

## UNIVERSITY OF GLOUCESTERSHIRE

## UNIVERSITY COUNCIL

## Minutes of the meeting held on 27 November 2018 at 10.30 am, in BG101, Business School and Growth Hub Building, Oxstalls Campus, Gloucester

**Membership:**

Ms Madi Azizi	✓
Mr Peter Bungard	✓
Mr Matthew Burgess (until C.18.148)	✓
Professor Julian Crampton	✓
Mr Paul Davies	✓
Ms Nicola de longh	✓
Mr Chris Fung	✓
Ms Maisie Jerrim	A
Mr Dai Jones (until C.18.152)	✓
Mr Martin Jones	✓
Mr Stephen Marston	✓
Mr Allen Mawby	A
Mr Stephen Maycock	✓
Dr Andrew Misiura	✓
Mrs Karen Morgan (Chair)	✓
Ms Mehjabeen Patrick (from C.18.138)	✓
Mr Daniel Ramsay	✓
Mrs Pam Sissons	✓
The Rt Revd Robert Springett	✓
Mr Angus Taylor	✓

**Board Apprentices:**

Mr Prince Kamalaneson	✓
Ms Christine Walwyn	✓

**In attendance:**

Ms Andrea Chalk (for item C.18.144)	Director (Quality and Academic Services)
Mrs Ruth Davies	Director (Human Resources)
Mr Stewart Dove (for item C.18.151)	Director (Student Support)
Ms Danielle Fitzgerald (until item C.18.142)	Director (Communications, Marketing and Student Recruitment)
Professor David James	Dean (Academic Development)
Dr Richard O'Doherty	Deputy Vice-Chancellor
Dr Amanda Pill (for items C.18.142-143)	Director (Quality Enhancement)
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.18.131 Prayer**

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

**C.18.132 Council and Committee Membership (C/78/18)**

Resolved: Council confirmed the following appointments:

- a. Mr Daniel Ramsay as the new General Staff Member of Council for a term of four years in the first instance from 27 November 2018;
- b. Dr Andrew Misiura as the new Academic Staff Member of Council for a term of four years in the first instance from 27 November 2018;
- c. Mr Steve Bullock as a staff member of Council and Foundation Standing Group for a term of three years in the first instance from 27 November 2018;
- d. Dr Adeela Shafi as Academic Board Representative on Governance and Nominations Committee for a term of two years in the first instance from 12 December 2018.

The two new members of Council were welcomed to the meeting and asked to introduce themselves.

**C.18.133 Welcome and Apologies**

Received: apologies for absence from Ms Maisie Jerrim and Mr Allen Mawby. It was noted that Prof Julian Crampton would be joining the meeting via telephone and that Mrs Karen Morgan would be acting as chair.

**C.18.134 Business of the Agenda**

Noted: that there were no requests to unstar any item and that therefore papers C/93/18 to C/99/18 would be taken as approved or noted as stated. It was also noted that agenda item C.18.151 would be taken as the first main item for discussion.

**C.18.135 Declarations of Interest**

Received: declarations of interest from Mr Matthew Burgess and Mr Martin Jones for item C.18.141 regarding the relationship with South Gloucestershire and Stroud College. It was agreed that both members would leave the meeting for this item.

**C.18.136 Minutes of the meeting held on 2 October 2018**

Resolved: the minutes were agreed as an accurate record of the meeting held on 2 October 2018.

**C.18.137 Matters Arising**C.18.137.1 [C.18.115.3] *Vice-Chancellor's Report*

Received: a table containing details of current total enrolments by School against targets and budget. It was noted that details of the equivalent position at the same time the previous year and final 'end of year' position had also been included in the table, and that there was still significant in-year recruitment to come.

C.18.137.2 [C.118.121.2] *Risk Management Update*

Noted: that Risk 9 had been changed as requested to increase its projected rating to impact of 3 and likelihood 2.

C.18.137.3 [C.18.122.3] *Office for Students' Registration Decision*

Noted: that the Schedule of Business had been updated to ensure that the table of ongoing activity to address conditions of registration with the Office for Students would be presented to Council on an annual basis.

