

BISHOP GROSSETESTE UNIVERSITY

MINUTES OF THE MEETING OF THE
UNIVERSITY COUNCIL

FRIDAY 25 NOVEMBER 2016
1:30 PM IN HARDY SEMINAR ROOM 2

Council Members present:

Mr David Babb
Dr Kevin Brown
Mr David Clements
Mrs Jackie Croft
Mrs Angela Crowe
Mr Richard Hallsworth
Professor David Head
Dr Tony Hill
The Right Reverend Bishop Christopher Lowson
AVM Gavin Mackay
Mr Graham Meeson
Professor Jayne Mitchell
Revd. Sally Myers
Rev Canon Professor Peter Neil
Mr Kieran Parrish
Mrs Jasmit Phull
Mr Bob Walder (Chair)
Mr Alan Stacey

In attendance:

Mr Jonathan Batty, Director of Marketing, Recruitment & Communications (for item 14 only)
Mr Andrew Carr, Head of Admissions (for item 14 only)
Mr Stephen Deville, Director of Resources
Dr Anne Jackson, Registrar & Secretary
Dr Grahame Killey, Planning and Performance Manager (for items 11, 12 & 13 only)
Mr Matthew Pitts, Governance, Compliance and Operations Manager
Professor David Rae, Executive Dean: Research & Knowledge Exchange
Dr Ruth Sayers, Executive Dean: Learning, Teaching & International
Ms Emma Smeaton, Governance Officer and PA to University Council (minuting)
Mr Luke South, Students' Union Vice President 2016/17
Mr Andrew Tofts, Regulatory Compliance Manager (for item 16(i) only)

RUL

1. Welcome

The Chair welcomed Members to the second meeting of University Council of the 2016-17 academic year.

The Executive Dean: Learning, Teaching and International gave Members an update on the tragic death of second-year English & Education Studies student, Alexandra Hills, who died in a road accident on 31 October 2016. The Executive Dean explained the procedures in place for dealing with such incidents which are outlined in the Disaster Recovery Plan.

Council welcomed the explanation of the process and noted when Alexandra's funeral would take place.

2. The University Prayer

The Vice Chancellor led the University Prayer.

3. Apologies

Apologies for absence were RECEIVED from:

Ms Tenille Dawson
Mr Stephen Lawrence

4. Declarations of interest

There were no declarations of interest received.

5. Minutes of the last meeting held on 27 September 2016

The minutes of the meeting of 27 September 2016 were CONFIRMED as a true record of the meeting and the Chair was authorised to sign them subject to the following amendment:

The fourth paragraph of item 8, *Update from the Vice Chancellor* refers to the wrong Executive Dean. This would be corrected to the Executive Dean: Research & Knowledge Exchange.

The restricted minutes of the meeting of the 27 September 2016 were also CONFIRMED as a true record of the meeting and the Chair was authorised to sign them.

6. Matters arising**(i) Action Points**

Members RECEIVED and NOTED the progress on the Action Points from the last meeting.

(ii) Any other matters

There were no other matters to discuss.

7. To receive the Vice Chancellor's update

The Vice Chancellor presented his report to Council.

The following areas were covered:

- BGU was in a good financial position; this would continue to be monitored closely.
- The progress of the Higher Education and Research Bill. It was noted that the University would continue to follow the Bill's development closely, particularly as further amendments were expected.
- The University's engagement with the development of the TEF was progressing positively. The Members were informed that consultations were taking place on a monthly basis and that the University was actively taking part in these.
- The recent press coverage of potential plans by NUS to encourage students to boycott the NSS. The proposed boycott of the survey could disrupt the workings of the TEF, which some students oppose as its introduction may involve HE institutions raising their fees. The Students' Union were unsure of whether the boycott was still being encouraged by the NUS. The SU representatives agreed they would report back to Council when there were clearer indications of how this may progress.
- The HEFCE Learning Gain Study, which BGU was one of ten institutions involved, had received significant press attention.

In response to a query about the recent UUK report *Changing the culture: Report of the Universities UK Taskforce examining violence against women, harassment and hate crime affecting university* the Registrar & Secretary REPORTED that no specific policy was in place for hate crime, however, this was covered in the Safeguarding Policy which was monitored by Senate.

The Members noted that Vice Chancellor and Executive Dean: Research & Knowledge Exchange were following developments around some possible new research funding which looked promising.

8. Students' Union

(i) To receive the Students' Union President's report

The Students' Union President presented his report. The following points were highlighted:

- The elections had taken place and 12 posts had been appointed to.

