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UNIVERSITY COUNCIL

MINUTES OF THE MEETING HELD ON  
FRIDAY 23 MARCH 2018 AT 11AM IN CSH12 AND CSH11

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**Council members present:**

Mr David Babb (items 5–22)  
 Dr Kevin Brown (items 1–18(iv))  
 Dr Stephen Critchley  
 Mrs Jackie Croft  
 Mrs Angela Crowe  
 The Revd David Dadswell  
 Mr Richard Hallsworth (items 1–18(iv))  
 Dr Tony Hill (Vice Chair)  
 Mr Gareth Hughes  
 Mr Stephen Lawrence  
 AVM Gavin Mackay  
 Mr Graham Meeson  
 The Revd Dr Sally Myers  
 Rt Rev Dr Nigel Peyton  
 Mr Alan Stacey  
 Mr Bob Walder (Chair)

**In attendance:**

Mr Jonathan Batty, Director of Marketing, Recruitment & Communications (item 15)  
 Mr Josh Blanchard, Students Union Vice-President  
 Dr Robert Boast, Executive Dean, Learning, Teaching and Student Engagement (items 1–5)  
 Ms Leanne Chancellor, Governance (observer)  
 Mr Stephen Deville, Chief Operating Officer  
 Ms Stephanie Gilluly, Interim Registrar (items 1–5)  
 Ms Rachel Harvey, Head of Planning (items 5 and 11–12)  
 Dr Sacha Mason, Academic staff member of Council designate (observer)  
 Mr Matthew Pitts, Governance, Compliance & Operations Manager (officer)  
 Ms Sue Reed, Governance Officer (minutes)

**1. Welcome**

1.1 The Chair welcomed all present to the fourth University Council meeting of 2017–18.

**Action**

1.2 Welcomed to their first University Council meeting were:

- The Revd David Dadswell
- Rt Rev Dr Nigel Peyton
- Dr Sacha Mason
- Ms Leanne Chancellor

1.3 With reference to agenda item 18(i) Governance & Nominations Committee minutes, paragraph 5.4(ii): Council was invited to approve the recommendation to appoint Dr Stephen Critchley to Council as a member with immediate effect.

1.4 Council APPROVED the appointment of Dr Stephen Critchley to Council as a member with immediate effect.

**Governance**

## **2. The University Prayer**

2.1 Rt Rev Dr Nigel Peyton led the University Prayer.

## **3. Apologies**

3.1 Apologies for absence were RECEIVED from:

- Professor David Head
- The Reverend Canon Professor Peter Neil

## **4. Declarations of interest**

4.1 No declarations of interest were received.

## **5. Office for Students: the new regulatory landscape**

5.1 Council RECEIVED:

- printed copies of the Office for Students (OfS) book *Securing Success: Regulatory Framework for higher education in England*
- a presentation from Dr Robert Boast and Ms Stephanie Gilluly covering OfS requirements and the University's obligations

5.2 In the ensuing discussion, the following points were NOTED:

- the OfS had not yet specified whether annual reporting would be required

- there would be an approximate £70k cost to the University – payable in 2019. BGU had made a case for it being a small institution and it was hoped this would result in a cost reduction
- resource implications were being monitored closely and would be adjusted accordingly
- the University should aim to excel and demonstrate excellence, although this may incur additional expenditure
- the University was in a strong starting position – many of the requirements were already being met; the University’s TEF Gold award was based on much of the good work already done
- widening participation was a vital aspect of the submission and implementation, although, given the demographics of Lincolnshire, some groups were harder to reach than others
- the OfS was reviewing its access and participation plan during 2018 and would provide further guidelines for 2020–21 in due course

5.3 In order that the University’s OfS return could be submitted by 18 May 2018 deadline, the Chair proposed that: Council delegate authority to the Chair and Vice-Chancellor for sign off of the return (the alternative would be to call an extraordinary Council meeting before 18 May 2018). The final draft would be submitted to Senate at its 8 May 2018 meeting, following which Council would be sent the final version by email for consideration. Subject to any comments received from Council, the Chair and Vice-Chancellor would sign off the return.

**Governance**

5.4 Council AGREED to delegate authority to the Chair and Vice Chancellor to sign off the University’s OfS return – in accordance with the proposal at paragraph 5.3 above.

**Chair / VC**

5.5 The Chair explained that the OfS booklet (page 128) referred to *reportable events*. The University’s impending change of legal status – from an unincorporated association to an incorporated body – was a reportable event. Options for reporting this change were being considered. It may be included within the new Instruments & Articles (I&As) or as an addendum.

