

## UNIVERSITY OF GLOUCESTERSHIRE

## UNIVERSITY COUNCIL

## Minutes of the meeting held on 15 May 2018 at 10.30 am, in TC217, Oxstalls Campus, Gloucester

**Membership:**

Ms Johanna Anderson	✓
Ms Emily Andrews	✓
Mr Peter Bungard	A
Mr Matthew Burgess (until C.18.67)	✓
Professor Julian Crampton	✓
Mr Paul Davies	✓
Ms Nicola de longh	✓
Mr Chris Fung	✓
Ms Vicki Hatton	✓
Mr Dai Jones	✓
Mr Martin Jones	✓
Mr Stephen Marston	✓
Mr Allen Mawby	✓
Mr Stephen Maycock	✓
Mrs Karen Morgan (Chair)	✓
Professor Andrew Parker	✓
Ms Mehjabeen Patrick	A
Mrs Pam Sissons	A
The Rt Revd Robert Springett	✓
Mr Angus Taylor	✓

**Board Apprentices:**

Mr Prince Kamalaneson	A
Ms Christine Walwyn	✓

**In attendance:**

Ms Danielle Fitzgerald (for C.18.58 and 61)	Director (Communications, Marketing and Student Recruitment)
Professor David James	Dean (Academic Development)
Dr Richard O'Doherty	Deputy Vice-Chancellor
Mr Nick Moore (for C.18.62)	Director (Library, Technology and Information Service)
Mrs Camille Stallard	Director (Finance and Planning)
Mr Duncan White	Executive Director (Estates Strategy)
Dr Matthew Andrews (Officer)	University Secretary and Registrar
Mrs Penny Gravestock (Minutes)	Assistant Secretary to Council

**C.18.51 Prayer**

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

**C.18.52 Apologies**

Received: apologies for absence from Mr Peter Bungard, Ms Mehjabeen Patrick, Ms Pam Sissons, and Ms Christine Walwyn.

**C.18.53 Business of the Agenda**

Resolved: it was agreed that item C.18.61 would be taken at the start of the meeting. There were no requests to unstar any item and that papers C/44/18 and C/45/18 would be taken as approved or noted as stated.

**C.18.54 Declarations of Interest**

Received: the following declarations of interest:

- Mr Matthew Burgess and Mr Martin Jones in relation to agenda item C.18.63 regarding collaborative partnerships due to their involvement with the Strategic Alliance institutions;
- Mr Paul Davies due to his role as a Director for Cornish Mutual which had met with the University Cyber team at Berkeley to examine cyber security issues in the Financial Services SME space;
- Professor Julian Crampton in relation to agenda item C.18.58 due to his role as a board member of the Universities and Colleges Employers Association (UCEA).

**C.18.55 Minutes of the meeting held on 10 April 2018**

Resolved: the minutes were agreed as an accurate record of the meeting held on 10 April 2018.

**C.18.56 Matters Arising (C/33/18)**

C.18.56.1 [C.18.35] *Minutes of the meeting held on 6 February 2018*

Noted: that a further paper on the Marketing and Communications Strategy outlining the key priorities from the action plan with an indication of costs and progress made had been added to the Schedule of Business for the meeting to be held on 26 June 2018.

C.18.56.2 [C.18.37.3] *Matters Arising: Review of Recruitment to Pathway Joint Venture*

Noted: that an update on the INTO Joint Venture would be considered under agenda item C.18.61.

C.18.56.3 [C.18.37.4] *Matters Arising: Postgraduate Taught Experience Survey (PTES) Results and Analysis*

Noted: that an action plan had been attached to the Matters Arising paper.

C.18.56.4 [C.18.41.4] *Student Retention and Outcomes*

Noted: that the Heads of Schools where retention had been identified as an issue had been asked to investigate further causes of, and possible solutions to, deteriorating retention rates, and that a report would be presented to Council at its meeting in June 2018.

**ACTION: Heads of Schools (Business School / Health and Social Care / Sport and Exercise)**

C.18.56.5 [C.18.42.2] *GDPR Implementation Update*

Noted: that, following discussion at a workshop held with KPMG on 30 April 2018, it had been recommended that a review of the University's compliance with General Data Protection Regulation (GDPR) should be included within the 2018/19 internal audit programme.

C.18.56.6 [C.18.44.4] *Risk Management Update*

Noted: that, since the Matters Arising paper had been circulated, University Executive Committee on 14 May 2018 had considered again the rating of the risk related to Poor Financial Performance and, due to the increased concerns around student recruitment, had agreed that the risk would now be rated as red.

