

UNIVERSITY OF GLOUCESTERSHIRE

UNIVERSITY COUNCIL

Minutes of the meeting held on 30 June 2020 at 4.30 pm via Microsoft Teams.

Membership:

Ms Ingrid Barker	✓
Mr Luc Brown	✓
Mr Peter Bungard	✓
Ms Nicola de longh (Chair)	✓
Mr Chris Fung	✓
Mr Steve Gardiner	✓
Mr Dai Jones	✓
Mr Martin Jones	✓
Mr Stephen Marston	✓
Mr Allen Mawby	✓
Mr Steve Mawson	A
Mr Stephen Maycock	✓
Dr Andrew Misiura	✓
Ms Imaani Mitchell	✓
Mrs Karen Morgan	✓
Ms Mehjabeen Patrick (until C.20.87)	✓
Mr Daniel Ramsay	A
Mrs Pam Sissons	✓
The Rt Revd Robert Springett	✓
Dr Peter Warry	✓

Board Apprentice:

Ms Sophie Perret	✓
------------------	---

In attendance:

Professor David James	Dean (Academic Development)
Ms Jess Lawson (for C.20.84)	Head of Planning
Dr Richard O'Doherty	Deputy Vice-Chancellor
Mr James Seymour (for C.20.86)	Director (Communications, Marketing, and Student Recruitment)
Mrs Camille Stallard	Chief Financial Officer
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Mrs Penny Gravestock (Minutes)	Assistant Secretary to Council

C.20.74 Prayer

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

C.20.75 Welcome and Apologies

C.20.75.1 Received: apologies for absence from Mr Steve Mawson and Mr Daniel Ramsay.

C.20.75.2 Noted: that it was the first meeting for Mr Luc Brown and Mr Steve Gardiner, and that it had been agreed that Ms Sophie Perret should have a second term as Board Apprentice from 1 September 2020 to 31 August 2021.

C.20.76 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/56/20 to C/59/20 had been approved or noted as stated.

C.20.77 Declarations of Interest

Received: a declaration from Mr Stephen Marston in relation to agenda item C.20.87 due to his role as a board member of Advance HE.

C.20.78 Minutes of the meeting held on 12 May 2020

Resolved: the minutes were agreed as an accurate record of the meeting held on 12 May 2020.

C.20.79 CONFIDENTIAL: Matters Arising (C/46/20)

C.20.79.1 [C.20.32.2] *CONFIDENTIAL: Matters Arising: Project Review*
This item was discussed under Confidential Business.

- C.20.79.2 [C.20.60.3] **CONFIDENTIAL: COVID-19: University Response and Scenarios for Operational Delivery**
This item was discussed under Confidential Business.
- C.20.79.3 [C.20.70.1] **Council Schedule of Business**
Noted: that recommendations for the Head of Business School, The Director (Human Resources) and, following the earlier briefing session, the Head of School (Education and Humanities) would be invited to future meetings. It was also noted that an extra meeting of Council had been arranged for 3 September 2020 to agree the 2020/21 budget.
- C.20.80 Chair's Business (C/47/20)**
- C.20.80.1 Received and noted: the Chair's report, outlining key meetings and focus areas since May 2020. The Chair updated Council on recent discussions held at the Chairs' Group meeting held on 5 June 2020, noting in particular consideration of the scenario planning for 2020/21, developments in the Faculty of Education and Humanities, and discussions around the University's Vision. It was reported that a series of focus groups about research, sustainability, and community were being arranged and to which Council members would be invited.
- C.20.80.2 Received: updates from each of the Committee Chairs on key discussions held at recent meetings:
- a. Council and Foundation Standing Group, 29 April 2020;
 - b. Governance and Nominations Committee, 3 June 2020;
 - c. Audit Committee, 5 June 2020;
 - d. Finance and General Purposes Committee, 9 June 2020;
 - e. Remuneration and Human Resources Committee: 10 June 2020.
- C.20.80.3 Noted: that since the last meeting on 12 May 2020, there had been no exercise of delegation, and no use of the Company Seal. There had, however, been one decision made by circulation. In response to an email sent on 19 June 2020, Council approved:
- a. the extension of Julie Atherton's appointment to Audit Committee for a second 1-year co-option, ending 31 August 2021;
 - b. the appointment of Liz Narey to the 4-year co-opted position on F&GP, commencing on 1 December 2020;
 - c. the timeline and process for the appointment of an executive search firm or consultant, and for the appointment of a new External Member of Council, to start their term of office on 8 December 2020.
- C.20.81 CONFIDENTIAL: Vice-Chancellor's Report (C/48/20)**
Received and noted: a paper updating Council on major developments affecting the University since the meeting held on 12 May 2020. The following were highlighted:
- a. the upcoming publication of a Government White Paper for further and higher education, and early indications of what it may contain, including potential changes to the admission cycle;
 - b. the University's latest recruitment position, noting that a further update would be considered by Council later in the meeting;
 - c. the position regarding the Humanities subject areas, as discussed in the briefing session immediately before the meeting;
 - d. the revised deadlines for the Research Excellence Framework;
 - e. the effect of the pandemic in the University's work to support students gaining employability skills and to progress to successful careers. It was noted that a full analysis of the Graduate Outcomes survey would be presented to Council at its meeting in October 2020.
- ACTION: Vice-Chancellor**
- f. the launch of the Staff Survey;
 - g. the results of the University's Prevent returns, noting the view of the Office for Students that the University demonstrated due regard to the Prevent duty and was not at higher risk of non-compliance in the future.
- C.20.82 Students' Union Update (C/49/20)**
Received and noted: the Students' Union (SU) update. The following were highlighted:
- a. the latest update of activity;
 - b. the scenario planning and financial situation for 2020/21;
 - c. the launch of the NUS Student Complaint Chain for students who felt they had not received value from their courses due to the pandemic situation, noting that the campaign was moving the responsibility away from individual universities to the Government;

