

## UNIVERSITY OF GLOUCESTERSHIRE

## UNIVERSITY COUNCIL

Minutes of the meeting held on 29 June 2021 at 11.15 am via Microsoft Teams.

**Membership:**

Ingrid Barker	✓
Luc Brown	✓
Peter Bungard	✓
Paul Crichard	✓
Nicola de longh (Chair)	✓
Chris Fung	✓
Steve Gardiner	✓
Stephen Marston	✓
Steve Mawson	A
Stephen Maycock	✓
Dr Andrew Misiura	✓
Imaani Mitchell	✓
Mehjabeen Patrick	✓
Daniel Ramsay	✓
Dr Adeela Shafi	✓
Pamela Sissons	✓
Elonka Soros	✓
David Soutter	✓
The Rt Revd Robert Springett	✓
Dr Peter Warry	✓

**Board Apprentices:**

Julia Hopkins	A
Sophie Perret	✓

**In attendance:**

Stewart Dove (for C.21.85 and 86)	Student Registrar
Lindsey Ingle (for C.21.85)	Head of Financial Performance and Analysis
Professor David James	Dean (Academic Development)
Aimee Jones	Incoming Student Member
Professor Jackie Labbe	Deputy Vice-Chancellor
Camille Stallard	Chief Financial Officer
Asha Sutton	Incoming Student Member of Council
Gemma Tandy (for C.21.85)	Head of Employability and Work Based Learning
Julie Walkling	Incoming External Member of Council
Dr Nigel Wichall (for C.21.83)	Director of Estates
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Penny Gravestock (Minutes)	Assistant Secretary to Council

**C.21.72 Prayer**

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

**C.21.73 Welcome and Apologies**

Received: apologies for absence from Julia Hopkins and Steve Mawson. The Chair welcomed the incoming Student Members, noting the benefit of having both incoming and outgoing Members together at this meeting for continuity.

**C.21.74 Business of the Agenda**

Noted: that there had been no requests to unstar any items on the agenda and that therefore it would be assumed that papers C/62/21 – C/68/21 had been approved or noted as stated

**C.21.75 Declarations of Interest**

Noted: that there were no declarations of interest.

**C.21.76 Minutes of the meeting held on 11 May 2021**

Resolved: the minutes were agreed as an accurate record of the meeting held on 11 May 2021.

**C.21.77 Matters Arising (C/48/21)**

Received and noted: the matters arising as outlined in the paper.

**C.21.78 Chair's Business (C/49/21)**

- C.21.78.1 Received and noted: the Chair's report, outlining key meetings and focus areas since 29 June 2021.
- C.21.78.2 Received: updates from each of the Committee Chairs on key discussions held at recent meetings:
- a. Audit and Risk Committee, 4 June 2021;
  - b. Finance and General Purposes Committee, 8 June 2021;
  - c. Remuneration and Human Resources Committee, 9 June 2021;
  - d. the joint meeting of Finance and General Purposes and Remuneration and Human Resources Committees, 9 June 2021;
  - e. Council Chairs' Group, 18 June 2021.
- C.21.78.3 Noted: that since the last meeting, there had been no decisions made by circulation nor any exercise of delegation. There had been one use of the Company Seal on 26 May 2021 for a Deed of Rectification between the University, Aviva Staff Pension Trustee Limited, and Cityheart Gloucester Limited.

**C.21.79 Students' Union Update (C/50/21)**

- C.21.79.1 Received and noted: the Students' Union (SU) update noting that it included some reflection on the academic year and priorities for 2021/22. The following points were highlighted:
- a. the effect of the pandemic on activities, noting that whilst the Officers had been elected on manifestos written before the lockdowns, they had managed to adapt most points to meet the challenges of the new environment;
  - b. the introduction of Welcome Week instead of 'Freshers', noting the associated media coverage;
  - c. the growth in social media engagement;
  - d. the new Officer roles for 2021/22;
  - e. the appendix to the report which was a paper submitted to the University outlining why an impartial advice service was considered to be so important and the request for financial support. It was noted that the complexity of the advice needed had grown and that it was felt that the Students' Union could not continue to offer advice to students until a professional service was put in place.
- C.21.79.2 Considered: the request for funding for an advice service. It was noted that it would need to be considered as part of discussions regarding the overall budget framework for the Students Union. Council thanked the outgoing Student Members for the job they had done through particularly difficult circumstances, noting in particular the quality of reporting and professionalism.

