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UNIVERSITY COUNCIL

MINUTES OF THE MEETING HELD ON  
TUESDAY 3 JULY 2018 AT 11AM IN HARDY SEMINAR 1 AND TEACHING ROOM 1

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**Council Members Present:**

Mr Bob Walder (Chair)  
 Dr Tony Hill (Vice Chair)  
 Revd Canon Professor Peter Neil  
 Mr David Babb  
 Dr Kevin Brown  
 Dr Stephen Critchley  
 Mrs Jackie Croft  
 Mrs Angela Crowe  
 The Revd David Dadswell  
 Mr Richard Hallsworth  
 Mr Craig Ferguson  
 Professor David Head  
 Mr Stephen Lawrence  
 AVM Gavin Mackay  
 Dr Sacha Mason  
 The Revd Dr Sally Myers  
 Rt Rev Dr Nigel Peyton  
 Mr Alan Stacey

**In attendance:**

Mr Stephen Deville, Chief Operating Officer  
 Mr Josh Blanchard, Students' Union Vice-President  
 Mr Phil Davis, Head of Student Support (*item 5*)  
 Dr Claire Thomson, Head of Centre for Enhancement in Learning and Teaching (*item 5*)  
 Dr Robert Boast, Executive Dean; Learning, Teaching and Student Engagement (*items 6 and 10*)  
 Ms Rachel Harvey, Director of Strategy and Planning (*items 12, 13 and 14*)  
 Mr Jonathan Batty, Director of Marketing, Recruitment & Communications (*item 17*)  
 Ms Stephanie Gilluly, Interim Registrar (Officer) (*item 6 and 11*)  
 Ms Leanne Chancellor, Executive Assistant to University Council (minuting secretary)

**1. Welcome**

- 1.1 The Chair welcomed all present to the fifth and final University Council meeting of 2017–18.

**Action**

- 1.2 Welcomed to their first University Council meeting was:
- Craig Ferguson, Students' Union President for 2018/19

- 1.3 The Chair congratulated The Revd David Dadswell on his new role at the Diocese of Lincoln, as Diocesan Secretary.

## 2. The University Prayer

- 2.1 The Vice-Chancellor, Revd Canon Professor Peter Neil led the University Prayer.

## 3. Apologies

- 3.1 Apologies for absence were RECEIVED from:

- Mrs Angela Crowe
- Revd Dr Peter Green

## 4. Declarations of interest

- 4.1 No declarations of interest were received.

## 5. Mental Health and Wellbeing

- 5.1 Council RECEIVED:

- A paper on BGU's Well-being Institutional Enhancement Report and a paper on 'The role of Chaplaincy in promoting mental health in our community'.
- A presentation from Dr Claire Thomson, Head of CELT and Mr Phil Davis, Head of Student Support.

- 5.2 Dr Claire Thomson and Mr Phil Davis presented their report on, "Well-being Institutional Enhancement", which was a report they had written and was included in the 2018 Times Higher Awards for outstanding support for students.

This will also be linked to the new Government framework for Universities to help improve student mental health launching in September 2018.

- 5.3 In the ensuing discussion, Council raised the following questions/queries:

- Council noted the role of the Students' Union, but asked what the role of the staff unions had been.  
The Chief Operating Officer noted that Union Staff representatives were not well presented, but staff representation as a whole was very good.

- Council asked whether there had been any emerging patterns from the captured statistics.  
Mr Phil Davis noted that there have been some patterns and was happy to share these with Council should they request them.
- Council noted that the alumni they are in touch with are always still interested in the welfare of BGU's current students.
- Council asked if the Students' Union have a "Night-Line" service.  
The Students' Union Vice President noted that this was on the agenda for discussion at the next Students' Union AGM meeting in November 2018. The SU have been in liaison with Nightline, however, despite multiple attempts to get in contact with them, they have never responded.
- Council noted that they would have liked to have seen the report looking at 100% of staff and students wellbeing.  
Mr Phil Davis assured Council that this was the perspective they were taking.
- Council noted that it was great to see the BGU had access to so many external agencies

5.4 The Chair thanked Mr Phil Davis and Dr Claire Thomson for their informative and clear report.

## 6. Effective Academic Governance

6.1 Council RECEIVED:

- A paper on "The Principles and Actions for Effective Student Engagement in Academic Governance" from the LFHE.
- A paper on "Academic Governance: Case Studies" from the LFHE.
- A presentation from the Vice-Chancellor, Dr Robert Boast, Executive Dean; Learning, Teaching and Student Engagement and Stephanie Gilluly, Interim Registrar.

