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COUNCIL

24 November 2016 at 1400

Oak 1 & 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	Dr Mike Goodfellow
	External member	Mr Ashley Herman
	External member	Dr Sally Howes
	External member	Ms Claire Ighodaro
	President, Students' Union	Ms Alex Mackenzie Smith
	External member	Mr Peter Maskell
	External member	Mr Michael Queen
	External member	Ms Jan Sawkins
	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: Mr Phil Grainge - Chief Financial Officer
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: Mr Harri ap Rees, Director of Student Services and Administration - minute
Professor David Blackburn, Interim Executive Dean, FHMS - minute
Professor Kamila Hawthorne, Associate Dean, Medicine - minute

A INTRODUCTORY ITEMS

16/069 Apologies for absence

- .1 Apologies were received from Professor Rachel Brooks, Dr Helen Bowcock and Ms Jan Sawkins.

16/070 Conflicts of interest

- .1 The President of the Students' Union advised members that she would withhold comment on item 7 as the Students' Union followed a different policy with respect to Prevent.

16/071 Minutes of previous meetings.

- .1 The minutes of the meeting held on 9 October 2016 were **approved**.

16/072 Matters arising

.1 Actions Log

- .1.1 It was agreed that the open and in-hand actions on the log could now be closed. Comments are provided on the updated log with these minutes.

.2 Additional Matters

- .2.1 No additional matters from the previous minutes were raised.

16/073 President & Vice-Chancellor's Report

- .1 Council **noted** the Vice-Chancellor's report as circulated. In particular the following points were highlighted.

- .1.1
- The 50th anniversary celebrations were well received by the community and by Alumni
 - The positive feedback from the Chinese Vice-Premier and his ministers regarding the 5GIC visit.
 - Meetings with the Borough Council regarding the Local Plan continued to make progress. Council was asked to note, in particular, that the University had not accepted the proposal within the Local Plan to house 60 per cent of FTE students on campus but recognised the need for additional accommodation. Clarification of this proposal was expected as an outcome of a forthcoming meeting with the Borough Council.
 - In addition, disappointment was expressed about the Borough Council's decision to push through a plan for building on land adjacent to Guildford main station as it was felt that was a poor use of the land available.
 - The overall concern about the impact on recruitment of overseas students, arising from immigration constraints imposed by the government, was noted.

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- .2 Members were interested to understand the benefit to the University's 5G plans from the government's investment plans for the UK's broadband infrastructure. It was noted that no details were yet known but it was hoped that, given the University's involvement in creating policy, it would be a key beneficiary. It was further noted that the University already has a contract with Ordnance Survey to establish 5G hubs.
- .3 Members were encouraged to attend events and in particular the Annual Review event taking place in January 2017.

B ITEMS FOR CONSIDERATION AND APPROVAL

16/074 Annual Prevent Report

- .1 Mr Harri ap Rees, Director of Student Services and Administration, joined the meeting for this item.
- .2 It was noted that the Prevent Duty Annual Report to HEFCE paper as circulated had been endorsed by the Executive Board at its meeting on 17 November.
- .3 Redacted on the grounds of law enforcement.
- .4 Council **approved** the Annual Prevent Report submission to HEFCE and the Chair of Council signed the declaration that throughout the academic year and up to the date of approval, the University of Surrey has had due regard to the need to prevent people being drawn into terrorism (the Prevent Duty).

16/075 Year-end Outturn 2015-16

- .1 Council received a summary presentation. It was noted that this was presented on a pre-FRS102 and pre-audit basis. For 2016-17 this would be based on the new standard. The following points were noted.
 - .1.1 **REDACTED AS COMMERCIALY SENSITIVE**
 - .1.2 It was noted that the debt % of net assets ratio will increase to c56% once Private Placement funding is received.
 - .1.3 It was noted that much of the volatility caused by FRS102 cannot be estimated until the year end process is conducted, hence the variances from the Q3 forecast. Council was advised that it was likely this would be repeated in following years. The volatility of forecasting under FRS102 was recognised by HEFCE who have advised HEIs to continue to report against the new standard alone rather than on a pre and post FRS102 basis whilst they consider options.
- .2 Council **noted** the report on the year end outturn for 2015-16.

