

## UNIVERSITY OF GLOUCESTERSHIRE

## UNIVERSITY COUNCIL

## Minutes of the meeting held on 26 March 2019 at 4.45 pm, in C11 Cyber Security and Digital Innovation Centre, Berkeley Green

**Membership:**

Ms Madi Azizi	✓
Mr Peter Bungard	✓
Mr Matthew Burgess	A
Mr Paul Davies	✓
Ms Nicola de longh	✓
Mr Chris Fung	✓
Ms Maisie Jerrim	✓
Mr Dai Jones	A
Mr Martin Jones	✓
Mr Stephen Marston	✓
Mr Allen Mawby	✓
Mr Stephen Maycock	✓
Dr Andrew Misiura	✓
Mrs Karen Morgan (Chair)	✓
Ms Mehjabeen Patrick	✓
Mr Daniel Ramsay	✓
Mrs Pam Sissons	✓
The Rt Revd Robert Springett	✓
Mr Angus Taylor	A

**Board Apprentices:**

Mr Prince Kamalaneson	✓
Ms Christine Walwyn	✓

**In attendance:**

Ms Margaret Bird	Director (Human Resources)
Ms Andrea Chalk (for item C.19.46)	Director (Quality and Academic Services)
Mr Stewart Dove (for item C.19.44)	Director (Student Support)
Professor David James	Dean (Academic Development)
Dr Richard O'Doherty	Deputy Vice-Chancellor
Mrs Camille Stallard	Director (Finance and Planning)
Mr Dominic Stone (for item C.19.46)	Head (Academic Partnerships)
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Mrs Penny Gravestock (Minutes)	Assistant Secretary to Council

**C.19.28 Prayer**

The Rt Revd Robert Springett opened the meeting with a prayer.

**C.19.29 Chair of Council (there was no paper C/17/19)**

C.19.29.1 Received: a verbal update from the University Secretary and Registrar regarding the appointment of a new Chair of Council. It was reported that the selection panel had been unable to recommend an appointment, and that the Governance and Nominations Committee had met that day to agree the next steps.

C.19.29.2 Noted:

- a. that the Governance and Nominations Committee had agreed that a second round of recruitment should take place, and that an executive search firm should be appointed to support the process;
- b. the tender process to appoint a firm would begin immediately;
- c. a preliminary timeline had been set, which would require an extra meeting of Council to be called for 26 July 2019 to confirm the appointment (or the scheduled meeting in October 2019 would be used if necessary);
- d. as there was to be a longer period without a permanent Chair, the Committee had agreed that an election process should be undertaken to appoint an Interim Chair (and Vice-

Chair if necessary) until a permanent appointment was made. The University Secretary and Registrar would be inviting members of Council to express their interest in standing.

**C.19.30 Welcome and Apologies**

Received: apologies for absence from Mr Matthew Burgess, Mr Dai Jones, and Mr Angus Taylor.

**C.19.31 Business of the Agenda**

Noted:

- a. that agenda items C.19.44 and C.19.46 would be taken as the first main items for discussion;
- b. that there were no requests to unstar any item and that therefore paper C/33/19 would be taken as approved as stated.

**C.19.32 Declarations of Interest**

Received: declarations of interest from Mr Martin Jones for C.19.40 and C.19.41 and it was agreed that he would leave the meeting for these items.

**C.19.33 Minutes of the meeting held on 5 February 2019**

Resolved: the minutes were agreed as an accurate record of the meeting held on 5 February 2019.

**C.19.34 Matters Arising (C/18/19)**

C.19.34.1 [C.19.21.3] *Brexit and the University of Gloucestershire*

Noted: that a statement for students on Brexit had been published after discussion with the Students' Union.

C.19.34.2 [C.19.16.3] *CONFIDENTIAL: Financial and Operating Performance Report*

This was considered under Confidential Business

**C.19.35 Chair's Business**

C.19.35.1 Noted: that since the meeting on 5 February 2019, there had been one decision made by circulation related to the UCEA questionnaire due for submission by 18 March 2019. Council agreed that the University:

- a. should opt into the national pay bargaining for 2019/20;
- b. should express its preferred ranged for any uplift to salaries as 1 – 1.5% in the submission to UCEA.

Council also noted that the University:

- a. should retain its option, within the national framework, of deferring payment of any award until July 2020, giving a saving of £800,000 for 2019/20 and helping to avoid a further reduction in the number of staff employed through redundancy;
- b. could explore with its recognised trade unions deferring payment of increments to the relevant staff depending upon financial circumstances in the future.