C.18.56.7 [C.18.46.2] *Council Schedule of Business*

Noted: that:

- a. briefing sessions on the Business School and Brand Development had been added to the Schedule of Business for the meeting to be held in October 2018;
- b. it had been agreed with the Chair that ten minutes at the end of the meeting would be dedicated to a private discussion with all members of Council only (including Staff members with the exception of the Vice-Chancellor) excluding University staff that were in attendance for the rest of the meeting. It was noted that, during this discussion, the future pattern of such private meetings would be considered and agreed.

**C.18.57 Chair's Business**

Noted: that there had been no decisions made by circulation nor any exercise of delegation since the last meeting, but that the Company Seal had been used twice as follows:

- a. four deeds in relation to funding from the Football Foundation for the estates development at Oxstalls;
- b. the preconstruction services agreement between the University and Wilmott Dixon for the development of the Business School and Growth Hub building at Oxstalls.

**C.18.58 Vice-Chancellor's Report (C/34/18)**

This item was discussed under Confidential Business.

**C.18.59 Students' Union Update (C/35/18)**

Received and noted: the regular update from the Students' Union (SU). The following were highlighted:

- a. the success of Anti Stress Week and the request from students for it to be run more regularly;
- b. plans to increase the number of social events arranged in Gloucester;
- c. the success of the committee training provided for clubs and societies;
- d. the work to support part-time officers;

- e. that nearly 5,000 pieces of feedback had been received through the SimOn system, and the importance of showing students what had been done in response to close the 'feedback loop'. It was noted that close work with the Academic Development Unit had supported that process and that professional services departments had welcomed the feedback received. It was reported that further work with senior academics was planned the following year, with individual meetings with subject leads arranged for the summer period. It was highlighted that more positive feedback was received than negative;
- f. in response to a request, it was noted that figures would be mapped against the key performance indicators (KPIs) in the report at the next meeting.

**ACTION: Students' Union**

### **C.18.60 Application for Registration with the Office for Students (C/26/18)**

C.18.60.1 Received: the draft application for registration with the Office for Students (OfS), with the aim of being registered by mid-September 2018 for the academic year 2019/20. It was reported that the deadline for submission was 23 May 2018. The University Registrar and Secretary highlighted:

- a. the five parts of the application, which included:
  - the application form;
  - the Access and Participation Plan (which required some final financial data);
  - information about the University's approach to consumer protection law;
  - the Student Protection Plan;
  - information about the institution's management and governance arrangements (with some final detail required from Human Resources on the appointment of senior management);
- b. that Council members had all consented to their details being included in the application as required by the OfS;
- c. that Academic Board would also be considering the application at its meeting to be held on 16 May 2018,

C.18.60.2 Resolved: Council approved the application for registration with the Office for Students. Members thanked the University Registrar and Secretary for leading the work.

### **C.18.61 INTO Pathway JV: Financial and Operating Performance Update (C/37/18)**

This item was discussed under Confidential Business.

### **C.18.62 Information Strategy Phase 2 (C/38/18)**

C.18.62.1 Received: the updated Information Strategy for approval. It was noted that its purpose was to ensure that the University's data, information, and technology could effectively and efficiently support the delivery of the Strategic Plan. The Strategy set out four ambitions with associated action plans and KPIs. It was reported that the Strategy had been subject to external review, and that work would be undertaken to establish how to communicate it to a range of stakeholders.

C.18.62.2 Considered:

- a. the importance of continued monitoring to review actions as technology changed during the life of the Strategy;
- b. the need to manage resource appropriately;
- c. the liaison with external networks to ensure good practice was incorporated (both in and out of the higher education sector) and to allow 'landscape scanning' for the emergence of new technologies;
- d. the use of 'Agile' methodologies in the development of core systems;
- e. that the Information Steering Group would monitor the KPIs contained in the Strategy;
- f. a query regarding the use of student data through the Learning Analytics work with JISC. It was confirmed that the majority of the descriptive data was collected as part of their attendance at the University, as agreed through the Student Contract and associated Privacy Notices, but that any more predictive data would require further work to consider the best way to liaise with students.

C.18.62.3 Resolved: Council approved the updated Information Strategy.

### **C.18.63 Annual Business Review of Collaborative Partners (C/39/18)**

This item was discussed under Confidential Business.

**C.18.64 Financial and Operating Performance Report and Budget Progress Update (C/40/18)**

This item was discussed under Confidential Business.

**C.18.65 Annual Report from Integrity and Ethics Committee (C/41/18)**

C.18.65.1 Received: the first annual report of the Integrity and Ethics Committee, summarising its work for the year, including consideration of new partnerships and key principles, procedures, and codes of practice. It was noted that the Committee was still exploring its remit and scope.

