

UNIVERSITY OF LEICESTER

COUNCIL

Minutes of a meeting held on  
Wednesday 21 November 2018

**Present:**

Bridget Towle (Chair)

Janet Arthur

Paul Boyle

Edmund Burke

Sarah Davies

Gary Dixon

Sandra Dudley

Mehmooda Duke

Cathy Ellis

Ian Johnson

Paul O'Brien

Anil Majithia

Azam Mamujee

Amy Moran

Andrew Morgan

Stephanie Osborn

John Schwabe

Vijay Sharma

Carole Thorogood

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

**Apologies for absence** were received from Janet Finch and Martin Hindle.

**UNRESERVED BUSINESS**

18/M102 **DECLARATIONS OF INTEREST**

Relevant University staff who were present at the meeting were deemed to have an interest in the business covered under 18/M125 below, which also records which individuals left the meeting for this item.

18/M103 **MINUTES**

Council considered the unreserved minutes of the meeting held on 3 October 2018. **Council approved** them as an accurate record. There were no matters arising not dealt with on the main agenda.

18/M104 **CHAIR'S BUSINESS**

Council was informed that, assuming that the Selection Panel for the appointment of the next Chair of Council was able to reach a positive conclusion to its deliberations within the planned timescale, a Special Meeting of Council would be held on **Monday 21 January 2019 at 4.00pm** to consider its final report and recommendation(s).

18/M105 **PRESIDENT AND VICE-CHANCELLOR'S BUSINESS**

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

- a. External matters:
- i. The publication of the report of the 'Augar Review' of post-18 education and funding in England had been delayed into early 2019, to allow for completion of the Office for National Statistics' examination of the accounting treatment of tuition fee loans. This was expected to recommend the need for changes with potentially profound implications for the government and the HE sector - media reports were speculating on the possibility of a reduction in the tuition fee cap to £6,500, with uncertainty over any differential treatment of Medicine and STEM subjects.
  - ii. Recent publicity regarding the potential benefits and growth of two-year degrees seemed to be primarily driven by government, as the sector itself was unconvinced of significant student demand for accelerated programmes.
  - iii. There was mounting criticism of the rapid rise in the number of unconditional offers being made to students by universities across the sector, with claims that the practice was now driven purely by market forces (a by-product of government HE policy developments) that would lower standards at universities and demotivate students in their final year of schooling, leading to lower grades. Students receiving unconditional offers from Leicester were eligible to be awarded scholarships if they achieved their predicted grades.
  - iv. The government had announced that the independent review of the Teaching Excellence and Outcomes Framework (TEF) would be chaired by Shirley Pearce, a former VC at Loughborough University, and she had now been invited to visit the University of Leicester.
- b. Internal matters:
- i. The central square at the University had been officially renamed Centenary Square at an opening ceremony held on Sunday 11 November 2018, conducted by Sir David Attenborough and Michael Attenborough CBE and marking 100 years since the end of the First World War.
  - ii. The University had received accreditation as a University of Sanctuary for asylum seekers and refugees; its first institutional Athena Swan Silver Award for its commitment to equality and diversity; Triple Gold Standard for reducing its waste, water consumption and carbon emissions; and the University's grounds keeping team had been recognised with a distinguished Institute of Groundsmanship IOG Award – the most prestigious competition in sports turf management.

18/M106 **QUALITY ASSURANCE OF THE STUDENT EXPERIENCE AND OUTCOMES**

Council considered a report from the Pro-Vice-Chancellor (Student Experience), the purpose of which was to set out for Council the necessary information and evidence that it required in order to sign off the quality assurance statement for the student experience and outcomes, as required by the OfS as part 2 of the annual assurance return.

**Council noted** that the number of 'academic' staff engaged in teaching and/or research appeared to have increased by around 7% between 2017 and 2018. Total staff

numbers and staff-student ratios were deemed appropriate for the University's student population and disciplinary coverage, although Council requested background information on this apparent growth in staff numbers in the context of the University's overall approach to the control of staff costs. An explanatory note would be included on the agenda for the next meeting [ACTION: MARTYN RIDDLESTON/JON SCOTT].

**Council noted** that the preparation of the report had been overseen by the Learning and Teaching Committee, and that Senate had subsequently endorsed it for submission to Council.

**Council authorised** the President and Vice-Chancellor, as accountable officer, to sign off the quality assurance statement for submission to the OfS as part 2 of the annual assurance return under 18/M108.

#### 18/M107 **PREVENT DUTY ANNUAL REPORT**

Council considered a report which set out the necessary information and evidence that it required in order to sign off the Prevent Duty accountability statement for 2017-18, for submission to the OfS as part of the annual accountability return.