16/076 Annual Audit & Assurance Report to Council

- .1 The annual report from the Audit & Assurance Committee was **noted**.

16/077 Financial Statements 2015-16

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- .1 Council noted that the financial statements and associated documents and reports had received prior scrutiny by the Audit & Assurance Committee and by the Finance Committee.
- .1 The External Auditor's ISA260 report for 2015-16 was **noted**.
- .2 The report on going concern was **noted**.
- .3 Signature of the 2015-16 Representation Letter was **approved**.
- .4 On the recommendation of the Audit & Assurance Committee and the Finance Committee, the consolidated financial statements for 2015-16 were **approved**.
- .5 The performance summary for the University's subsidiary companies was **noted**. It was further noted that all subsidiary accounts had now been signed by the relevant boards.
- .6 The 2015-16 accounts for the Battersea Trust Fund were **noted**. It was further noted that the possibility of keeping the fund open as a vehicle for the receipt of Battersea Alumni funds would be explored.
- .7 On the recommendation of the Finance Committee, the 2015-16 accounts for the General Nursing Council Chair of Nursing Education Fund, the High Coombe Trust for Midwifery Education and Research, and the Marion Redfearn Trust were **approved**.

16/078 Financial Commentary 2015-16

- .1 Council **approved** the financial commentary for 2015-16 for submission to HEFCE.

16/079 Annual Sustainability Report

- .1 Council **approved** the Annual Sustainability Report (ASSUR) for submission to HEFCE.

16/080 Annual Assurance Return

- .1 The inclusion of the additional section relating to quality and standards, as notified to Council at its October meeting, was noted.
- .2 Council **approved** the Annual Assurance Return 2015-16 for submission to HEFCE.

16/082 Proposed Changes to Committee Structure

- .1 This item was taken earlier on the agenda to accommodate agreed timing for the medical school update.
- .2 Council **noted** the report as circulated. It was further noted that the terms of reference for the Executive Board had been agreed at its meeting on 17 November and that work was ongoing to finalise the memberships and terms of reference for Senate and its committees.
- .3 The importance of ensuring clarity of responsibilities and reporting lines between the Executive Board and Senate was recognised.

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- .4 The final committees structure and associated terms of reference would be presented for approval at the March 2017 Council meeting.

16/082 Honorary Degrees

- .1 On the recommendation of the Senate, Council **approved** the nominations for Honorary Degrees.

**16/083 Medical School
REDACTED AS COMMERCIALY SENSITIVE**

16/084 USSU Infrastructure Challenges

- .1 Council noted comment from the President of the Students' Union about infrastructure challenges, increasing student numbers and the impact on the student experience. In respect of accommodation, it was noted that a meeting with Woking Borough Council was scheduled to take place in January 2017.

C ITEMS FOR INFORMATION ONLY

- 16/085** Council **noted** the report on oversight of the USSU governance.

- 16/086** Council **noted** the report on ethical conduct in relation to SSP.

- 16/087** Council **noted** the USSU Trustees' Report and Financial Statements for 2015-16.

- 16/088** Council **noted** the Executive Board minutes.

- 16/089** Council **noted** the Finance Committee minutes.

- 16/090** Council **noted** the Audit & Assurance Committee minutes.

- 16/091** Council **noted** the Health & Safety report.

C CLOSING ITEMS

16/092 AOB

It was noted that this was the final Council meeting for Mr Ashley Herman and Mr Keith Taylor, both having served the maximum number of years. On behalf of Council and the University, the Chair expressed great gratitude and thanks to both for their considerable contribution over their terms of office. Council wished both Ashley and Keith well in their future endeavours.

16/093 Dates of Future Meetings

2017

23 March - 16:00

20 July - 16:00

9 October - 14:00

23 November 14:00

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Dr Jim Glover
Chair