C.18.137.4 [C.18.123.2] *Council Schedule of Business*

Noted:

- a. that following consultation via email, the Council away day would be held as a one-day event on 26 March 2019;
- b. updates on the Securing a Sustainable Future programme would be presented to Council via the Vice-Chancellor's regular report;
- c. the proposal for a briefing session on technology innovation would be incorporated into the planning for a future meeting.

**C.18.138 Chair's Business**

Noted: that, since the meeting on 2 October 2018, there had been no uses of the Company Seal, no decisions made by circulation, nor any exercise of delegation.

**C.18.139 CONFIDENTIAL: Vice-Chancellor's Report (C/80/18)**C.18.139.1 Received and noted: a paper updating Council on major developments affecting the University since the meeting held in October 2018. The following were highlighted:

- a. the latest situation regarding the draft BREXIT agreement, noting the assurances given for the rights of European Union (EU) citizens remaining in the country, potential for future participation in EU research-funding programmes, and no substantial rule changes for EU citizens studying in the UK;
- b. rise in speculation about the financial situation of the Higher Education sector;
- c. other policy developments including potential recommendations to come out of the Augar Review of Tertiary Education Funding, noting that decisions should be available in February 2019. The effect of a potential cut in fees was highlighted;
- d. recent media reports on the difference seen in the graduate premium for men and women, and using unconditional offers as a recruitment method;

- e. the recent budget announcements from the Government;
- f. the update on the Securing a Sustainable Future programme, including the presentation used at recent staff briefings. The Vice-Chancellor reported from discussions held with the Trades Unions at a meeting of the Joint Negotiating Consultative Committee on 26 November 2018, noting that areas proposed for reductions and voluntary redundancies had been presented. The level of concern amongst staff was noted;
- g. the recent success in the Green Gown Awards and Council congratulated the Director of Sustainability and her team.

C.18.139.2 This item was discussed under Confidential Business.

C.18.139.3 Considered:

- a. the University's method of using unconditional offers in its recruitment procedures. It was reported that it was not a new approach for the University, particularly in the academic areas where potential students were interviewed, and that work was being undertaken to track if it led to a decrease in the average qualifications of new entrants. Whilst it was noted that the average had dropped slightly, it was felt that was to be expected in a highly competitive market. It was reported that the University offered a financial incentive for higher achievement to provide continued motivation. It was also noted that it was only part of a complex offer approach, and other institutions would have their own methods to encourage prospective students. It was noted that schools had always disliked the use of unconditional offers, but that recent interest was skewed by a wider understanding of the method;
- b. whether more students were applying *after* receiving their results. It was noted that there was a small increase seen but less than might be anticipated. It was reported that student behaviour had changed with activity being much later in the application process;
- c. the work led through the University funding office to identify and track new funding opportunities, with a greater diversity of staff being encouraged to bid for funds;
- d. the Council sub-group supporting the Securing a Sustainable Future (SSF) programme, with Members assured that the group would not take on an executive role but would add value to the process. Council discussed the importance of engagement in revenue generation. It was reported that an ideas forum had been used to invite staff to submit ideas for efficiencies and income opportunities, and that there was an SSF workstream concentrating on income generation;
- e. the morale of University staff whilst they waited to hear the detail of where redundancies would be focussed in order to make the necessary savings, noting that professional services staff felt particularly at threat. It was reported that, if the necessary levels of savings were made, then there should be no need for any further restructures (although it was noted that the University was operating in a very uncertain environment);
- f. the potential timeline for the implementation of recommendations from the tertiary funding review.

#### C.18.140 **Students' Union Update**

Received and noted: a verbal update from the Students' Union. The following were highlighted:

- a. that work was on track to meet targets outlined within the Operating Plan;
- b. recent campaigns, including Black History Month and Sexual Harassment Week;
- c. concerns around the financial health of the National Union of Students (NUS).

It was noted that a written report would be prepared for future meetings.

Matthew Burgess and Mr Martin Jones left the meeting.

#### C.18.141 **CONFIDENTIAL: Relationship with South Gloucestershire and Stroud College**

This item was discussed under Confidential Business.