C.19.35.2 Noted: that the Company Seal had been used on one occasion on 4 March 2019 for a deed of variation for the Hartpury Nomination Agreement at Blackfriars.

**C.19.36 Vice-Chancellor's Report (C/19/19)**

Received and noted: a paper updating Council on major developments affecting the University since the meeting held in February 2019. The following were highlighted:

- a. the Chancellor's Spring Statement which included expectations related to the Spending Review, and the upcoming publication of the Augar Review;
- b. the opening of the Business School and Growth Hub at Oxstalls, for which the Chancellor of the Exchequer visited the University;
- c. the latest news regarding the consortium bid led by University of Bristol for a 'Cyber Wales and West' project to the Government's Strength in Places fund, noting the University's plans and share of the resource if funding was awarded;
- d. the University's work for issues about equality and diversity, including the submission to the Office for Students (OfS) of a new five year strategy for student access and participation, the review to address inequality for underrepresented groups, and the engagement with the Athena SWAN Charter for gender equality.

**C.19.37 Report from the Students' Union (C/20/19)**

Received and noted: an update from the Students' Union. The following were highlighted:

- a. the recent elections for full time officers for 2019/20;
- b. the SimOn feedback received, particularly related to students' cost of living concerns, and Your Future Plan;
- c. the update of the Operational Plan included in the paper. It was noted that the RAG ratings in the Plan related to timings, rather than risk.

**C.19.38 CONFIDENTIAL: Financial and Operating Performance Report (C/21/19)**

This item was discussed under Confidential Business.

**C.19.39 CONFIDENTIAL: Update on recent developments with INTO since January 2019 (C/22/19)**

This item was discussed under Confidential Business.

Mr Martin Jones left the meeting.

**C.19.40 CONFIDENTIAL: SGS/WISE Campus (C/23/19)**

This item was discussed under Confidential Business.

**C.19.41 CONFIDENTIAL: Swindon Institute of Technology (C/24/19)**

This item was discussed under Confidential Business.

Mr Martin Jones returned to the meeting.

**C.19.42 CONFIDENTIAL: Report from SSF Council Sub-Group**

This item was discussed under Confidential Business.

**C.19.43 Engineering Technologies Portfolio Development – Business Case (C/25/19)**

C.19.43.1 Received: the business case which included the project definition, supporting financial appraisal, and approach for the establishment of an engineering technologies subject community within the School of Business and Technology. The Director (Finance and Planning) reported that the paper had been considered by Finance and General Purposes Committee, and highlighted:

- a. the targeted development (which did not cover the full breadth of engineering) which required a low level of investment;
- b. its position alongside other developments presented to Council to secure £17M in capital grants in Swindon;
- c. the basis of the business case around a prudent approach to setting student number projections;
- d. the number of shared modules;
- e. the proposed 'soft launch' for 2019/20, with a full course running from 2020/21, noting that some applications had already been received;
- f. that whilst there was an anticipated cash shortfall for the initial years, any capital investment would come from the normal University expenditure.

C.19.43.2 Considered: there was an extensive discussion regarding the language of the business plan, with some concern raised that the proposed descriptors may prove confusing for potential students who might expect a more traditional engineering programme, which could raise the risk of future complaints if students felt they had been mis-sold the course. It was reported that the course titles had been proposed by the Academic Subject Leader for Engineering, a professional academic engineer, that the University had worked with local companies to identify their requirements, and that key stakeholders were supportive of the proposals. It was also noted that the programmes would be scrutinised through the validation process.

C.19.43.3 Resolved: Council noted and endorsed the business case for establishment of an engineering technologies subject community. In response to the concern raised regarding the language of the proposal, it was suggested that Mr Chris Fung should meet with the Academic Subject Leader, Dr Salah Al-Majeed, to look at the marketing materials as they were developed.

**ACTION: to be arranged by the Deputy Vice-Chancellor and Mr Chris Fung**

**C.19.44 Update Report – Halls of Residence Occupancy 2019/20 (C/26/19)**

Received and noted: an update on the current situation of the University's residences and recruitment, and outlining actions that had been taken to maximise occupancy in 2019/20 and beyond. This included marketing to returning students for the first time, reducing the number of other beds available for the new academic year by ending another lease, and reducing the nomination for Pittville Student Village.

**C.19.45 CONFIDENTIAL: Annual Review of Partnerships (C/27/19)**

This item was discussed under Confidential Business.