**C.21.80 CONFIDENTIAL: Vice-Chancellor's Report (C/51/21)**

- Received and noted: a paper updating Council on major developments affecting the University since the previous meeting. It was noted that a Covid update (C/51a/21) had been circulated separately. The following points were highlighted:
- a. the plans to prepare for the next academic year following the end of lockdown on 19 July 2021, noting that the timetable for 2021/22 was being designed on the basis that there would be no further social distancing requirements;
  - b. that the University was working with local public health services to establish whether a 'pop up' vaccination centre could be arranged on campus for the start of the academic year;
  - c. the new framework for agile working was being finalised;
  - d. the publication of the Skills and Post-16 Education Bill, noting in particular that the Office for Students was now empowered to assess the quality of, and standards applied to, higher education in relation to the outcomes achieved by students;
  - e. the separate bill on Freedom of Speech in Universities, noting that it was not expected to have major operational significance for the University;
  - f. an update on student recruitment, noting the latest data in comparison with that seen at the same time the previous year;
  - g. the University's framework for blended learning to focus on where specific activities would benefit students by being online. In response to a question, the Vice-Chancellor highlighted the work by course teams to decide how courses were best delivered, noting that it would vary between subject areas;
  - h. Academic Board's approval of a new framework for the University to pursue decolonising the curriculum, as part of the wider strategy for promoting equality, diversity and inclusion;
  - i. an update on industrial relations at the University.

- C.21.81 CONFIDENTIAL: May Financial Performance Report (C/52/21)**  
This item was discussed under Confidential Business.
- C.21.82 CONFIDENTIAL: 2021/22 Budget (C/53/21)**  
This item was discussed under Confidential Business.
- C.21.83 CONFIDENTIAL: City Campus Business Case (C/53/21)**  
This item was discussed under Confidential Business.
- C.21.84 CONFIDENTIAL: Implementation of University of Gloucestershire Professional Services Ltd (C/55/21)**  
This item was discussed under Confidential Business.
- C.21.85 CONFIDENTIAL: Graduate Outcomes and Proceed: Analysis and Actions (C/56/21)**  
This item was discussed under Confidential Business.
- C.21.86 The Office for Students – Statement of Expectations: ‘Prevent and address harassment and sexual misconduct’ (C/57/21)**
- C.21.86.1 Received and noted: a report outlining how the University measured against the Office for Students’ (OfS) ‘statement of expectations’ for the sector to develop policies, strategies, and systems to both prevent and address harassment and sexual misconduct. The Student Registrar noted that the University had to report back to the OfS by the end of June 2021 following the publication of the statement in April 2021, so there had not been time to hold discussions across the institution on this occasion. It was reported that, whilst there had been a number of points of good practice highlighted, the focus going forward would be on those areas requiring further development.
- C.21.86.2 Considered:
- a. whether the University had the right level of leadership around the equality, diversity, and inclusion (EDI) agenda, particularly related to compliance with the Equalities Act, as there was a concern that the institution was not leading in this area of activity. It was reported that the Equality, Diversity and Inclusion Committee, chaired by the Director of Human Resources with the Student Registrar as the Vice-Chair, provided the corporate lead for EDI. It was noted that this particular piece of work to report back to the OfS was simply responding to the statement, not looking at wider compliance. Assurance was given that as the reporting developed, there would be wider engagement, particularly with the Students’ Union and the Trades Unions;
  - b. the need to ensure that the University had the right reporting culture underpinned by appropriate processes and procedures;
  - c. the importance of ensuring procedures include an external element where appropriate;
  - d. the need for feedback on how many cases were reported at the University and where improvements were being made. It was noted that reports received from students were tracked, and that an annual report would be presented to the Equality, Diversity, and Inclusion Committee, University Executive Committee, and the Students’ Union. It was suggested that this report should also be presented to Council;
  - e. that the Students’ Union had considered the report at its Annual General Meeting and were working with the University. It was noted that students did not always realise what support was available, so it was important to raise visibility and explain what should be reported. This would be part of the induction for the new academic year.
- C.21.87 Operating Plan and Institutional KPIs 2021/22 (C/58/21)**
- C.21.87.1 Received: a draft of the University’s Operating Plan and supporting institutional Key Performance Indicators (KPIs) for 2021/22. It was noted that this would be the final Operating Plan for the current Strategic Plan.
- C.21.87.2 Resolved: Council reviewed and affirmed the Operating Plan and KPIs for 2021/22.
- C.21.88 Risk Management Report: June 2021 Update (C/59/21)**
- C.21.88.1 Received: an updated version of the Risk Register and Action Plan for 2020/21. The University Secretary and Registrar noted the changes highlighted within the paper, and confirmed that actions 2.6, 3.5 and 7.4 had been completed. Members were reminded that two risk meetings had been arranged for 16 and 17 August 2021.
- C.21.88.2 Resolved: Council approved the Risk Management Report, including the updated Risk Register