Matthew Burgess and Mr Martin Jones rejoined the meeting.

#### C.18.142 **Internationalisation Strategy: Update (C/81/18)**

C.18.142.1 Received and noted: an update on progress to date towards the following goals in the Internationalisation Strategy 2017-2022 and the planned actions for 2018/19:

- a. Engaging our communities – staff and students demonstrate intercultural competence;
- b. Enriching our student experience – our internationalised curriculum enhances graduate attributes;

- c. Energising our practice through partnerships – international collaboration enriches our work.

The examples from the academic schools given in the report were highlighted.

- C.18.142.2 Considered: Council welcomed the report and the engagement shown, but suggested that future updates could map activity more visibly against the Strategy's goals.

**C.18.143 International Student Barometer: Outcomes and Action Plan (C/82/18)**

- C.18.143.1 Received: a paper presenting the results of the International Student Barometer (ISB) survey that took place in the autumn of 2017. Members were assured that the action plan showed the extent of work undertaken since the survey, and noted the overall satisfaction of 90.6% (compared with the UK level of 91%). The Director (Quality Enhancement) highlighted some key areas of activity, including the improvement to social and learning spaces, and noted that the survey would now be undertaken every two years.

- C.18.143.2 Received and noted: the results of the 2017 International Student Barometer and action plan, Council noted that the University would not run the survey in 2018-19.

**C.18.144 Annual Statement from Council (C/83/18)**

- C.18.144.1 Received and noted: the annual statement from Academic Board for 2017/18 and the associated action plan. This was presented to provide confirmation that the University's quality assurance systems worked effectively during the year to enable Council to make the annual assurance statement on academic standards and quality. The report comprised:
- a. themes emerging from the work of the University's external examiners. The Director (Quality and Academic Services) noted that one concern from an External Examiner had been raised to the Vice-Chancellor (as University processes allowed) and had been resolved;
  - b. a summary of the validation and review activity undertaken during the year;
  - c. reflection on the cycle of the Course Enhancement Review (CER). The good level of engagement was highlighted, with ongoing challenges being addressed in the action plan;
  - d. a summary of student achievements at undergraduate and postgraduate levels in comparison to the previous year. Council noted in particular the University's statistics for the number of 'good' degrees compared with the sector, and the effect of collaborative partners on the figures;
  - e. the action plan following 2017/18 and an update on the 2016/17 plan.

- C.18.144.2 Considered: the method for RAG rating all courses through the CER, and comparison between Schools. It was noted that, whilst the CER may provide an 'early warning' of issues that could arise in the National Student Survey or Teaching Excellence Framework, the indicators used varied between the different assessments and therefore may not directly correlate.

**C.18.145 CONFIDENTIAL: Annual Report of Academic Appeals, Student Complaints, and Fitness to Practise 2017/18 (C/84/18)**

This item was discussed under Confidential Business.

**C.18.146 CONFIDENTIAL: Financial & Operating Performance Report (C/85/18)**

This item was discussed under Confidential Business.

**C.18.147 Internal Audit Report for 2017/18 (C/86/18)**

- C.18.147.1 Received: the internal audit annual report for 2017/18 from KPMG, which was required for submission to the Office for Students (OfS), and set out the opinion of 'significant assurance with minor improvements' on the adequacy and effectiveness of the University's framework of risk management, control, and governance, and 'adequate and effective arrangements' for value for money.

- C.18.147.2 Noted: a concern raised by Audit Committee on the timeliness of reports received from KPMG, but assurance was given regarding the quality of the work.

**C.18.148 Annual Financial Statements for y/e 31 July 2018 (C/87/18)**

- C.18.148.1 Received: the University's financial statements presenting the results for the year ended 31 July 2018. It was reported that, following consideration by both the Finance and General Purposes Committee and Audit Committee, there had been some minor updates to the statements. The audit work was complete and no major control issues or material adjustments to surplus had been raised. The report comprised:
- a. key financial highlights for the year;
  - b. the full financial statements, including the Operational Financial Review which was linked to the four objectives of the Strategic Plan 2017-2022. The inclusion of a new section on Senior Staff Remuneration as required by the Office for Students (which formed the annual report to Council from Remuneration and Human Resources Committee), and the Statement of Corporate Governance which had been considered by Audit Committee were both highlighted;
  - c. an assessment of Going Concern for the University;
  - d. the Bank Covenants compliance schedule;
  - e. a letter of representation to the auditors acknowledging the responsibilities of Council in respect of the financial statements and disclosure of information.

