

Council

Open Minutes

Date of meeting: **Monday, 20 March 2017**

Duration of meeting: **4.00 PM to 6.05 PM**

Location: **UX3.07, Uxbridge Campus**

Attendance

Name	Role	Category of membership
Michael Hipkins	Chair	Independent
Jenny Newton	Deputy Chair	Independent
Joanna Boardman		Elected PSE Representative
Rebecca Bunting		Vice-Chancellor
Gurdeep Chadha		Independent
Joseph Collins		Students' Union President
Irene Kirkman		Independent
Tim Marshall		Co-opted
Ken McCrea		Co-opted
Hilary Mullen		Elected Academic Representative
Susan Rosser		Independent
John Smith		Independent
Terri Teasdale		Independent
Sue West		Senate Nomination
Phil Wood		Senate Nomination

Officers

Name	Role	Category of membership
Ellie Smith	Secretary	Clerk to the Council
Marcus Wood	Minute Secretary	N/A

In attendance

Name	Role
Sean Mackney	Pro Vice-Chancellor (Education)
Tim Middleton	Pro Vice-Chancellor (Research & Enterprise)
Kerry Jenkins	Acting Director of Finance
Steve Dewhurst	Director of Strategic Development & Planning

Apologies

Name	Role	Category of membership
Baljit Dhillon		Independent
Maggie James		Independent
Lise Llewellyn		Independent
Anthony Murphy		Independent
Bob Shennan		Independent

Committee Business

Welcome of members

17.01 The Chair welcomed members to the meeting. It was noted that it was the first meeting of Council for Susan Rosser. The Chair also welcomed Kerry Jenkins, Acting Director of Finance, to her first meeting.

Declaration of potential conflicts of interest

17.02 No conflicts of interest were declared.

Minutes and Action Sheet of the previous meeting

17.03 The Open minutes of the meeting of 21 November 2016 were approved and signed as an accurate record. All Actions were either on the agenda or noted as completed.

Matters Arising

17.04 There were no matters arising.

Report on Chair's Actions

Modern Slavery and Human Trafficking Statement (Paper C/17/01)

17.05 Chair's Action had been taken to approve the statement which had now been placed on the University website and integrated into the annual business cycle. Council endorsed the decision.

University Matters

Vice-Chancellor's Report to Council (Paper C/17/02)

Note: This item was considered under Reserved Business.

NSS 2015-16 and Action to address (Presentation)

17.06 The Pro Vice-Chancellor (Education) updated Council on the University's current National Student Survey position and actions for improvement. Departments had been supplied with performance dashboards, including competitor analysis, to inform development. A copy of the presentation would be circulated to members.

Action: Minute Secretary

17.07 It was noted that development of the Teaching Excellence Framework might affect the future shape of the NSS as this was considered by government to need attention as a measure of quality. This may also be impacted by the move to subject-level TEF information.

Employer Engagement (Presentation)

17.08 The Pro Vice-Chancellor (Research and Enterprise) updated Council on progress including the development of degree apprenticeship programmes and the formation of Innovation Hubs.

17.09 Council noted the following:

- The University had committed to HEFCE to deliver 400 degree apprenticeships during 2017-18 across 8-10 standards:
 - Bucks had been approved for entry to the register to work with apprenticeship levy paying organisations;
 - it had also been approved to offer apprenticeships to smaller non-levy paying organisations, i.e. SMEs;
 - A decision was awaited on an application to be an End Point Assessor, which was key for development of particular programmes.
- Admission to these registers was proving successful with interest already expressed from several external organisations.
- Key sources of labour market intelligence to inform developments included ongoing collaboration with Bucks Business First and the Thames Valley Chamber of Commerce.
- Both levy paying and non-levy paying organisations are being targeted. Resources are being realigned to maximise delivery.
- Larger levy payers could 'gift' their contribution to organisations in their supply chain if they were not likely to spend it all directly – providing greater opportunities for collaboration.

17.10 Council welcomed these developments and asked to be kept updated on development.

Action: Pro Vice-Chancellor (Research & Enterprise)

Students' Union President's Report (Paper C/17/03)

17.11 The SU President presented the report. This included an update on recent activities, the result of sabbatical officer elections, as well as concerns related to the Transformation Project – including in particular its pace and feasibility.

17.12 Council discussed the report with the President and noted the following:

- The SU and the President himself supported the Transformation Project;
- SU officers had already been involved in development of the programme plan;
- Further work is needed to identify how to support and embrace other parts of the student cohort. It was noted that the SU have recently appointed students to 7 (of 8) part-time officer roles in part to address this.