6.2 The Vice-Chancellor NOTED that Council agreed to review the relationship between Council and Senate.

The Vice-Chancellor NOTED that we need to look at what we are doing, have clarity of what we are doing and most importantly, have confidence in what we are doing.

6.3 Dr Robert Boast and Stephanie Gilluly presented the Leadership Foundation enablers that are a elements of a positive culture around governing bodies and academic governance:

1. **Respect** for different roles in academic oversight;
2. **Understanding** of academic life by lay members;

3. **Reports** tailored for non-academic lay readers;
4. **Information** supplied in a digestible form;
5. **Effective** engagement with the student and staff voice;
6. **Academic expertise** amongst the lay membership.

Stephanie Gilluly REPORTED that the essential requirement for a governing body to be successful in its academic governance role is a culture within the members and the leadership team of openness, trust and respect.

- 6.4 Dr Robert Boast and Stephanie Gilluly delivered a workshop using the Leadership Foundation enablers, to look at what BGU have in place currently to enable governors to ensure effective academic governance at BGU.

Council were asked to think about three questions:

1. What does BGU have in place currently to enable governors to ensure effective academic governance at BGU?
2. What are the factors that may hinder effective academic governance at BGU?
3. How could we further improve academic governance at BGU?

- 6.5 Stephanie Gilluly NOTED that Senate will also be asked their views on the relationship between Council and Senate.

## 7. **To Note Chair's Action in Respect of Honorary Awards**

- 7.1 Council RECEIVED, NOTED and ENDORSED the Chair's Action for the proposed award of honorary fellowship to Dr Tony Hill, which was recommended from the Honorary Awards Subgroup.

## 8. **Minutes of the meetings held on 23 March 2018**

- 8.1 The minutes of 23 March 2018 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 23 March 2018 meeting. The following was highlighted:

### Item 6.3 – Project Development

The Chief Operating Officer NOTED that this project was ongoing and that the contract for purchase of the land was in its final stages of agreement

with solicitors. The intention is to exchange contracts prior to the financial year end.

Item 7.3 – Workshop: Mission, Vision & Values and Strategy 2019-29

The Chair NOTED that this item would be covered at the Council Training Day on 4 July 2018.

9.2 Any other matters

No other matters arising were discussed that were not covered under substantive agenda items.

**10. To Receive the Vice-Chancellor's Report**

10.1 Council RECEIVED and NOTED the Vice Chancellor's Report.

10.2 In addition to the Vice-Chancellor's Report, the Vice-Chancellor highlighted to Council the following updates:

- Post 18 student fees; student fees would remain capped until 2020;
- Brexit; students enrolling in 2019/20 would still be known as EU Students for the duration of the transition arrangements.

10.3 The Vice-Chancellor invited the Executive Dean; Learning, Teaching and Student Engagement to provide Council with an update on the TEF subject pilot.

The Executive Dean; Learning, Teaching and Student Engagement updated Council with the following:

- He had been involved in a conference call on 20 June 2018 with the OfS Pilot Project Team to further discuss the pilot models in light of the indicative ratings and raised the following three key concerns:
  1. How impactful were the institutions submissions – was the feedback the institution received based on metrics alone?
  2. Concerns with how subjects with partial metrics would be rated (not rated).
  3. How is subject TEF going to be conveyed to the student audience, and how will students perceive this.
- The official OfS pilot report containing lessons to be learnt will be published on 27 July 2018.
- In early October 2018 it was expected that institutions will receive the revised methodology for subject TEF.

- It was NOTED that he had let the OfS Pilot Project Team that BGU would be interested in participating in the new pilot, which the TESOF Steering Group will continue to work on.

## 11. Office for Students Update

- 11.1 The Interim Registrar NOTED that the OfS Registration was submitted on 22 May 2018. On 31 May 2018, the OfS acknowledged receipt of the information provided and confirmed that the institution had submitted all the relevant documentation. The OfS is aiming to provide institutions with a decision on registration by mid-September 2018.

The Interim Registrar NOTED that on 2 July 2018, the OfS had forwarded some queries from the Widening Participation Plan, but she assured Council that these queries were already being addressed.