**Council noted** a comprehensive summary of key examples and evidence which demonstrated the University's due regard for the responsibilities of the Prevent duty, in relation to a number of suggested questions and indicators provided specifically for governing bodies by the OfS.

**Council authorised** the Chair of Council to sign off the Prevent duty accountability statement for submission to the OfS.

#### 18/M108 **OfS ANNUAL ASSURANCE RETURN**

Council received a copy of the University's Annual Assurance return for 2017-18 to be signed by the President and Vice-Chancellor, as the accountable officer, for submission to the OfS. The return was very similar to that submitted previously to HEFCE, except that it no longer featured the submission of an Annual Sustainability Report, and there remained a requirement for it to be presented for approval by the full governing body prior to it being signed.

**Council noted** that Parts 1 and 3 of the return had been discussed in detail by the Audit Committee and recommended for approval, and Part 2 had been approved under 18/M106 above. **Council therefore approved** the annual assurance return for signature by the President and Vice-Chancellor and submission to the OfS.

#### 18/M109 **KEY PERFORMANCE INDICATORS (KPIs)**

Council received a KPI report on the University's performance against all the supporting strategies of its corporate strategic plan. KPI reports were presented to Council twice a year, in the autumn and summer terms. **Council noted** that the reporting cycle would be supplemented in future by the presentation of regular progress reports and updates on specific actions contained in the Recovery Plan.

18/M110 **STUDENTS' UNION SABBATICAL ELECTIONS 2019**

**Council noted** that Ordinance 22(8) required that the conduct of the election of Officers of the Students' Union be subject to inspection by a person appointed by Council.

**Council approved** the appointment of Jon Scott, in his capacity as Pro-Vice-Chancellor (Student Experience), to oversee the elections with effect from 1 January 2019.

18/M111 **STUDENTS' UNION ARTICLES OF ASSOCIATION**

Council considered an outline proposal from the Students' Union for the introduction of a sixth full-time Officer Trustee, with a remit for Equality and Liberation. The new role was planned to commence in July 2019, with an election to be held in February 2019, alongside the established Officer Trustee roles. The new role required a change to the Union's constitution, via its Articles of Association, and this change required the approval of both the Union's Trustee Board and the University Council.

**Council endorsed** the proposed establishment of a sixth full-time Officer Trustee for election in February 2019, and **agreed in principle** that any necessary changes should be made to the Articles of Association in order to accommodate this.

**Council noted**, however, that the proposed changes as currently outlined would remove the requirement for there to be an equal number of External and Officer trustees, with the latter in a majority. Council requested that the final proposal, when presented for formal approval at a subsequent meeting, should include an explicit statement to confirm that the Trustee Board had given full consideration to this specific aspect of the proposal, and was content to proceed with it [ACTION: SU TRUSTEE BOARD].

18/M112 **SENATE**

Council considered a report of a meeting of Senate held on 7 November 2018.

**Council approved** the following recommendations from Senate that were not referred to and addressed in other separate items on the Council agenda:

- a. Minor amendments to Ordinance 10.10 under Powers of the Senate, to reflect recent changes in the standard academic structure of the University, as indicated below:

“To determine and report to the Council on the organisation of the Colleges, Schools, ~~Institutes, Boards,~~ Departments or ~~Centres~~ other equivalent bodies of the University and the assigning to them of their respective subjects and academic units, and also to report to the Council as to the expediency of the establishment or disestablishment at any time of Colleges, Schools, ~~Institutes, Boards,~~ Departments or ~~Centres~~ other equivalent bodies.”

- b. The disestablishment of the Department of Infection, Immunity and Inflammation, and the establishment of a new Department of Respiratory Sciences, effective from 1 January 2019.

**18/M113 SCHEDULE OF DELEGATION**

Council considered a small number of proposed minor revisions to the University's Schedule of Delegation. The revisions were to reflect recent changes to the terms of reference of certain committees, changes to the structure of academic units within the University, and changes to the job titles of various postholders.

**Council approved** the revised Schedule of Delegation.

**18/M114 APPOINTMENT TO COURT**

**Council approved** a recommendation of the Nominations Committee that, having retired as Lord Lieutenant of Leicestershire in June 2018, Jennifer, Lady Gretton be invited to continue as a member of Court, serving in a personal capacity, until 31 December 2021 in the first instance [ACTION: NEIL COX].

