

UNIVERSITY OF LEICESTER

COUNCIL

Minutes of a meeting held on
Wednesday 11 July 2018**Present:**

	Bridget Towle	
Janet Arthur		Ian Johnson
Paul Boyle		David Moore
Edmund Burke		Amy Moran
Gary Dixon		Andrew Morgan
Mehmooda Duke		Paul O'Brien
Cathy Ellis		Steph Osborn
Martin Hindle		John Schwabe
	Vijay Sharma	

In attendance: Dave Hall (Secretary); Neil Cox (Assistant Secretary); Martyn Riddleston (Director of Finance).

Apologies for absence were received from Janet Finch, Dominic Lockett, Suzanne Macleod, Emma Raven and Carole Thorogood.

UNRESERVED BUSINESS18/M49 **DECLARATIONS OF INTEREST**

No personal interests were declared by members in relation to any items of business to be dealt with at this meeting.

18/M50 **UNRESERVED MINUTES OF THE PREVIOUS MEETING**

Council considered the unreserved minutes of the meeting held on 14 May 2018. **Council approved** them as an accurate record. There were no matters arising.

18/M51 **CHAIR'S BUSINESS**

The Chair informed Council of the death of Sir Maurice Shock LLD, Vice-Chancellor of the University of Leicester between 1977-1987.

18/M52 **PRESIDENT AND VICE-CHANCELLOR'S BUSINESS**

The President and Vice-Chancellor drew Council's attention to various recent issues and developments, including:

- a. *Pensions:* the Joint Expert Panel established by UUK and UCU was engaged in an ongoing series of meetings to take evidence regarding the valuation methodology which had underpinned the USS valuation, including comparisons between USS and other large-scale schemes.
- b. *Pay:* Following the recent national vote by UCU members to reject the employers' 2% pay offer, the Union had announced that it would ballot

members on industrial action. The ballot would open in August and run to mid-October.

- c. *Student Wellbeing*: a recent feature article in *The Times* on student mental health and well-being had referred to the University of Leicester's awareness training for its residential support staff. The training sought to teach such staff to listen carefully, ask appropriate questions and generally to be alert to signs of possible underlying student health needs or concerns. The training had proved crucial when a porter found a suicide note at a hall of residence and was able to intervene.

The appearance of the above article had coincided with the universities minister emphasising to vice-chancellors that student wellbeing had to be given greater priority. It seemed likely that universities would be urged to devise systems that would enable them to contact students' families if they had concerns, which was not possible at present because of privacy laws.

18/M53 **RESEARCH INTEGRITY 2018 ANNUAL REPORT**

Council considered the 2018 annual statement on research integrity, as required under Commitment 5 of the national *Concordat to Support Research Integrity*.

Council noted the full and comprehensive range of work that was being overseen by the Research Ethics and Integrity Training Group, and the related activities that were being promoted and delivered across the University, to support and strengthen the understanding and application of research integrity issues within the institution.

Council approved the 2018 annual report on research integrity, which would be made publicly available on the University's research integrity webpages. Council suggested that, as part of the preparation for the 2019 report, the draft should be shared with the lay member of Council serving on the Research and Enterprise Committee, as a mutually beneficial means of enhancing Council's awareness of the issues dealt with by the report.

18/M54 **SENATE**

Council considered the report of a meeting of Senate held on 27 June 2018.

Council noted that Senate had approved some changes to its standing committees, with the establishment of a new Teaching and Learning Committee to replace what had been previously known as the Academic Policy Committee, and the merger of the separate Research and Enterprise committees. Lay members of Council would still be required to serve on these committees, and this had been accounted for within the appointments proposed under 18/M58.

Council also noted that Senate members Sarah Davies (Geography, Geology and the Environment) and Sandra Dudley (Museum Studies) had been appointed as members of Council, effective from 1 August 2018, replacing Emma Raven and Suzanne Macleod.

18/M55 STUDENTS' UNION ANNUAL REPORT

Council considered the 2018 Annual Report of the President of the Students' Union.