## 12. To Receive Key Performance Indicators

- 12.1 Council RECEIVED and NOTED the KPI Dashboard presented by the Director of Strategy and Planning.

- 12.2 The Director of Strategy and Planning NOTED the following:

- The majority of the indicators were 'lagging indicators' and Council would be updated at the appropriate times of the year;
- A new set of KPIs based on a balanced score card approach with an overarching dashboard aligned to metrics, would be presented to Council in the future.

## 13. To Receive the Risk Register

- 13.1 Council RECEIVED and NOTED the Risk Register presented by the Director of Strategy and Planning.

- 13.2 Council REVIEWED and DISCUSSED the Risk Register and asked for the following to added to the Register:

- Health and Safety;
- Inclusion of the OfS requirements;
- Inclusion of the drivers around "value for money".

DoS&amp;P

## 14. To Receive the Risk Policy

- 14.1 Council RECEIVED and NOTED the new Risk Policy presented by the Director of Strategy and Planning.

14.2 The Director of Strategy and Planning HIGHLIGHTED the following areas to Council for their attention:

- Point 3.4.2 – The University’s approach and the six key principles;
- Point 3.4.4 – Risk management approach and process;
- Point 3.4.7 – Treating the risk;
- Point 3.4.8 – Risk tolerance/appetite;
- Appendix 1 – Roles and responsibilities of University Council.

14.3 Council REVIEWED and DISCUSSED the Risk Policy and asked for the following to be considered:

- A Risk Appetite Framework;
- An inclusion about how risk fits into the corporate vision, values and ethos.

14.4 Council was content to APPROVE the Risk Policy.

**15. To Receive the Students’ Union President’s Report**

15.1 Council RECEIVED and NOTED the Students’ Union President’s Report, which was presented by Craig Ferguson, the new Students’ Union President for 2018/19.

15.2 The Chair gave thanks to Gareth Hughes, for all his work and support as the Student’s Union President for 2017/18.

**16. To Receive the Chaplain’s Report**

16.1 Council RECEIVED and NOTED the Chaplain’s Report, which was presented by the Vice-Chancellor in the Chaplain’s absence.

16.2 Council RAISED an issue on the Chaplain’s Report (point 663) regarding baptisms and confirmations.

It was agreed that an item on equality and protocol within the Diocese should be discussed at the next University Council meeting.

The Vice-Chancellor agreed to seek clarification from the Chaplain and report to Council at its next meeting.

16.3 The Rt Revd Nigel Peyton NOTED that he had met with Revd Dr Peter Green as an introductory meeting.

DoS&P

Governance

Vice  
Chancellor

**17. To Receive an Update on Student Recruitment**

- 17.1 Council RECEIVED and NOTED the update on student recruitment for 2018, which was presented by the Director of Marketing, Recruitment and Communications.
- 17.2 Council DISCUSSED the student recruitment report and raised questions around internationalisation, international partnerships and whether the institution needs to be setting targets for international recruitment.
- 17.3 The Chair thanked the Director of Marketing, Recruitment and Communications and his team for all their work and support.

**18. To Consider for Approval the Updated Financial Forecasts and 2018/19 Budget**

- 18.1 Council RECEIVED and NOTED the 2018/19 budget and the financial forecasts through to 2022/23.
- 18.2 The Chief Operating Officer NOTED that the 2018/19 budget and the financial forecasts had been reviewed at the FE&GP Committee on 11 June 2018 for endorsement at Council.
- 18.3 Council REVIEWED and DISCUSSED the budget for 2018/19 and asked the Chief Operating Officer if they could see a breakdown on how the 9% has been worked out on salaries and wages.
- 18.4 Council was content to ENDORSE the budget for 2018/19 and the tables which will form the submission to the OfS in September 2018.
- 18.5 The Chief Operating Officer NOTED that the submission date for the financial forecasts was ahead of the next planned University Council meeting in September 2018. The Chief Operating Officer therefore requested that any adjustments to the financial forecasts based upon student recruitment information, be authorised by the Vice-Chancellor and the Chair of University Council, prior to their submission.

An update will be provided at the September meeting should there be an amendment.

COO

COO

**19. BG (Lincoln) Ltd**

- 19.1 Council RECEIVED and NOTED the BG (Lincoln) Ltd minutes of the Board of Directors meeting held on 8 May 2018.