17.13 Council asked the President how it could provide reassurance to students that concerns were being considered. The President noted the need for information he could pass to the Union Council on issues which were of concern to them.

17.14 Council also welcomed developments from the SU to support mental health issues and forwarded its congratulations to the successful sabbatical officer candidates. It looked forward to working with the new team in due course.

Minutes from University Committees (Paper C/17/04)

17.15 The following minutes from University Committees were received.

- Senate (14 December 2016)
- Quality & Standards Committee (23 November 2016 and 15 February 2017)
- Research & Enterprise Committee (18 November 2016)

17.16 The Vice-Chancellor drew attention to the following:

- The publication of a league table based on academic teaching qualifications where Bucks had been placed 29th out of 129 institutions (See Senate minute 16.198)
- The appointment of Dr Sharon Edwards as the University's first 'home-grown' National Teaching Fellow (See Senate minute 16.199). Council forwarded its congratulations to Dr Edwards.

Use of the University Seal and Coat of Arms (Paper C/17/05)

17.17 The report was received.

Council Committee Matters

Resources Committee

Minutes of the meeting held on 7 March 2017 (Paper C/17/06A)

17.18 Council received the Open minutes from the meeting.

Financial position and forecast for 2016-17 (Paper C/17/07)

Note: This item was considered under Reserved Business.

Update on Chiltern Student Village (CSV) (Paper C/17/08)

Note: This item was considered under Reserved Business.

Update on Missenden Abbey (Verbal)

17.19 Following an invitation to tender, the University had contracted BDO to advise on a range of options for the future of Missenden Abbey. A full report would be provided to Council when the detailed advice had been received and considered initially by the Missenden Abbey Board.

Update on BEST Loan Agreement (Paper C/17/09)

17.20 Council noted the loan agreement which had been drawn up in accordance with a recommendation from the University's external auditors.

Audit Committee

Minutes of the meeting held on 21 February 2017 (Paper C/17/10A)

17.21 Council received the Open minutes from the meeting. The meeting included discussion of the first Internal Audit reports from the following areas:

- Student Retention
- Student Number Planning
- Prevent Duty arrangements

HEFCE Assurance Review: Final Report (Paper C/17/11)

17.22 Council received the report. There was one recommendation related to accountability information and the need for Council to approve the five-yearly financial forecast tables and accompanying commentary before submitting to HEFCE following an issue identified in 2015. Action had already been taken to address the issue and the relevant Council minute recorded approval of the 2016 submission accordingly.

HEFCE Annual Provider Review (Verbal)

17.23 The Clerk to the Council provided a verbal update. Following submission of the University's Annual Provider Review submission in December, HEFCE had raised questions about:

- a) Quality assurance of partners; and
- b) Outcomes of the 2016 National Student Survey with some areas noted as below benchmark

It was noted that Bucks was one of a number of institutions to receive a query in the first year of the new quality framework.

17.24 The University had been invited to respond to the queries and had submitted a response and the accompanying evidence by the deadline of 9 March.

Governance Committee

Minutes of the meeting held on 7 February 2017 (Paper C/17/12)

17.25 Council received the Open minutes from the meeting.

Annual Health & Safety Report (2015-16) and Planned Activities (2016-17) (Paper C/17/13)

17.26 Council approved the report and planned activities.

Amendments: Health & Safety Policy (Paper C/17/14)

17.27 Council approved the amendments to the policy.

Amendments: Council Procedures (Paper C/17/15)

17.28 Council approved the amendments which related to the involvement of staff members on Council sub-committees and processes governing the election of members.

Calendar of Meetings: September 2017 – December 2018 (Paper C/17/16)

17.29 The calendar of meetings was noted. Strategic meetings of Council were being reinstated during October and February. The calendar would be incorporated in the annual update of the Governance Handbook during the summer.

17.30 The Vice-Chancellor noted the dates for the University's graduation ceremonies during the week 4-8 September 2017 and encouraged Council members to attend.

Remuneration Committee

Note: This item was considered under Reserved Business.

Honorary Awards Committee

Note: This item was considered under Reserved Business.

Other Business

Date of next meeting

- 17.31 The next meeting of Council was confirmed as being held on 6 June 2017 from 1.30pm to 6.00pm where a strategy workshop would be held. The location would be confirmed and advised in due course.
- 17.32 The meeting was closed at 6.05pm.

Signed: _____ Date: _____
Michael Hipkins (Chair of Council)

Drafted (Minute Secretary):	21-Mar-2017
Checked (Clerk to the Council):	24-Mar-2017
Checked (Vice-Chancellor):	24-Mar-2017
Confirmed for circulation (Chair):	27-Mar-2017