SU President

FWL

- Council meetings were now live-streamed on Facebook.
- £220 had been raised for a charity chosen by Alexandra Hills' family.
- Usable drama space was highlighted as a concern which the President was pursuing, he reported that there were only two rooms for three year groups, with next year bringing in another cohort. The SU were in discussions with Dr Andrew Jackson about this issue.
- Housing issues were being discussed with Accommodation Officer, Rachel Crane.
- SU by-elections would be taking place the following Monday.

The Chair thanked the Students' Union President and Vice President for their report.

(ii) To note draft accounts for year ended 31 July 2016

University Council NOTED the draft SU accounts.

9. To receive the Chaplain's Report

Council RECEIVED and NOTED the Chaplain's report.

10. To receive an update from Sponsor Board

David Head, Chair of Sponsor Board presented the update to Council and highlighted the two recommendations. It was AGREED that a lunchtime presentation from the PhD students would take place at a future Council lunchtime briefing, probably the July meeting, and the Sponsor Board Terms of Reference were APPROVED subject to the removal of the word 'lawfully' in point 13b.

Grahame Killey, Planning & Performance Manager joined the meeting.

**June Council
lunch**

**Governance
Office**

11. To receive an update on the Strategy Stock-take and the report from the Leadership Foundation

The Planning & Performance Manager attended to present this item. He noted that the University was a good way into the first phase of the stock take, which looked at progress against the strategy over the last two years. The first key output of the stocktake was the Leadership Foundation report, which would be followed by a series of four half-day workshops with staff members facilitated by the Leadership Foundation. The workshops were planned to take place on the 5 and 6 of December. The second phase of the stocktake would take place from January-April 2017. This would be when the Strategy would be up-dated, a key part of the second phase was the University Council Strategy Away Day on 2 February 2017 and the Sponsor Board meeting on 6 February 2017. The plan was to have an advanced draft of the updated five-year Strategy for University Council to consider at its next meeting on 23 March 2017. Council CONFIRMED they were content with the process.

Next UC

12. To note the Key Performance Indicators

Council NOTED the Key Performance Indicators presented by the Planning & Performance Manager. The following points were HIGHLIGHTED:

- Overall it was good news for enrolment to Masters, Foundation Degrees, and top-ups where programmes had gone well, however recruitment to the 3-year BA programmes were significantly below target.
- Staff absence was reported as being below the sector average, whereas staff turnover was slightly above the sector average.
- The aim was for the institution to have 120 days' liquidity; however, it was reported that this was currently 280 days.

13. To note the Risk Register

The Planning & Performance Manager presented the updates to the Risk Register, noting that the presentation of the heat map had been altered to make it easier to identify. It was NOTED that anything above the red/amber category in gross risks was lower in the net risks, showing that the mitigation was working. The Risk Register was NOTED.

Grahame Killey left the meeting.

Jonathan Batty, Director of Marketing, Recruitment and Communications & Andy Carr, Head of Admissions joined the meeting.

Ruw

14. Student recruitment

- (i) To receive the student recruitment report and statistics

The Director of Marketing, Recruitment, and Communications introduced himself to Council, stating that he had been at the University for two weeks. He told the Members that he intended to implement strategies in using business information to drive decision making around recruitment. He reported that some advertising spends had already been moved since his arrival to boost recruitment for 17/18. He noted he had plans to look at how data was reported, particularly forecasts at programme level. He explained he would be working with relevant staff to define criteria for what would be considered a successful course. It was envisaged that a clearer picture of where the University was in terms of recruitment would be available in the next 3-4 months. Council also NOTED that data was scrutinised at programme level in the Portfolio Management Group.

Council RECEIVED and NOTED the student recruitment report and statistics and the financial impact of the reduced numbers recruited this year.

- (ii) Budget update following confirmation of enrolments

The Director of Resources presented the budget following confirmation of enrolment numbers. It was NOTED that recruitment to some staff vacancies had been delayed which had partly offset shortfalls resulting from the recruitment figures. Council CONFIRMED they ACCEPTED the budget.

Jonathan Batty & Andy Carr left the meeting.

15. To receive and approve Bishop Grosseteste University's Audited Financial Statements

The University's Audited Financial Statements were RECEIVED and APPROVED. Council formally congratulated all staff on the good result.

Andy Tofts, Regulatory Compliance Manager joined the meeting

16. To approve the HEFCE Annual Accountability Return

- (i) To approve the Annual Assurance Return, Annex A

The Regulatory Compliance Manager presented this item, noting that the supporting paper provided aimed to give a full set of assurances to Council to inform their decision on the declaration within the HEFCE return. Council APPROVED the Annual Assurance Return and congratulated the Data Team who had dealt with the substantial amount of information involved. It was also noted that it was very useful to use the specific wording HEFCE uses for their measurements throughout the document.

