

**COUNCIL**

**23 November 2017 at 16:00**

**Oak 1&2**

**MINUTES**

***Sections marked Commercial in Confidence are claimed as exempt from publication under Section 43 of the Freedom of Information Act on the grounds of commercial sensitivity.***

<b>Members:</b>	Chair – External member	Dr Jim Glover
	Vice-Chair – External member	Ms Anne Watts
	External member – Treasurer	Mr Tony Stuart
	President & Vice-Chancellor	Prof Max Lu
	Provost & Executive Vice-President	Prof Michael Kearney
	Chief Operating Officer	Mr David Sharkey
	SVP, Global Strategy & Engagement	Professor Vince Emery
	SVP, Advancement & Partnerships	Mr Greg Melly
	President, Students' Union	Ms Saskia Cochrane
	Member elected by Senate	Professor Rachel Brooks
	Member elected by Senate	Professor Shirley Price
	Member elected by Senate	Professor Paul Smith
	External member	*Mr Vib Baxi
	External member	Dr Anthony Bragg
	External member	Dr Mike Goodfellow
	External member	Dr Sally Howes
	External member	Ms Claire Ighodaro
	External member	Mr Peter Maskell
	External member	Dr David McNulty
	External member	Mr Michael Queen
	External member	Ms Jan Sawkins

\*denotes member unable to attend

**In attendance:** Ms Martine Carter - Senior Executive Officer to the Vice-Chancellor (minutes)  
Mr Atti Emecz - Interim Vice-Provost, Research & Innovation  
Mr Phil Grainge - Chief Financial Officer  
Mr Phil Hopwood - Interim Director, Strategic Planning  
Ms Sarah Litchfield – University Secretary & Legal Counsel  
Professor Jane Powell - Vice-Provost, Education & Students

**By invitation:** Mr Harri Ap Rees, Director of Student Services and Administration (minute 17/082)  
Professor Helen Griffiths, Executive Dean FHMS (minute 17/083)  
Ms Sally Wilson, Head of Strategic Projects (minute 17/083)  
Mr Trevor Humphreys, Director of Estates & Facilities (minute 17/084)  
Ms Cathryn Buckle, Deputy Director of Estates & Facilities (minute 17/084)

**A INTRODUCTORY ITEMS**

**17/069 Apologies for absence**

.1 Apologies were received Mr Vib Baxi.

**17/070 Conflicts of interest**

.1 None.

**17/071 Minutes of previous meetings.**

.1 Subject to correction of the date of the May 2018 meeting (confirmed as 2 May), the minutes of the meeting held on 9 October 2017 were **approved**.

**17/072 Matters arising**

.1 The actions log was **noted**.

.2 17/035.3: It was **noted** that an updated on the planning process would be provided at the January Council meeting. This would include consideration of various scenarios.

.3 Council **noted** that the Athena Swan submission would be made before 30 November 2017 and that the outcome would be received in April 2018. A full report on equality and diversity would be provided to Council at a later date.

**17/073 Chair's Items**

.1 Council **noted** an update regarding current member recruitment activity.

.2 Council **noted** the report relating to the Remuneration Committee and approved the proposed changes to membership and process as described in the report.

.3 It was **noted** that Dr Tony Bragg was stepping down from Council to take up a position as consultant to the Clinical Research Centre. Dr Bragg was thanked for his contribution to Council and for taking on the consultancy role. Dr Bragg's return to Council would be appropriately reviewed by both parties following the end of his consultancy role.

.4 Council **noted** an update on the Chair of Council recruitment activity. The appointed recruitment firm, Saxton Bampfylde, had begun the formal process. The long and shortlisting was expected to be completed by February 2018 with interviews in March 2018.

**17/074 President & Vice-Chancellor's Report**

.1 Council **noted** the report as circulated.

.2 It was further noted that the Autumn budget had contained some moderately positive news for the sector including additional funding aligned to the industrial strategy and the update of immigration rules to enable universities to attract and retain overseas talent.

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- .3 In respect of the new regulatory framework, it was noted that a full briefing would be provided to Council at its January meeting.  
**Action: ML**
- .4 In relation to the work on student experience, it was noted that given the concerns around effective communication with students by email, alternative mechanisms were being investigated.
- .5 Council noted that the University was participating in the “Back the Bike” crowd funding campaign sponsored by Santander and that there are opportunities for individuals and corporate organisations to contribute.
- .6 Members were keen to more fully understand the impact of the Nous Group project which is analysing opportunities to increase efficiency in the delivery of the teaching profile. It was noted that in order for this to be successful, any resource released, including academic time, would need to be re-allocated and that this would require careful change management. A full update would be provide to Council at its January meeting.  
**Action: PG**

**B ITEMS FOR CONSIDERATION AND APPROVAL**

**17/075 University Strategy**

- .1 Council **approved** the University Strategy 2017-2020.