**C.19.46 Annual Business Review of Collaborative Partners (C/28/19)**

C.19.46.1 Received and noted: a summary of the standing of the University's current collaborative partners following the recent Annual Business Review (ABR) held on 5 March 2019, together with an outline of partnership development opportunities. The Academic Registrar reminded members that this provided assurance that the University was monitoring and managing its academic partnerships, and that the ABR had incorporated considerably more financial and academic detail than the high-level outcomes presented in the paper.

C.19.46.2 Considered: the criteria for the RAG (Red/Amber/Green) rating used in the report and what the different levels meant. Whilst accepting that there was more detail underpinning the report, members requested that future reports contained an additional column with some further context behind each partnership's rating. It was noted that the rating was used to work with individual partnership institutions to help improve, and that changes were monitored at an interim ABR.

**C.19.47 Student Retention (C/29/19)**

C.19.47.1 Received: an update on School-specific plans to address student retention issues. It was reported that concerns regarding retention continued across the institution, but that the University's position was still slightly better than its benchmark. The paper provided a full set of figures across all Schools and an associated response from each area.

C.19.47.2 Noted:

- a. that Council was asked to consider the report as assurance of the University's approach to identifying concerns over student retention and putting in place action plans to respond to those concerns;
- b. the extension of the remit of the Induction Working Group, led by the Student Registrar, to take ownership of the work related to retention;
- c. particular concerns about the higher drop out rates in level 4, as students moved into higher education, and the challenge of addressing the attainment and retention gap between black and minority ethnic (BME) and white students.

**C.19.48 Risk Management Report: University Risk Register and Action Plan 2018/19 (C/30/19)**

C.19.48.1 Received: a summary of developments with the University Risk Register and Action Plan, and recommended updates to the Risk Management Policy.

C.19.48.2 Resolved: Council considered and approved:

- a. the updated Risk Register and Action Plan for 2018/19; and
- b. the updated Risk Management Policy.

**C.19.49 Operating Plan and Institutional KPIs 2018/19 – February Update (C/31/19)**

C.19.49.1 Received: the update of the 2018/19 Operating Plan and Key Performance Indicators (KPIs), with an assessment of progress for each priority area. It was reported that the report was presented in parallel with the Risk Register, and that work had begun to develop the 2019/20 Plan.

C.19.49.2 Noted: the 2018/19 performance to date, noting that it had been considered previously by Audit Committee at its meeting held on 8 March 2019.

**C.19.50 Council Schedule of Business (C/32/19)**

Considered: the Schedule of Business, and agreed the following changes:

- a. that a report on International Recruitment would be added (minute C.19.39.3 refers);
- b. an extra meeting may be required to confirm the appointment of a permanent Chair of Council on 26 July 2019 (minute C.19.29.2 refers).

**ACTION: University Secretary and Registrar**

**C.19.51 Continuation in the Board Apprentice Scheme\* (C/33/19)**

Resolved: on the recommendation of Governance and Nominations Committee, Council approved the search for a new Board Apprentice in 2019/20.

**C.19.52 Minutes from Council Committees and Academic Board\***

Noted: the minutes from the following meetings would be available from <https://infonet.glos.ac.uk/departments/registry/committees/Pages/default.aspx>

- a. Audit Committee, 8 March 2019;
- b. Finance and General Purposes Committee, 12 March 2019;
- c. Remuneration and Human Resources Committee, 14 March 2019;
- d. Academic Board, 20 March 2019.

**C.19.53 Any Other Business**

No other business was raised.

**C.19.54 Date of Next Meeting**

Tuesday, 14 May 2019, in **TC218B, Oxstalls Campus, Gloucester**

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**Action list for the meeting held 26 March 2019**

Minute number	Action	Responsibility
C.19.43	<i>Engineering Technologies Portfolio Development – Business Case</i>	
C.19.43.3	<u>Resolved:</u> Council noted and endorsed the business case for establishment of an engineering technologies subject community. In response to the concern raised regarding the language of the proposal, it was suggested that Mr Chris Fung should meet with the Academic Subject Leader, Dr Salah Al-Majeed, to look at the marketing materials as they were developed.	to be arranged by the Deputy Vice-Chancellor and Mr Chris Fung
C.19.50	<i>Council Schedule of Business</i> <u>Considered:</u> the Schedule of Business, and agreed the following changes: <ol style="list-style-type: none"> <li>a. that a report on International Recruitment would be added (minute C.19.39.3 refers);</li> <li>b. an extra meeting may be required to confirm the appointment of a permanent Chair of Council on 26 July 2019 (minute C.19.29.2 refers).</li> </ol>	University Secretary and Registrar