

UNIVERSITY OF LEICESTER

COUNCIL

Minutes of a meeting held on
Thursday 21 March 2013

Present:

Mr R Bettles (Chair)

The Vice-Chancellor	Professor E Murphy
Professor A Abbott	Dr M Rawlinson
Mr G Dixon	Dr N Reed
Mr D Flatt	Professor K Schürer
Mr M Hindle	Professor J Scott
Mr D James	Professor M Thompson
Mr I Johnson	Dr B Towle
Mr D Moore	Professor D Wynford-Thomas

In attendance: the Registrar and Secretary, the Director of Finance, the Director of Estates and Mr N Cox (Assistant Secretary).

Apologies for absence were received from Mr P Ash, Mr P Bateman, Ms J Dunne, Her Hon Judge A Hampton, Dr D Lockett and Mr P Mulvihill.

13/M1 **DECLARATIONS OF INTEREST**

Mr Flatt and Dr Reed declared an interest, as Trustees of the Students' Union, in respect of the business recorded under 13/M17 (Students' Union Memorandum of Understanding).

13/M2 **MINUTES OF THE PREVIOUS MEETING**

Council considered the minutes of the meeting held on 20 November 2012.

Council approved them as a correct record.

13/M3 **VICE-CHANCELLOR'S BUSINESS**

The Vice-Chancellor updated Council on significant matters of interest affecting the University since the last meeting. The major item was the announcement made by the University, in February 2013, that the individual whose remains had been discovered at Grey Friars in September 2012 had been identified as King Richard III, the last Plantagenet King of England.

Council recorded its admiration for the work of all those involved in this exciting discovery, which had generated worldwide interest, and noted the University's ongoing work and initiatives with the City Council and the Leicester Cathedral authorities.

Council also recorded its gratitude to Dr Frank May, whose generous donation had enabled the University to acquire an original oil painting of the Blue Boar Inn, on Leicester's old high Street, where Richard III had rested before the Battle of Bosworth.

13/M4 FINANCE COMMITTEE

Council received a report of a meeting of the Finance Committee held on 1 February 2013.

Council noted that the Committee was engaged in a detailed consideration of the restructuring of the University's loan portfolio. An analysis of the capital programme expenditure profile and the cost of carrying the intended loan drawdowns would be discussed at the Committee's next meeting.

13/M5 AUDIT COMMITTEE

Council received a report of a meeting of the Audit Committee held on 14 February 2013.

Council noted that the Audit Committee had received a detailed briefing on the significance and preparation and quality assurance of the University's HESES and HESA student-related data returns.

Council also noted that the current contract for the provision of the University's internal audit service was due to expire on 31 July 2013, and a tendering process for the new contract would be concluded in the summer term.

13/M6 RISK MANAGEMENT – VICE CHANCELLOR'S INTERNAL CONTROL REPORT

Council considered the Vice-Chancellor's internal control report for the spring term, incorporating the University's corporate strategic risk register. The report featured a new format for the presentation of the risk register, and **Council agreed** that this was a significant improvement on the previous version, being much easier to follow.

Council noted that the majority of the risks featured on the risk register were not considered to have changed significantly since the autumn term, although some improvements had been noted in a small number of areas including the University's reputation, market position in research, and enterprise-related activities.

Council also noted that a new risk had been added on the protection of information assets from cyber attack. **Council requested** that the next internal control report should include a section on factors considered by the University in determining whether risks should be added to, or removed from, the corporate risk register.

13/M7 APPOINTMENT OF NEW TREASURER

Council approved a recommendation of the Nominations Committee that Mr David Moore be appointed University Treasurer from 1 August 2013, for an initial period of three years.

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13/M8 **NOMINATIONS COMMITTEE - CHANGES TO THE MEMBERSHIP OF COURT**

On the recommendation of the Nominations Committee, **Council approved**:

- a. changes to the membership of Court as listed in the appendix to this minute (C/13/M8a App);
- b. the deletion of the separate Court membership class of *Life Member of Court* and its merger with the membership class of *Other Persons Appointed in a Personal Capacity*, with all current and future appointments in the merged class to be treated as open-ended appointments;
- c. minor amendments to the Ordinances (to accommodate the above changes):

Ordinance 11.1 (Membership of Court):

Class 7 – Representatives of such other institutions, societies and bodies, and ~~life members and~~ such other persons as the Council may determine.

Ordinance 11.2(b) (Period of Office)

Representatives referred to in Classes 2 to 7 shall each hold office so long as they continue in the position by virtue of which they are appointed ~~or for three years from the date of election as the case may be.~~

13/M9 **NOMINATIONS COMMITTEE - ADDITION TO TERMS OF REFERENCE**

Council approved the following addition to the Terms of Reference of the Nominations Committee, relating to a facility for individuals who were not members of Council to be appointed to serve as lay members of University committees:

The Committee shall be responsible to Court and to Council as appropriate for:

3. *Approving the appointment of lay people nominated to serve as members of University committees, as required by committee constitutions or on a co-opted basis, where appropriate.*

Council noted that this facility was required in circumstances where lay members of Council did not have the spare capacity to take on another committee, or where there was a need for a particular set of skills or experience.