**17/076 Management Accounts Year End Outturn 2016/17  
REDACTED AS COMMERCIALY SENSITIVE**

**17/077 Annual Report from the Audit & Assurance Committee**

- .1 The annual report from the Audit & Assurance Committee was **noted**.
- .2 Council was assured that the increase in the number of limited, unsatisfactory or requires improvement reports was a function of the direction that Internal Audit had received rather than a reflection of an underlying deterioration of the University’s key controls.

**17/078 Financial Statements 2016/17**

- .1 It was **noted** that the financial statements and associated documents and reports had received prior scrutiny by the Audit & Assurance Committee and the Finance Committee.
- .2 The External Auditor’s Highlights Memorandum and Management Letter for 2016/17 was **noted**.
- .3 The report on going concern was **noted**.
- .4 Signature of the 2016/17 Representation Letter was **approved**.
- .5 On the recommendation of the Audit & Assurance Committee and the Finance Committee, the consolidated Financial Statements for the year ended 31 July 2017 were **approved**.
- .6 The performance summary for the University’s subsidiary companies for the year ended

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31 July 2017 was **noted**.

- .7 On the recommendation of the Finance Committee the financial accounts for the year ended 31 July 2017 for the General Nursing Council Chair Fund and the Marion Redfearn Trust Fund were **approved**.
- .8 On the recommendation of the Finance Committee, the winding up of the High Coombe Trust was **approved**.

**17/079 Financial Commentary 2016/17**

- .1 Council **approved** the financial commentary for 2016/17 for submission to HEFCE.

**17/080 Annual Sustainability Assurance Report (ASSUR)**

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

**17/081 Annual Assurance Return**

- .1 It was noted that this report no longer contains a value for money section. This had been replaced by a new annual efficiency return which is due for submission by 31 January 2018.
- .2 Council **approved** the Annual Assurance Return for submission to HEFCE.

**17/082 Annual Prevent Report**

- .1 The Director of Student Services and Administration joined the meeting for this item.
- .2 It was noted that in respect of the Students' Union, training would be provided to staff rather than sabbatical officers due to the regular turnover of sabbatical officers.
- .3 Subject to dates on the first page of the report being corrected, Council **approved** the Annual Prevent Report for submission to HEFCE. The Chair of Council also 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 from being drawn into terrorism.

**17/083 Medical School Proposal**

**Commercial in Confidence**  
**REDACTED AS COMMERCIALY SENSITIVE**

**17/084 Estates Masterplan**

- .1 The Director and the Deputy Director of Estates & Facilities joined the meeting for this item.
- .2 Council received a summary presentation on the vision for the Estates Masterplan.
- .3 Council welcomed the visionary approach to developing a masterplan for the estate and recognised the requirement for an agile and adaptive approach.

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- .4 It was confirmed consideration had been given to the option to consolidate all activity on one campus, rather than work to connect the two existing sites. A high level evaluation at the early stage in the plan development had excluded the option. It was agreed that the related analysis be shared with Council.

**Action: TH**

- .5 Council was supportive of the concept of the masterplan as described and **approved** the request to begin engagement with key stakeholders and the principle of developing a “town planning” strategy.

**17/085 Honorary Degrees**

- .1 On the recommendation of the Senate, Council **approved** the proposed Honorary Degrees, commenting that it would like to see the range of nominations broadened.

**C ITEMS FOR INFORMATION ONLY**

**17/086** Council **noted** the report on the oversight of the USSU governance.

**17/087** Council **noted** the Students’ Union Trustees Report and Financial Statements for 2016/17.

**17/088** Council **noted** the update on NPL.

**17/089** Council **noted** the Executive Board minutes.

**17/090** Council **noted** the Finance Committee minutes.

**17/091** Council **noted** the Audit & Assurance Committee minutes.

**17/092** Council **noted** the latest Health and Safety report.

**D CLOSING ITEMS**

**17/093 AOB**

- .1 It was **noted** that the GSA Advisory Board had been established under the direction of Mr Ashley Herman.

- .2 It was **noted** that the notes from the away day would be circulated shortly.

- .3 It was **noted** that the local plan had been approved by Guildford Borough Council and would now be recommended to the Secretary of State.

- .4 Council asked that the Executive Board give further consideration as to how to utilise, more effectively, the skillsets of Council members.

**Action:**

**17/094 Dates of Future Meetings**

- 31 January 2018 - Oak 1&2 + dinner in Lakeside PDR
- 2 May 2018 - Oak 1&2 + dinner in Lakeside PDR
- 26 July 2018 - Oak 1&2 + dinner in Lakeside PDR

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8/9 October 2018 - tbc

22 November 2018 - Oak 1&2 + dinner in Lakeside PDR

**Dr Jim Glover**  
**Chair**