted** the report on Brexit.

**16/034 Williams Budget 2016/17 and Forecasts for 2016/17 to 2018/19 - Commercial in Confidence
REDACTED AS COMMERCIALY SENSITIVE**

16/035 Capital Funding Plan - Commercial in Confidence

.1 Council **noted** that the Private Placement agreements had been signed just prior to the Council meeting.

.2 Council **noted** the report on the capital funding plan.

16/036 Lloyds Facility Letter

.1 Council **approved** (as per the attached resolution) the proposed amendment to the Lloyds £60m facility letter reflecting a revised (FRS102 based) financial covenant.

16/037 USSU Annual Report

.1 Council **noted** the USSU annual report and received a verbal summary from Mr Mustie Smith of his year as President of the Students' Union outlining some of the key challenges and successes over the year.

.2 On behalf of Council and the University, the Chair thanked Mr Smith for his hard work over his year as president, commending the increase in engagement in all areas which had been the key objective. Council wished Mr Smith every success in his future endeavours.

16/039 Foundation Fund Financial Statements

.1 On the recommendation of Finance Committee, Council **approved** the proposal to cease preparation and audit of separate Foundation Fund accounts.

C ITEMS FOR INFORMATION ONLY

16/040.1 The annual IT report was **noted**. A request to comment on this item had been raised prior to the meeting. The clarity of the IT strategy was commended, however, concern was raised about the Executive's awareness and active support of the scale of change required. Assurance was sought that the Executive have a good understanding of the effort and resource required to embed new ways of working across a large work-force and the impact on the student experience. In addition, assurance was sought as to the level of Council's understanding of cyber-security and its surrounding risks. It was agreed that the IT strategy warranted a separate in depth debate.

Action: JG

16/041 The final submission to HEFCE on Prevent was **noted**.

16/042 The update on the review of regulations, policies and procedures in relation to awards in the School of Health Sciences was **noted**.

16/043 The report on uncapped liabilities and processes was **noted**.

16/044 The draft Audit & Assurance Committee minutes were **noted**.

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16/045 The Executive Board minutes were **noted**. A request to comment on this item had been raised prior to the meeting. Concern was raised that the focus in the local plan is on campus students rather than all students. It was agreed that the VP Advancement and Partnerships would provide a full explanation separately.

Action: GKM

16/046 The Finance Committee minutes were **noted**.

16/047 The Health & Safety report was **noted**.

16/048 The Senate minutes were **noted**.

C CLOSING ITEMS

16/049 AOB

.1 It was noted that this was the final meeting of Council to be attended by Professor Lisa Roberts and Dr David Ashton who were both leaving to take up roles at other Universities. On behalf of Council the Chair thanked Professor Roberts and Dr Ashton for their invaluable contribution to Council and to the University and wished them both every success in their new roles.

16/050 Dates of Future Meetings

2016

6 October - 14:00 (tbc) (Horsley Park)

24 November - 16:00

2017

23 March - 16:00

20 July - 16:00

9 October - 14:00 (tbc)

23 November 14:00

**Dr Jim Glover
Chair**