13/M10 **NEW LAY MEMBERS OF COUNCIL**

Council noted that a recent external advertisement to fill three lay Council vacancies, available from 1 August 2013, had generated 27 formal applications. The applications had been subject to initial evaluation by the Nominations Committee and arrangements were being made for a group of the leading candidates to visit the University for further discussions.

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13/M11 ESTATES AND INFRASTRUCTURE STRATEGY COMMITTEE

Council received a report of a meeting of the Estates and Infrastructure Strategy Committee held on 9 January 2013.

Council noted the report and **approved** the name of *College Court* for the management training facility at College Hall.

13/M12 SENATE

Council considered the report of a meeting of Senate held on 13 March 2013.

Council approved a recommendation of Senate that Ordinance 34(1), relating to the membership of Senate, be amended as follows, to reflect recent changes in the strategic management of student support and distance-learning within the University:

*The following shall be members of Senate under Statute Section 6.1(d): The Graduate Dean, the Director of Lifelong Learning, the Director of Information Technology Services, **the Director of the Career Development Service and the Director of Distance Education.***

Council noted that Senate had approved the University's Corporate Strategic Risk Register for the spring term (discussed separately at Council, minute 13/M6 refers).

Council noted that Senate had endorsed the proposed process for the appointment of the University's next Vice-Chancellor, and had approved the appointment of four Senate representatives to serve as members of the joint committee (discussed separately at Council, minute 13/M18 refers).

Council noted the details of staff awards and other distinctions as reported to Senate, including the award of an MBE to Michaela Butter, Embrace Arts at the Richard Attenborough Centre, for services to Arts in the East Midlands.

13/M13 FUNDRAISING

Council received the Annual Report of the Strategic Fundraising Committee for 2011-12.

Council noted the full range of the Committee's activities, supported by the Development Office, and was delighted to acknowledge that during the year the University had secured the largest single donation in its history, of £7 million, from The John and Lucille van Geest Foundation.

Council also noted the implementation of the University's Ethical Policy and Guidelines for the Acceptance and Refusal of Donations. To date there had been no need for any gifts or pledges involving sensitivity or doubt to be referred to Council.

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13/M14 **HEALTH AND SAFETY COMMITTEE**

Council received a report of a meeting of the Health and Safety Committee held on 4 March 2013.

Council noted the report.

13/M15 **STANDING COMMITTEE OF THE ALUMNI ASSOCIATION**

Council received reports of meetings of the Standing Committee of the Alumni Association held on 13 December 2012 and 21 February 2013.

Council noted the reports.

13/M16 **STUDENTS' UNION SABBATICAL ELECTIONS**

Council noted that the outcome of the election of sabbatical officers in the Students' Union, for the academic year 2013-14, was as follows:

President:	Dan Flatt
Education Officer:	Michael Rubin
Engagement Officer:	Sean Kelly-Walsh
Experience Officer:	Maryna Danylchenko
Distance Learning Officer:	Harry Wells
International Officer:	Anastasia Mamaeva
Undergraduate Officer:	Jay Appleyard

13/M17 **STUDENTS' UNION MEMORANDUM OF UNDERSTANDING**

Council noted that an additional clause had been inserted in the University's *Memorandum of Understanding* with the Students' Union. This was in relation to circumstances in which staff employed by the Union would be eligible to receive discounts on courses of study undertaken by them at the University. University staff were already eligible to receive course discounts in certain circumstances.

13/M18 **PROCESS FOR THE RECRUITMENT OF THE NEXT VICE-CHANCELLOR**

Council noted that the Ordinances required the establishment of a Joint Committee of the Council and the Senate to be responsible for conducting the process for the recruitment of the successor to Professor Sir Robert Burgess, who would retire from his position as Vice-Chancellor in September 2014.

Council noted the outcome of Senate's consideration of this matter (minute 13/12 refers) and **approved** the proposed membership of the Joint Committee as follows:

Council representatives:

Dr Bridget Towle	Chair-Designate of Council and Chair of the Joint Committee
Mr David Moore	University Treasurer
Mr Martin Hindle	Lay member
Dr Dominic Lockett	Lay member
Dr Neville Reed	Lay member

Senate representatives:

Professor Julie Coleman	College of Arts, Humanities and Law
Professor Catrin Pritchard	College of Medicine, Biological Sciences and Psychology
Professor Martin Barstow	College of Science and Engineering and Pro-Vice-Chancellor
Professor Simon Lilley	College of Social Science

Student representative:

Mr Dan Flatt	President of the Students' Union
Secretary:	David Hall, Registrar and Secretary
Assistant Secretary:	Neil Cox, Principal Assistant Registrar

Council noted details of the outline recruitment process and provisional timetable, which envisaged that the University would announce the name of its next Vice-Chancellor early in the 2014 calendar year.

13/M19 **LETTER FROM THE TRADE UNIONS**

Council noted that a letter had been sent to members of Council, by the three Trade Unions at the University, regarding a trade dispute over a reduction in redundancy consultation time.

Council indicated that the issues referred to in the letter were not a matter to be raised with the governing body, and expressed concern that the Unions believed that a trade dispute was a necessary and appropriate course of action to take. **Council hoped** that the Unions would meet with senior officers as soon as possible, and avail themselves of the mechanisms for consultation and resolution that were readily available to them.

CHAIR