

Strictly Confidential

COUNCIL

2 May 2018 15:00

Oak 1&2

MINUTES

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Members:	Chair – External member	Dr Jim Glover
	Vice-Chair – External member	Dr 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 Mike Goodfellow
	External member	Dr Sally Howes
	External member	Ms Rachel Hubbard
	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
	External member	Mr Nick Standen

*denotes member unable to attend

In attendance: Mr Phil Grainge - Chief Financial Officer
Ms Sarah Litchfield – University Secretary & Legal Counsel
*Professor Jane Powell - Vice-Provost, Education & Students
Professor David Sampson - Vice-Provost, Research & Innovation
Ms Claire Nicholas - Secretariat Administrator

By invitation: Mr James Newby (minutes 18/035 and 18/036)
Mr Phil Hopwood (minute 18/037)

A INTRODUCTORY ITEMS

18/023 Welcomes

- .1 The Chair welcomed new external members, Ms Rachel Hubbard and Mr Nick Standen, to their first meeting of Council.

18/024 Apologies

- .1 Apologies were received from Mr David Sharkey and Professor Jane Powell.

18/025 Declarations of interest

- .1 Mr Michael Queen made a general declaration which would be recorded in the register of declarations. It did not pertain specifically to any agenda items.

18/026 Minutes

- .1 With one minor typographical amendment, the minutes of the meetings held 31 January and 14 February 2018 were **adopted**.

18/027 Actions Update

- .1 Council **noted** the update as circulated.
- .2 17/035.3 - In hand: Council noted that building a second budget was not thought feasible but was assured that in the current planning round, several scenario and sensitivity exercises had been undertaken. More detail of these would be presented in the budget approval item to Council at its July meeting. This would also include a statement of the level of confidence in the achievability of the budget.
- .3 18/005.5.1 - Closed: Council noted that the timing of meetings presented a problem in amalgamating discussions of various committees into one summary document. It was believed sensible to condense the Executive Board minutes as many more of those occurred between Council meetings but where there had only been one meeting, as with Finance and Senate, the minutes should suffice.

18/028 Chair's Items

- .1 Ratification of prior email approvals
- .1.1 Council ratified its previous decisions to:-
- Award an Emeritus Professorship to Antony TS Ho;
 - Agree that the Letter of Comfort in respect of Surrey Sports Park be signed; and
 - Approve the appointment of Dr David McNulty, Mr Michael Queen and Mr Tony Stuart as Directors of Blackwell Developments (Guildford) Limited.

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.2 CUC Spring Plenary Feedback

2.1 Council received a summary of the discussions that took place during the CUC Spring Plenary. Of particular note was the strong message that the Office for Students would not be a direct replacement of HEFCE. Its focus was entirely on students and outcomes. It remained to be seen how some activities that HEFCE would have previously been involved with would be dealt with (e.g. the meningitis outbreak). It also appeared that there had been a positive outcome in relation to the CUC Remuneration Code which now featured the elements that had been fed back. Thanks were expressed to the Vice-President, Human Resources for his input on this.

.2.2 The President of the Students' Union was asked to feedback views from the student perspective.

Action: SC

18/029 **Vice-Chancellor's Report**

.1 Council noted the report as circulated.

.2 Council was advised that Mr David Sharkey had announced his intention to step down from his role as Chief Operating Officer, in February 2019, to pursue other ambitions. A search for a replacement will commence in due course.

.3 Council wholly supported the request that in developing the new student hub building, access requirements were fully considered and implemented. It was agreed that this would be fed back to the steering group.

Action: SP

B ITEMS FOR CONSIDERATION AND/OR APPROVAL

18/30 **Recommendations of the Nominations Committee**

.1 Chair of Council

.1.1 Council noted the recruitment process that had been undertaken and the unanimous nature of the recruitment panel's recommendation to appoint Mr Michael Queen. Council was assured that, in the panel's view, the level of vision and commitment demonstrated by Mr Queen was exceptional against what was a high quality pool of candidates.