and Action Plan for 2020/21.

- C.21.89 CONFIDENTIAL: Council Membership: Update on current and planned recruitment of members to Council and its Sub-Committees (C/60/21)**  
This item was discussed under Confidential Business.
- C.21.90 Governance Review Update (C/61/21)**
- C.21.90.1 Received: an update on the Action Plan to respond to recommendations and suggestions received in the 2020 review of governance.
- C.21.90.2 Resolved: Council:
- a. noted the update on progress with responding to the agreed Action Plan;
  - b. approved the creation of the role of Senior Independent Governor (SIG) as described in the Role Description; and to conduct a review of the operation of the role for consideration at the meeting of Governance and Nominations Committee in December 2023 (in line with discussion at the Committee in February 2021);
  - c. endorsed the approach recommended by Governance and Nominations Committee to ensure staff members were heard directly;
  - d. agreed to not introduce an additional meeting, for the reasons outlined in the paper,
- C.21.91 Approval of Statement of Primary Responsibilities, Scheme of Delegations, and Council Role Descriptors for 2021/22\* (C/62/21)**  
Resolved: Council approved the Statement of Primary Responsibilities, Scheme of Delegations, and Council's suite of role descriptors for 2021/22.
- C.21.92 Council and Committees Terms of Reference: annual review\* (C/63/21)**  
Resolved: Council:
- a. considered its own terms of reference and did not make any recommendations for change;
  - b. considered and approved the Terms of Reference documents for its committees (including the recommendation for change to the Council and Foundation Standing Group);
  - c. noted the remit for Academic Board, which would be reviewed by the Board at its meeting in July 2021.
- C.21.93 People and Culture Strategy Update\* (C/64/21)**  
Noted: progress with the People and Culture Strategy.
- C.21.94 Information Strategy Update\* (C/65/21)**  
Received and considered: the Information Strategy Update.
- C.21.95 Annual Review of OfS Conditions of Registration\* (C/66/21)**  
Noted: the summary of conditions of registration with the Office for Students.
- C.21.96 CONFIDENTIAL: Annual Report from Integrity and Ethics Committee\* (C/67/21)**  
This item was considered under Confidential Business.
- C.21.97 Council Schedule of Business\* (C/68/21)**  
Noted: the Schedule of Business.
- C.21.98 Minutes from Council Committees\***  
Noted: that the minutes from the following meetings would be available from <https://connectglosac.sharepoint.com/sites/UniversityCommittees>:
- a. Audit and Risk Committee, 4 June 2021;
  - b. Finance and General Purposes Committee, 8 June 2021;
  - c. Remuneration and Human Resources Committee, 9 June 2021;
  - d. Governance and Nominations Committee, 16 June 2021.
- C.21.99 Any Other Business**  
Noted: that it was the last meeting for Luc Brown, Peter Bungard, Imaani Mitchell, and Sophie Perret. Council thanked them for their work and support for the University.
- C.21.100 Date of Next Meeting**  
5 October 2021 at 3.15 pm. It was anticipated that this meeting would be held on campus and would be followed by a Council dinner in the evening.