Council noted that a number of the issues raised in the report, as being of particular interest or concern to students, were the subject of ongoing constructive dialogue between the Students' Union and the University. Some of these concerns – such as those relating to assessment and feedback, the personal tutor system and the BAME attainment gap - were particularly relevant to the discussions around student satisfaction problems and their impact on league tables and rankings

18/M56 REVIEW OF CEREMONIAL GOVERNANCE

Council considered a progress report from the Review of Ceremonial Governance Task and Finish Group.

Council noted that the Group was giving detailed consideration to established arrangements for appointments to the position of Chancellor, and possible alternative arrangements that might be introduced for future appointments. This work would continue into the autumn term and a further progress report would be provided in due course.

Council also noted that the Group had considered and endorsed a firm proposal from the President of the Students' Union for the development of a new role of Special Pro-Chancellor (Students). This would be a ceremonial position as an advocate for students, someone to whom students could relate, and be representative of the diverse student body. The process for selecting and appointing candidates would be managed by the Students' Union during the 2018-19 academic year, and it was hoped that the Special Pro-Chancellor (Students) would be in place by the time of the 2019 summer degree congregations.

Council approved the establishment of the role of Special Pro-Chancellor (Students), and **noted** that the establishment of this special role would not require any amendments to the University's Charter, Statutes or Ordinances governing Pro-Chancellors.

18/M57 AUDIT COMMITTEE

Council considered the report of a meeting of the Audit Committee held on 18 June 2018.

Council noted that the Audit Committee had considered an early draft schedule of risk-based reviews to be included in the 2018-19 internal audit plan. The Internal Auditors would continue to engage with senior officers and members of Council during the summer in order to finalise the details of the plan, and the Committee had requested that this should make appropriate provision for topics with OfS relevance and interest, such as student mental health and well-being.

18/M58 LAY APPOINTMENTS TO UNIVERSITY COMMITTEES AND GROUPS FOR 2018-2019

Council received details of the intended appointment of lay members to serve on key University committees and groups for 2018-2019, as determined by the Nominations Committee on behalf of Council.

The Chair indicated that if any lay members had any issues or queries regarding the committee(s) to which they had been appointed, they should contact her as soon as possible after the meeting.

18/M59 **GIFT ACCEPTANCE AND NAMING**

Council was reminded that, under the *Gift Acceptance Policy and Procedure*, the Nominations Committee was responsible for decisions on the acceptance of all gifts offered to the University which had a value of £1 million or higher, and for the approval of any naming proposals associated with such gifts.

Council noted that the following two gifts, and the naming associated with the first gift, had been approved by the Nominations Committee on 28 June 2018:

- i. £1 million from Leicester City Football Club, for the purpose of naming a *Leicester City Football Club Professorship in Child Health*, in the College of Life Sciences;
- ii. £1 million from Bob Woods MBE, for a professorship to establish and lead a *Centre for Environment, Health and Sustainability*, in the College of Life Sciences.

18/M60 **REMUNERATIONS**

Council considered the new *Remuneration Code for Higher Education Senior Staff*, published by the Committee of University Chairs in June 2018. The Code aimed to support a more transparent remuneration system that would improve public understanding of and confidence in how the salaries of vice-chancellors were determined.

The Code identified three key elements of appropriate remuneration – a fair and appropriate level of remuneration; procedural fairness; and transparency and accountability – each of which was underpinned by a number of supporting principles. The expectation was that institutions would either publicly state their commitment to complying with the principles of the Code, or provide meaningful explanations for non-compliance and the effectiveness of their alternative arrangements.

Council confirmed its commitment to complying with the principles of the Code. To this end it also **approved** some immediate amendments to the terms of reference of the Remuneration Committee. There was a possibility that further refinements would need to be made as circumstances developed during 2018-19.

Council noted that the launch of the Code had coincided with the publication of the OfS Accounts Direction for the period to 31 July 2019, which required additional disclosures to be made in the Financial Statements around the remuneration of heads of providers. The OfS had indicated that it would address issues of senior staff pay beyond that of the head of provider in 2019.