**COO**

5.6 Reference page 141 of the OfS booklet, it was noted that Council was required to nominate the University’s senior officer; and it was proposed that this be the vice-chancellor.

5.7 Council AGREED that the University's senior officer for the OfS registration would be the Vice Chancellor.

Registrar

**6. Project development – approval**

6.1 Council RECEIVED a presentation from the Chief Operating Officer (COO) which provided an update on project developments since Council's away day on 31 January 2018.

6.2 In the ensuing discussion the following points were NOTED:

- Council's approval to proceed with the development was necessary at the current Council meeting if planning deadlines were to be met
- planning permission would be sought immediately once the land had been purchased
- consideration had been given to taking out a fixed-rate, low interest loan, but the outcome of the review of the University's academic portfolio was central in terms of assessing how much it was necessary to borrow
- it was imperative that all the new buildings be fully accessible
- solicitors were working on due diligence checks
- it would be helpful to set up a University Council working group to be involved in the development

6.3 Council AGREED:

- (i) the purchase of the land
- (ii) that a project working group, comprising University Council members, be set up

COO

**7. Workshop: Mission, vision & values and Strategy 2019–29**

7.1 The Head of Planning ran a workshop to continue the development of the University's Strategy 2019–29.

7.2 In the ensuing discussion, the following points were NOTED:

- in the rapidly changing higher education landscape, it would become increasingly important for the University not to lose sight of its understanding of its place in the world and to remain anchored to it

- whilst the University must not compromise on its core ethos and principles it must bear in mind that higher education was a highly competitive marketplace
- in relation to the University’s purpose, changing lives and believing in people’s potential – as well as encouraging self-reliant people, were important factors
- attracting a more diverse student base should be a key target
- a short, punchy vision was preferable, for example: *‘Inspiring learning to enrich lives and communities’*
- a suggestions was made to use the mitre symbol with each of the 5 ‘points’ having a word next to it that represented a BGU’s core value
- consideration should be given to whether the University’s name should be changed – specifically to include the word ‘Lincoln’

7.3 Council NOTED that the Strategy 2019–29 would be an agenda item for its next meeting on 3 July 2018.

HoP

**8. Minutes of the meetings held on 22 November and 15 December 2017**

8.1 The minutes of 22 November and 15 December 2017 were CONFIRMED as a fair and accurate record, and the Chair was authorised to sign them.

**9. Matters arising**

9.1 Action points

Council RECEIVED and NOTED progress on the action points from 22 November and 15 December 2017 meetings.

9.2 Any other matters

It had been agreed at 22 November 2017 meeting that the relationship between Council and Senate would be included for discussion at the Council away day on 31 January 2018 but this had not happened due to time constraints.

9.3 Council AGREED that the relationship between Council and Senate be an agenda item for 3 July 2018 meeting of Council.

Governance

9.4 At 15 December 2017 meeting, a discussion had followed regarding paragraph 29.2 (page 20) of the draft I&As – specifically in relation to the following wording: ‘80% of Council or Council members present’.

9.5 Council AGREED that:

- (i) paragraph 29.2 of the I&As be amended to read: ‘80% of Council members in attendance’
- (ii) a minimum notice period, for a University Council meeting at which a resolution under Article 29-2 is to be considered, of 21 days should be added to the Articles

COO

**10. Vice Chancellor’s Report**

10.1 In the absence of the Vice Chancellor, the Chief Operating Officer presented the Vice Chancellor’s Report to Council.

10.2 Council expressed appreciation for the Vice Chancellor’s update recently circulated by email, and REQUESTED that such updates continue to be circulated by email on a regular basis.

VC

10.3 Council RECEIVED and NOTED the Vice Chancellor’s Report to Council.

**11. Key performance indicators**

11.1 The Head of Planning presented item 12 *Risk Register* before item 11 as the former impacted on the latter.

11.2 Council:

- (i) RECEIVED and NOTED the updates on the Risk Register and Key Performance Indicators
- (ii) NOTED that a new risk policy was being developed which would be discussed at the next meeting of the Audit Committee on 21 June 2018, and would be submitted to Council at its next meeting on 3 July 2018

HoP /  
Governance

**12. Risk Register**

12.1 The Risk Register was discussed with agenda item 11.

**13. Students' Union President's Report**

13.1 The SU President presented his report to Council and reported that:

- his successor had been elected
- Josh Blanchard had been re-elected as Vice President
- election turnout had been lower this year; the reasons were being investigated
- the SU President and Vice President were taking BGU apprenticeships in *Level 2 Team Leadership* as part of their roles – they were the first in the UK to do this.