- d. the recent Black Lives Matters protests, noting the statements released by the Students' Union and work to review its processes and democracy systems to ensure they were open to everybody. It was suggested that this was an area where the SU could work collaboratively with the University.

C.20.83 CONFIDENTIAL: Financial and Operating Performance Report (C/50/20)

This item was discussed under Confidential Business.

C.20.84 CONFIDENTIAL: COVID-19: University Response Update (C/51/20)

This item was discussed under Confidential Business.

C.20.85 Risk Management Report: Updated Risk Register and Action Plan 2019/20 (C/52/20)

C.20.85.1 Received: an updated version of the Risk Register and Action Plan for 2019/20. The University Secretary and Registrar highlighted the new risk related to the Covid-19 pandemic and the University's preparation to return to business as normal. It was also noted that further detail had been included around risk 14 related to the student experience as requested by the Audit Committee.

C.20.85.2 Resolved: Council approved the Risk Management Report, including the updated Risk Register and Action Plan for 2019/20. It was noted that two workshops had been arranged for 12 August 2020: the first was an introduction to the University's approach to risk management, which was particularly for new Council members but open to all; and the second was to consider the risk register in preparation for 2020/21.

C.20.86 CONFIDENTIAL: Communications, Marketing and Student Recruitment Update (C/53/20)

This item was discussed under Confidential Business.

C.20.87 Governance review 2020 and development of a governance maturity model (C/54/20)

C.20.87.1 Received: a proposal from Advance HE to undertake a governance review for the University as a pilot for the review of its own governance effectiveness framework. The University Secretary and Registrar reported that this was an opportunity to help develop a new model for the sector to review governance maturity and behaviours, and that the work would be undertaken pro bono. It was noted that the Governance and Nominations Committee had discussed the proposal at length and had approved it to start in July 2020.

C.20.87.2 Noted: the approach to the governance review as outlined in the proposal in the paper.

C.20.88 Council Schedule of Business* (C/55/20)

C.20.88.1 Considered: the Schedule of Business, and made no recommendations for change.

C.20.88.2 Noted:

- a. that the extra meeting scheduled for 3 September 2020 to approve the 2020/21 budget may be too early, but that confirmation would be circulated via email;
- b. that it was anticipated that meetings would continue to be held via Microsoft Teams, at least for the start of 2020/21;
- c. that the 2021 Council Away Day had been moved to June 2021 and that items that were to be considered at the meeting to be held in the original April date had been rescheduled. It was hoped this move would make it more likely that a physical meeting could be held.

C.20.89 Approval of Statement of Primary Responsibilities, Scheme of Delegations, and Council Role Descriptors for 2020/21* (C/56/20)

Resolved: Council approved the Statement of Primary Responsibilities, Scheme of Delegations, and Council's suite of role descriptors for 2020/21.

C.20.90 Council and Committee Terms of Reference: annual review* (C/57/20)

Resolved: Council:

- a. considered its own terms of reference and agreed that there were no changes to be made;
- b. considered and approved the Terms of Reference documents for its committees (including the recommendation for change made by Remuneration and Human Resources Committee).

C.20.91 People and Culture Strategy Update* (C/58/20)

Noted: progress with the People and Culture Strategy.

C.20.92 Internal Audit: Portfolio Review* (C/59/20)

Noted: the Internal Audit report regarding the Portfolio Review.

C.20.93 Minutes from Council Committees*

Noted: that the minutes from the following meetings would be available from <https://connectglosac.sharepoint.com/sites/UniversityCommittees>:

- a. Academic Board, 13 May 2020
- b. Governance and Nominations Committee, 3 June 2020
- c. Audit Committee, 5 June 2020
- d. Finance and General Purposes Committee, 9 June 2020
- e. Remuneration and Human Resources Committee, 10 June 2020

C.20.94 Any Other Business

Noted: that it was the last meeting for Mr Martin Jones, Mrs Karen Morgan, and Dr Richard O'Doherty. Members thanked them for their work and support for Council and the University.

C.20.95 Date of Next Meeting

- Thursday, 3 September 2020, at 11.15 am [*Post note: this meeting was subsequently cancelled*]
- Tuesday, 6 October 2020, at 3.15 pm

UNIVERSITY OF GLOUCESTERSHIRE

UNIVERSITY COUNCIL

Action list for the meeting held 30 June 2020

Minute number	Action	Responsibility
C.20.81	<p><i>CONFIDENTIAL: Vice-Chancellor's Report</i></p> <p>e. the effect of the pandemic in the University's work to support students gaining employability skills and to progress to successful careers. It was noted that a full analysis of the Graduate Outcomes survey would be presented to Council at its meeting in October 2020</p>	Vice-Chancellor