18/M61 **RISK MANAGEMENT**

Council considered the University's corporate strategic risk register as updated for the summer term 2018. **Council noted** that two risk areas had had their risk ratings

increased since the last update, and one had had its rating decreased. No new risk areas had been identified or added; the implementation of mitigating actions in support of student recruitment activities had been confirmed and implemented since the report was prepared.

18/M62 **KEY PERFORMANCE INDICATORS**

Council considered the University's bi-annual Performance Assessment dashboard, with a supporting set of nine Strategic KPI Reports, one for each Strategy (and now including a new report on the Social Impact Strategy).

Council noted that many of the KPI measures included data that updated only on an annual basis, but any measures which had updated since the last report, in November 2017, had been incorporated. With regard to material changes since the last report, Council noted that the University was set to deliver around £75 million of research awards in 2017-18, which continued the significant uplift trend over the last four years, from the £47 million generated in 2013-14.

18/M63 **PERFORMANCE TARGETS**

Further to the presentation by the Head of College for Science and Engineering at the meeting on 14 May 2018, Council received an update on the ongoing programme of work to develop a more focussed set of performance measures and targets to be applied consistently across the Colleges, with an equivalent set of indicators for use in Corporate Services.

Council noted that this work had been initiated by the Interim Provost, with the performance targets agreed so far applied in the current planning and forecasting round, and it would now be taken forward by the Deputy Vice-Chancellor. The overarching aim was to achieve a set of more ambitious targets to be applied at Departmental, College and University level, and to use these to inform the development of a refreshed corporate strategy.

18/M64 **EQUALITY AND DIVERSITY COMMITTEE**

Council considered a report of a meeting of the Equality and Diversity Committee held on 13 June 2018.

Council noted the planned launch of an online *Unconscious Bias* training module, on the Blackboard platform. This training would be mandatory for all staff, and **Council requested** that it be drawn to the attention of lay members of Council and that they should be encouraged to complete it [ACTION: NEIL COX].

18/M65 **HEALTH AND SAFETY COMMITTEE**

Council considered a report of a meeting of the Health and Safety Committee held on 6 June 2018, and **approved** the proposed updating and amendment of the Committee's terms of reference and membership.

18/M66 **STANDING COMMITTEE OF THE ALUMNI ASSOCIATION**

Council considered a report of a meeting of the Standing Committee of the Alumni Association held on 3 May 2018.

Council noted that the Committee had set itself a number of specific and deliverable goals to be pursued over the next year, alongside a wider debate about the future strategic role of the Committee and how it could deliver most impact to the University.

18/M67 **FORWARD BUSINESS SCHEDULE**

Council received and noted the current schedule of standard business expected to be taken at meetings of Council during 2018-2019.

18/M68 **UNIVERSITY SEAL**

Council received details of the affixing of the University seal to documents as listed in Appendix C/18/M68 (App), attached to the signed copy of these minutes.

18/M69 **COURTESIES TO RETIRING MEMBERS**

Council expressed its appreciation to the following individuals, who would be standing down as members of Council on 31 July 2018:

- David Moore, who had served as a lay member since 2009, including as Treasurer since 2013
- Dominic Lockett, who had served as a lay member since 2009
- Suzanne Macleod who had served as a member elected by Senate since 2015

Council recorded in particular the contribution made by David Moore and Dominic Lockett to the work of the Council and its committees during their terms as lay members of Council, and extended to all three retiring members its very best wishes for the future. David Moore would continue his involvement with the work of the University in a lay capacity on certain committees, and as a trustee of the Students' Union.

18/M70 **DATES AND TIMES OF FUTURE MEETINGS**

Council noted the dates and times of its scheduled meetings in 2018-19:

Wednesday 3 October 2018 at 4pm
Wednesday 21 November 2018 at 4pm (dinner with lay members afterwards)
Wednesday 20 March 2019 at 4pm
Wednesday 15 May 2019 at 4pm
Tuesday 11 June 2019 (Awayday, 9.30am-4.30pm)
Wednesday 10 July 2019 at 4pm

CHAIR

Duration of meeting (Unreserved and Reserved Business): 2 hours and 15 minutes