13.2 Council RECEIVED and NOTED the SU President's Report to Council, and commended the SU President and Vice-President on their apprenticeship.

**14. Chaplain's Report**

14.1 In the absence of the Chaplain, Council:

- (i) RECEIVED and NOTED the Chaplain's Report
- (ii) REQUESTED that mental health and wellbeing be a substantive agenda item at its next meeting on 3 July 2018

**Chaplain /  
Governance**

**15. Update on student recruitment**

15.1 The Director of Marketing, Recruitment & Communications presented his report.

15.2 Council RECEIVED and NOTED the update on student recruitment and commended Director of Marketing, Recruitment & Communications and his team on all their good work.

**16. Update on the transition to limited company status**

16.1 The COO presented an update on the University's transition to limited company status.

16.2 Council:

- (i) RECEIVED and NOTED the update on the University's transition to limited company status
- (ii) AGREED that the I&As be amended to remove the post of deputy vice-chancellor from Council membership

**COO**

**17. BG (Lincoln) Ltd**

- 17.1 The COO presented the BG (Lincoln) Ltd minutes of the Board of Directors meeting and the minutes of the AGM held on 6 February 2018.
- 17.2 Council RECEIVED and NOTED the BG (Lincoln) Ltd minutes of the Board of Directors meeting and the minutes of the AGM held on 6 February 2018.

**18. Key items from subcommittees**

**18.1 Governance & Nominations Committee**

Council:

- (i) RECEIVED and NOTED the minutes of the Governance & Nominations Committee meeting held on 8 February 2018
- (ii) APPROVED the second-term appointments to University Council of:
  - Mrs Angela Crowe
  - Mr Stephen Lawrence
  - AVM Gavin Mackay
  - Professor David Head
- (iii) APPROVED the proposal to discontinue the Strategy Monitoring Board
- (iv) NOTED the proposal to change the Remuneration Committee meeting schedule two per year (November and June) with the option to hold a third meeting in February if necessary
- (v) APPROVED the recommendation of an honorary fellowship
- (vi) REJECTED the two nominations for the award of Doctor of the University

**Governance**  
**Governance**  
  
**Governance**  
**Governance**

**18.2 In its consideration of the recommendations for honorary awards, Council:**

- (i) NOTED that the current criteria and process were a legacy of an earlier approach and were being updated and revised
- (ii) NOTED that a wider field of suitable nominees was necessary and AGREED therefore that:
  - the current categories of award be reviewed and revised
  - a nominee’s link with Lincolnshire was no longer be necessary
  - Council members will email their suggestions of candidates for honorary awards to Governance before Council’s next meeting.

**Governance**

**18.3 Finance and General Purposes Committee (FE&GP)**

## Council:

- (i) RECEIVED and NOTED the FE&GP minutes of the meeting held on 19 February 2018
- (ii) NOTED the update on the senior reward strategy
- (iii) NOTED the draft Staff Code of Conduct. Council AGREED that the use of modal verbs within the document must be reviewed, and instructed that the policy must be reconsidered by FE&GP.
- (iv) NOTED the mid-year financial position
- (v) APPROVED the updated Financial Regulations
- (vi) NOTED gender pay gap figures
- (vii) NOTED the Students' Union accounts 2016–17

HoHR

## 18.4 Remuneration Committee (RemCom)

## Council:

- (i) RECEIVED and NOTED the RemCom minutes of the meeting held on 20 February 2018
- (ii) NOTED the change of RemCom chair to Dr Tony Hill
- (iii) NOTED that Dr Stephen Critchley joined the Committee on 20 February 2018
- (iv) NOTED the amendment of the Committee's terms of reference to read: 'The Vice Chancellor **shall not** be a member of the Committee'
- (v) NOTED RemCom approval of the 2017–18 executive targets
- (vi) NOTED RemCom's discussion and feedback on the draft CUC Remuneration Code

## 18.5 Audit Committee

## Council:

- (i) RECEIVED and NOTED the Audit Committee minutes of the meeting held on 9 March 2018
- (ii) NOTED HEFCE's Assessment of Institutional Risk
- (iii) NOTED the return of the HEFCE Annual Efficiency Return

**19. Senate**

19.1 Council RECEIVED and NOTED the minutes of Senate's meeting held on 13 December 2017.

19.2 The Chair reported that he had asked the Vice Chancellor to work with colleagues on a proposal for to enhance Senate and Council joint working. An update would be given to Council at its next meeting on

VC