C.18.65.2 Noted: the annual report summarising the work of the Integrity and Ethics Committee in 2017/18.

**C.18.66 Review of Council Away Day (C/42/18)**

C.18.66.1 Received: a summary of feedback received concerning the Council Away Day held on 9 and 10 April 2018, plus summaries of findings from specific sessions.

C.18.66.2 Considered: the feedback and members made suggestions for the arrangement of future events, including:

- a. the feedback received from the Gloucestershire 2050 session. It was reported that the Students' Union had been consulting with the student community and that it would be useful to feed that in to University discussions. In response to the query as to whether more time should be invested in creating a University vision for 2050, it was felt that it would be useful to wait for the County discussions to progress further;
- b. a suggestion that the first session of the Away Day ('University of Gloucestershire 2018') could have been given more time in the programme as it was so useful;
- c. that a future session could be included to look at the performance of Council itself.

C.18.66.3 Resolved: members were asked to send any further feedback to the University Secretary and Registrar.

**C.18.67 Council Schedule of Business (C/43/18)**

C.18.67.1 Considered: the Schedule of Business.

C.18.67.2 Resolved: it was agreed that:

- a. the brand development briefing session scheduled for October 2018 should be moved to June 2018;
- b. a briefing from the University Chaplain would be arranged;
- c. members should contact the University Secretary and Registrar with requests for specific Council briefing sessions.

**C.18.68 HSBC Bank Mandate\* (C/44/18)**

C.18.68.1 Resolved: Council approved the new HSBC Mandate and noted in particular that, if approved:

- a. the HSBC account would be continued with any two signatories from the mandate able to sign (Dr M Andrews, Mrs L Ingle, Mr S Marston, Mr R O'Doherty, Mrs C Stallard and Mrs A Benson);
- b. any debt incurred, in the absence of written agreement, would be repayable on demand;
- c. the named signatories were authorised to act on behalf of the University;
- d. these resolutions would remain in place until changed by a resolution passed by the Governing body;
- e. Section 5 required signature of Chairman of meeting and one other member.

C.18.68.2 Resolved:

- i. that a bank account or accounts be continued with HSBC Bank plc (the 'Bank') and the Bank is authorised to:
  - a. pay all cheques and act on other instructions for payment signed on behalf of the University of Gloucestershire (the 'College') by any two signatories on the mandate (the 'signatory'), whether any account of the College is in debit or credit;
  - b. deliver any item held on behalf of the College by the Bank in safe keeping against the written receipt or instructions of the signatory; and
  - c. accept the signatory as fully empowered to act on behalf of the College in any other transaction with the Bank;

- ii. that any debt incurred to the Bank shall, in the absence of written agreement with the Bank to the contrary, be repayable on demand;
- iii. that the signatory is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the College, and that the Bank may rely upon such lists;
- iv. that these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the governing body of the College and a copy, certified by the Chairman and one other member of the governing body of the College, is received by the Bank.

**C.18.69 Annual Chaplaincy Report\* (C/45/18)**

Received and noted: the first annual report from the Senior Chaplain.

**C.18.70 Minutes from Council Committees and Academic Board\***

Noted: the minutes from the following meetings would be available from

<https://infonyet.glos.ac.uk/departments/registry/committees/Pages/default.aspx>

- Finance and General Purposes Committee, 24 April 2018
- Council and Foundation Standing Group, 25 April 2018

**C.18.71 Any Other Business**

No other business was raised.

**C.18.72 Date of Next Meeting**

Tuesday, 26 June 2018 (now in FW015, Fullwood House, Park Campus, Cheltenham)

**Briefing session at 3 pm, meeting starts at 4.30 pm, Council dinner at 7.30 pm.**

## UNIVERSITY OF GLOUCESTERSHIRE

### UNIVERSITY COUNCIL

#### Action list for the meeting held 15 May 2018

Minute number	Action	Responsibility
C.18.56	<i>Matters Arising</i>	
C.18.56.4	[C.18.41.4] <i>Student Retention and Outcomes</i> <u>Noted:</u> that the Heads of Schools where retention had been identified as an issue had been asked to investigate further causes of, and possible solutions to, deteriorating retention rates, and that a report would be presented to Council at its meeting in June 2018.	Heads of Schools (Business School / Health and Social Care / Sport and Exercise)
C.18.59	<i>Students' Union Update</i>  In response to a request, it was noted that figures would be mapped against the key performance indicators (KPIs) in the report at the next meeting.	Students' Union