.1.2 Council noted that the Vice-Chair had confirmed that she would remain in post until the end of her current term (July 2019). This would enable a good support mechanism for Mr Queen in establishing his Chairship and would allow the Vice-Chair to see the Vet School accreditation through to completion.

.1.3 It was further noted that the hand over date had been agreed as 1 August 2018. This was believed to be timely in respect to driving strategic aims and also allowed him time to deepen his operational knowledge and relationships with key University contacts.

.1.4 On the recommendation of the recruitment panel and the Nominations Committee, Council **approved** the appointment of Mr Michael Queen as Chair of Council for a first term of three years from 1 August 2018 to 31 July 2021.

.2 Re-appointment of external member

- .2.1 On the recommendation of the Nominations Committee, Council **approved** the re-appointment of Ms Jan Sawkins for a second term of three years from 1 April 2018 to 31 March 2021.

18/031 Course Architecture and Growth Project (Nous)
(Commercially Sensitive)
REDACTED AS COMMERCIALY SENSITIVE

18/032 Student Numbers

- .1 Council **noted** the report which related to the Yeats (2018/19) Plan.
- .2 It was noted that the numbers did not include all of the recommendations from the course architecture and growth project.
- .3 Council discussed the nature of overseas recruitment and whether it had received sufficient resource. It was agreed that this should form part of discussions at the annual away day in October.
Action: DS

18/033 Balanced Scorecard and Strategic Implementation Plans
(Commercially Sensitive)
REDACTED AS COMMERCIALY SENSITIVE

18/034 Student Experience

- .1 Council **noted** the report as circulated.
- .2 The positive feedback from the students on actions carried out so far was noted. It was recognised that this needed to be maintained and other initiatives such as the course architecture and growth project would support this.

18/035 Student Accommodation
(Commercially Sensitive)
REDACTED AS COMMERCIALY SENSITIVE

18/036 General Data Protection Regulation (GDPR)

- .1 Council **noted** the report as circulated and received a presentation.
- .2 It was agreed that GDPR must be dealt with as an asset of the University (similar to finance and property) and therefore the responsibility of Council. The requirement for Council to ensure that robust plans and monitoring mechanisms are in place and that their own level of knowledge was adequate to enable appropriate questioning and challenge, was highlighted.
- .3 Council acknowledged the complexities of understanding the University's data assets and data processing activities and that this underpinned its ability to pursue its digital strategy. It was further recognised that this required the appropriate level of resourcing (currently not in place) and management focus.

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.4 It was agreed that the Audit & Assurance Committee should also monitor GDPR from a compliance perspective.

.5 It was agreed that approaches to raising Council members' understanding of their GDPR responsibilities would be considered and recommended.

Action: SKL (with JN)

18/037 30 Priestley Road Refurbishment
(Commercially Sensitive)
REDACTED AS COMMERCIALLY SENSITIVE

18/038 Blackwell Governance, Strategy and Project Update
(Commercially Sensitive)
REDACTED AS COMMERCIALLY SENSITIVE

18/039 Non-audit Services Provided by the External Auditor

.1 Council **noted** the report and **approved** the revised policy for non-audit services by the external auditor.

18/040 Honorary Degrees

.1 On the recommendation of the Honorary Degrees Committee and Senate, Council **approved** the proposed Honorary Degree awards.

.2 Members were encouraged to put nominations forward. It was agreed that the nominations process be circulated for information.

Action: LER

C ITEMS FOR INFORMATION ONLY

18/041 Research Park
(Commercially Sensitive)

.1 Council **noted** the background paper on the Research Park.

18/042 Minutes

.1 Council **noted** the summary/minutes of the Executive Board, the Finance Committee and the Senate.

18/043 Health & Safety

.1 Council **noted** the latest health and safety report.

D CLOSING ITEMS

18/044 Any Other Business

.1 None.

18/045 Dates of next meetings

- .1 These were noted as
26 July, 8-9 October and 22 November 2018
31 January, 2 May, 25 July, 7-8 October, 25 November 2019.

Dr Jim Glover
Chair