- (ii) To approve the Audit Committee Annual Report

The Registrar & Secretary presented the Audit Committee Annual Report which had been recommended for approval by the Audit Committee. It was NOTED that this was a summary of all that Audit Committee had looked at in the 2015/16 year and discussed and listed all the reports that had been audited during that time. It was a general assurance report and was APPROVED by Council.

- (iii) To approve the Value for Money Report

The Director of Resources presented the Value for Money Report for approval, which would form part of the submission to Council. The Report had previously been through the FE&GP Committee who recommended it for approval by Council. Council confirmed that the Chair was AUTHORISED to sign the Report outside the meeting.

Chair

Andy Tofts left the meeting.

17. BG (Lincoln) Ltd.

The Director of Resources presented this item.

- (i) To note draft minutes of the Board of Directors meeting held on 18 October 2016

The minutes of the Board of Directors meeting held on 18 October 2016 were NOTED. It was also NOTED by the Students' Union President that the Bar should be referred to as the BG Bar rather than the SU Bar, as this was not part of the Students' Union.

- (ii) To note the BG (Lincoln)Ltd. accounts 2015/16

The BG (Lincoln) Ltd. accounts 2015/16 were RECEIVED and NOTED.

- (iii) To note the letter of support for BG (Lincoln) Limited Company

The letter of support for the Limited Company was RECEIVED and Council AUTHORISED the Chairman to sign it on its behalf.

18. Prevent Statutory Duty Annual Report

The Registrar & Secretary presented this item.

- (i) To consider for approval, the Prevent Statutory Duty Annual Report

The Prevent Statutory Duty Annual Report was RECEIVED. It was REPORTED that it had been written in accordance with the guidelines that had been provided. Council APPROVED the annual report.

RUL

- (ii) To receive and discuss BGU's annual reporting declaration

The declaration relating to the annual report was RECEIVED. It was AGREED that the declaration would be signed by the Chair outside the meeting.

Chair

- (iii) To receive and discuss the HEFCE updated framework for the monitoring of Prevent duty in higher education in England

The updated HEFCE framework for the Prevent Duty in Higher Education in England was RECEIVED for information.

- (iv) To receive and discuss the HEFCE further information on the submission of the annual report

The HEFCE further information on the submission of the annual report was RECEIVED for information.

- (v) To receive and discuss CUC's illustrative practice note on Prevent Strategy

CUC's illustrative practice note on Prevent Strategy was RECEIVED for information.

- (vi) To consider for approval BGU's Prevent Policy

BGU's Prevent Policy was RECEIVED. Council APPROVED the Policy.

Kevin Brown left the meeting.

19. Key items from sub-committees

- (i) To note the Governance & Nominations Committee minutes of 10 October 2016

The minutes of the meeting of the Governance & Nominations Committee meeting held on 10 October 2016 were RECEIVED and NOTED.

- Revised Statement of Primary Responsibilities

A paper outlining the changes made to this document was TABLED at the meeting. Members AGREED that some careful re-wording in point 1 regarding the relationship with the Church of England would be re-drafted and distributed to Members outside the meeting. Approval would then be sought via email.

Governance
Office/UC

- Changes to Governance Structure

It was REPORTED that the Chair would look at the constitution of the Students' Union, noting that the SU were bound to follow their current constitution. The Students' Union President REPORTED that discussions were taking place at BGSU's Board of Trustee meetings about whether they should continue to have a Senior Leadership Team Member and a Council Member on the Board. It was AGREED that if the constitution required a Council Member Jackie Croft would be assigned to attend the BGSU's Board of Trustee meetings, until any relevant change to the SU constitution was in place.

Chair

- Governance Effectiveness Review Action Plan

The Governance Effectiveness Review Action Plan was RECEIVED and NOTED.

- Summary of Governance & Nominations Committee actions

The Summary of Governance & Nomination Committee actions were RECEIVED and APPROVED.

- (ii) To note the FE&GP Committee minutes of 7 November 2016

The minutes of the meeting of the FE&GP Committee held on 7 November 2016 were RECEIVED and NOTED.

- Health & Safety Annual Report

The Health and Safety Annual Report was RECEIVED and NOTED.

- Staffing

The Chair of the FE&GP Committee REPORTED that they spent a lot of time looking at the remuneration package for Members of staff below the Senior Leadership Team level, it was NOTED that broadly staff pay was in line with the sector, however, 14 roles had been identified which needed to be looked at more closely. It was REPORTED that the Committee had agreed in principle to support pay increases for these roles if further work showed they were below the sector benchmarks. It was AGREED that the staff: student ratio would be an item for discussion at the Strategy Away Day in February 2017.