**18/M115 RISK MANAGEMENT UPDATE**

Council considered the University's latest risk register as updated for the autumn term 2018. The register was comprised of the Strategic Risk Register as the set of top ULT risks, and the Corporate Risk Register.

**Council noted** the details of and reasons for key changes made to the content of the registers, and to movements in the classification of individual risks, since last reported to Council at the July meeting. Council was pleased to note that the ULT review process for risks on the Strategic Risk Register was being further strengthened by a process of 'deep dive' reviews of individual risks, and a requirement for all papers submitted to ULT to include specific content on relevant risks.

**18/M116 RISK MANAGEMENT POLICY AND APPETITE STATEMENT**

Council considered the latest versions of the University's Risk Management Policy and Risk Appetite Statement, noting that both documents had recently been reviewed and endorsed by ULT and the Audit Committee as part of the risk assurance framework and process.

With regard to the Risk Appetite Statement, **Council noted** that it would be circulated more widely within the University to promote increased awareness of risk appetite, and the possibility of describing more specifically the appetite for certain risks was also being explored.

**18/M117 EQUALITY, DIVERSITY AND INCLUSION COMMITTEE**

**Council received and noted** a report of a meeting of the Equality, Diversity and Inclusion Committee held on 1 November 2018.

**18/M118 HEALTH AND SAFETY COMMITTEE**

**Council received and noted** a report of a meeting of the Health and Safety Committee held on 1 November 2018.

**18/M119 STANDING COMMITTEE OF THE ALUMNI ASSOCIATION**

Council considered the report of a meeting of the Standing Committee of the Alumni Association held on 1 November 2018.

**Council was particularly pleased to note** that the Alumni Association had taken responsibility for various projects to help the Philanthropy, Alumni and Community Engagement team to achieve its objectives. Projects included the possible development of an alumni membership scheme, and new alumni community initiatives in London and New York.

**18/M120 HONORARY DEGREES**

**Council endorsed** the recommendations of the Honorary Degrees Committee for the award of Honorary Degrees and Fellowships. **Council noted** that these recommendations had also been endorsed by Senate, and that the awards were intended to be conferred over a period of time from 2019 onwards, not just in the next 12 months. One specific query was raised regarding the correct professorial title/status of one of the named recipients of the awards; this would be fed back to the Secretary of the Honorary Degrees Committee [ACTION: NEIL COX].

**Council also approved** a recommendation from the Committee that its membership should be augmented by the addition of the Action Group Chairs for LGBT, Disability, Gender Equality, and Race Equality.

**18/M121 REGISTER OF INTERESTS**

Council received the Register of Members' Interests as recently updated for 2018-2019. Members were reminded that any changes to their registered interests should be notified to the Assistant Secretary as soon as they occurred, rather than waiting for the annual call for updates.

**18/M122 FORWARD BUSINESS SCHEDULE**

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

**18/M123 UNIVERSITY SEAL**

Council received details of the affixing of the University seal to documents as listed in Appendix C/18/M123 (App), attached to the signed copy of these minutes.

**18/M124 DATES AND TIMES OF FUTURE MEETINGS**

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

Monday 21 January 2019 at 4pm ('Special Meeting')  
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

18/M125 **REMUNERATIONS**

- a. **Council received** a report of the Senior Staff Pay Committee containing summary data of the Committee's decisions regarding the remuneration of Grade 10 staff, non-clinical professorial staff and non-professorial Heads of Department in 2018-19. A more detailed breakdown (including by gender) of the awards would be available for the Council meeting in March 2019.

**Council noted** that the Committee had agreed that all awards in 2018-19 would take the form of a non-consolidated bonus payment, payable only to staff assessed by the Committee as having delivered exceptional or outstanding performance. A total of 64 bonus awards had been agreed.

- b. **Council received and noted** a report of the Remuneration Committee which recorded the Committee's decisions regarding the remuneration of members of the University Leadership Team (other than the President and Vice-Chancellor - see (c) below) in 2018-19.

*The Deputy Vice-Chancellor and all attendees who were not members of Council left the meeting before the commencement of the business recorded under 18/M125b, and did not return.*

- c. **Council received and noted** a report of the Remuneration Committee which recorded the Committee's decisions regarding the remuneration of the President and Vice-Chancellor in 2018-19. In line with the requirements of the CUC Remuneration Code, the Committee's discussions and decisions regarding the remuneration of the President and Vice-Chancellor had been presided over by the Treasurer, not the Chair of Council.

*The President and Vice-Chancellor left the meeting before the commencement of the business recorded under 18/M125c, and did not return.*

CHAIR

Duration of meeting (Unreserved and Reserved Business): 2 hours and 45 minutes