**20. Key Items from Subcommittees****20.1 Governance & Nominations Committee**

Council RECEIVED and NOTED the minutes of the Governance & Nominations Committee meeting held on 16 May 2018.

Council:

- APPROVED the recommendation for Revd David Dadswell and Mr Philip Wright (as a cooptee) to form membership on the Audit Committee;
- APPROVED the recommendation for Dr Sacha Mason to form membership on the Governance and Nominations Committee;
- APPROVED the recommendation for The Rt Revd Dr Nigel Peyton to form membership on the FE&GP Committee;
- APPROVED the recommendation for Dr Kevin Brown to continue as the Council's nominated representative on the Board of BG (Lincoln) Limited for another twelve months through to the end of the 2018/19 financial year

**20.2 Finance, Employment and General Purposes Committee (FE&GP)**

Council RECEIVED and NOTED the minutes of the FE&GP Committee meeting held on 11 June 2018.

Council:

- NOTED that work was in progress regarding the Senior Reward Strategy;
- NOTED the discussions on the land development;
- NOTED the Mid-year financial position;
- NOTED the updated financial regulations;
- NOTED the discussion on gender pay gap figures;
- APPROVED the FE&GP Code of Conduct.
  - The Chair of FE&GP asked the Governance Officer to circulate a copy of the FE&GP Code of Conduct to members for their information.

**Governance**

**20.3 Audit Committee**

Council RECEIVED and NOTED the minutes of the Audit Committee meeting held on 21 June 2018.

Council:

- NOTED the discussions on the Student Records System;
  - Council RAISED their concerns about the Student Records System and asked if they could have a further update at the next University Council meeting.
- NOTED the Student Fees Audit by the OfS and the Internal Auditor's (Uniac) Data Assurance Report.

COO

#### 20.4 Selection Committee

Council RECEIVED and NOTED the minutes of the Selection Committee meeting held on 22 June 2018.

Council:

- NOTED the discussions held around the process of the Deputy Vice-Chancellor's appointment.

#### 20.5 Remuneration Committee

Council RECEIVED and NOTED the minutes of the Remuneration Committee meeting held on 22 June 2018.

Council:

- ENDORSED the inflation salary increase decision;
- ENDORSED the decision to adopt the CUC Code.
  - Council asked the Director of People and Organisational Development to raise a policy.

DoP&amp;OD

### 21. Senate

21.1 Council RECEIVED and NOTED the minutes of the Senate meeting held on 26 March 2018.

Council RECEIVED and NOTED the minutes of the Extraordinary Senate meeting held on 8 May 2018.

Council RECEIVED and NOTED the minutes of the Senate meeting held on 20 June 2018.

#### 21.2 To Consider the Honorary Awards Proposal

Council RECEIVED and NOTED the paper on establishing a new Honorary Awards Committee to provide clarity to the process of nominating and awarding honorary degrees from the institution.

The Vice-Chancellor PROPOSED that the new Honorary Awards Committee be a committee in its own right, formed by membership from University Council, Senate and the Students' Union. This committee will be chaired by the Vice-Chancellor and will report its outcomes to both Senate and University Council.

Council was content to ENDORSE the new Honorary Awards Committee.

Interim Registrar

**22. Agenda Management and Review**

22.1 Members made the following feedback on the present meeting:

- The arrangements for the morning sessions worked well and members were able to create discussions in the workshops;
- The morning sessions were extremely informative and useful;
- One member suggested that an additional University Council meeting would be useful.

**23. Any Other Business**

23.1 Update on Incorporation and Instrument & Articles

The Chief Operating Officer provided an update on the progress being made on the University's incorporation process.

The Chief Operating Officer noted that he was still currently awaiting a response from the Charity Commission and would provide members with an update at the September Council meeting. Anything that is received in the interim will be circulated to members to keep them updated and informed.

COO

The Chief Operating Officer noted that further information on the introduction to the new landscape under the revised Instruments and Articles and GDPR would be presented to members at the University Training Day on 4 July 2018.

**24. Date of next meeting**

24.1 Council NOTED that the next University Council meeting would be held on Wednesday 26 September 2018 from 11am to 3pm.

The meeting closed at 3.50pm.

Signed ..... Bob Walder ..... Date ..... 26-09-2018 .....  
Mr R Walder, Chair