Strategy Away
Day item

- (iii) To note the joint FE&GP/Audit Committee minutes of 7 November 2016

The minutes of the joint FE&GP/Audit Committee meeting held on 7 November 2016 were RECEIVED and NOTED.

- (iv) To note the Audit Committee minutes of 27 September 2016 and 7 November 2016

The minutes of the Audit Committee meetings held on 27 September 2016 and 7 November 2016 were RECEIVED and NOTED.

- Internal Audit Annual Report & Opinion

The Internal Audit Annual Report and Opinion were RECEIVED and NOTED.

- Recruitment Risk

The Chair of the Audit Committee highlighted the Recruitment risk, noting that this was covered earlier in the meeting.

- (v) To note the Sponsor Board minutes of 8 November 2016

The Sponsor Board minutes of the meeting held on 8 November 2016 were RECEIVED and NOTED.

- (vi) To note a report on the meeting of the Remuneration Committee on 14 November 2016

The minutes of the Remuneration Committee meetings held 28 June 2016 and 14 November 2016 were RECEIVED and NOTED. The Chair REPORTED that he would be happy to receive emails if anyone wished to raise anything as a consequence of these meetings.

20. Senate

- (i) To note the minutes of the Senate meeting of 19 October 2016

The minutes of the meeting of Senate held on 19 October 2016 were RECEIVED and NOTED.

- (ii) To receive and consider Honorary Graduand and Fellowship nominations

The Vice Chancellor REPORTED that Senate had set up a small ad-hoc group to look at the Honorary Graduand and Fellowship Nominations and only one had come back to Senate. It was AGREED that further nominations would go to the next meeting of the Governance Nominations Committee and would then come back to University Council in March 2017.

**Senate/G&N/
Next meeting**

21. Agenda management and review

Jackie Croft was asked to comment on the present meeting:

Jackie reported that the Deputy Vice Chancellor's presentation to Members at the Council lunch was very helpful. The recognition of the death of Alexandra Hills was appropriate, and the briefing on the processes around this was reassuring for Council Members. Background papers to supplement papers were useful, and the Risk Register was very useful reporting. Jackie commented that Chairman's control was very effective. More time to read tabled papers at the meeting would be appreciated and reference to page numbers and paragraph numbers when referring to papers would also be helpful.

Bishop Christopher Lowson NOTED that it would be helpful if tabled papers were marked with their item number.

Chair/
Governance
Office

22. Any other business

(i) Council Strategy Away Day – February 2017

Members noted the outline of the day as follows:

10.00-11.00 – Update from the Sponsor Board regarding the current strategy position and the strategy stock-take (time slot to include time for questions).

11.00-11.15 – Coffee break.

11.15-12.30 – The Deputy Vice Chancellor will provide an update on the national picture in respect of changes within HE and re-cap on previous presentations (includes time for questions). It was noted that by the time of the Strategy Day further details of TEF2 would have been issued by the Government.

12.30-14.00 – Lunch.

During the afternoon there would be several workshops in smaller groups (2 or 3 groups depending on numbers attending) who would discuss the implications of what had been said during the morning and the strategy going forward. All attendees would then reconvene and one person from each group would provide feedback on what they had discussed and the last part of the day would be a sum up from the Vice Chancellor.

Suggestions to include the following were also received:

Fundraising

Risk Tolerance (within the Stock-take/strategy)

RW

The Chair REPORTED that the dinner, to be held at 7:00 pm the evening prior to the Strategy Away Day was a way of coming together and some former Council Members had been invited. The Chair informed Members that if they had any questions regarding the Away Day they should not hesitate to contact him outside the meeting.

The Director of Resources NOTED that he would be giving tours of the temporary teaching accommodation following the meeting if Members were interesting in going along they were welcome to do so.

It was NOTED that the present meeting would be the last for Jasmit Phull and Council expressed their gratitude and good wishes. Jasmit reported that she had thoroughly enjoyed her time as a Council Member and had enjoyed seeing the various changes at the institution. She noted that the University was unique and rightly was doing very well. She said she had particularly enjoyed her involvement in the Bollywood event and Graduation. Jasmit expressed her good wishes for the University and staff for the future and presented the Vice Chancellor with a trophy which she asked to be introduced as a new award: *Outstanding Student of the Year*.

23. Date of next meeting

The next meeting of the University Council would take place on Tuesday 23 March 2017 at 1:30 pm in Hardy Teaching Room 2, preceded by a lunchtime briefing at 12:15 pm and lunch at 1.00pm.

Signed R. Walden Date 4th APRIL 2017