- C.18.148.2 Resolved: Council approved:
- a. the consolidated financial statements for the University of Gloucestershire for the year ended 31 July 2018 which have previously been considered by the Audit and Finance and General Purposes Committees;
  - b. the Letter of Representation to the auditors for the year ended 31 July 2018.
- The Chair of Council confirmed that the Vice-Chair should sign the statements and Letter of Representation on his behalf. This was agreed by the other Members of Council.

**C.18.149 External Audit Findings Report (C/88/18)**

- C.18.149.1 Considered: the external auditors' findings report from Grant Thornton, highlighting the key issues affecting the results of the University and the preparation of the financial statements for the year ended 31 July 2018. An unqualified audit opinion was issued on the financial statements (with two internal control deficiencies identified in respect of journal descriptions, both of which had been actioned).
- C.18.149.2 Resolved: Council received and noted the Report, and recommended its submission to the Office for Students as part of the Annual Accountability Returns.

**C.18.150 Audit Committee Annual Report 2017/18 (C/89/18)**

- C.18.150.1 Considered: the Audit Committee's annual report to provide assurance to Council on the adequacy and effectiveness of institutional arrangements for:
- a. risk management, control and governance (risk management including the accuracy of the statement of internal control provided with the annual financial statements);
  - b. economy, efficiency and effectiveness (value for money).
- C.18.150.2 Resolved: Council received and approved the Annual Report and agreed that it should be forwarded to the Office for Students.

**C.18.151 Prevent Strategy/Duty: Annual Report 2017/18 (C/90/18)**

- C.18.151.1 Received: a report outlining the progress made, and the general approach taken through 2017/18 to the Prevent Duty, together with the data requested by the Office for Students for a formal 'accountability and data return' as part of its compliance monitoring framework. The Director (Student Support) highlighted the new data requested by the OfS related to student welfare casework to get assurance that universities intervened when concerns about students were raised by academic and professional support colleagues, as previous data indicated very low referral rates related to Prevent.
- C.18.151.2 Resolved: Council approved the annual report, ahead of data submission to the Office for Students by 3 December 2018. It was noted that, whilst no full report was required by OfS this year, it was anticipated that a fuller return would be required for 2018/19.

- C.18.152 2017/18 Operating Plan and Institutional KPIs – End Year Report (C/91/18)**
- C.18.152.1 Received: a paper summarising 2017/18 performance against actions and Key Performance Indicators (KPIs) as set out in the Annual Operating Plan. The summary of institutional KPIs was tabled at the meeting. The Director (Finance and Planning) highlighted the dominance of challenges related to student recruitment, positive progress made in relation to research, and the excellent performance by the institution in sustainability.
- C.18.152.2 Noted: the 2017/18 performance.
- C.18.153 Council Schedule of Business (C/92/18)**  
Considered: the Schedule of Business, and agreed the following changes:  
 a. that the pre-meeting briefing on estate usage should be rescheduled to another date;  
 b. a report on the proposed project with South Gloucestershire and Stroud College should be considered at next meeting in February 2019 (as agreed under minute C.18.141).  
 It was also suggested that reports regarding the University's finances should be moved further up the agenda in future to reflect their strategic importance.  
**ACTION: University Secretary and Registrar**
- C.18.154 OfS Annual Accountability Returns\* (C/93/18)**  
Resolved: Council approved the submission of the OfS Annual Accountability Returns.
- C.18.155 Re-appointment of External Auditors\* (C/94/18)**  
Resolved: Council approved the reappointment of Grant Thornton UK LLP as the Company's external auditors for 2018/19 and for remuneration to be agreed by the Audit Committee.
- C.18.156 Annual Slavery and Human Trafficking Statement\* (C/95/18)**  
Resolved: Council considered and approved the statement for publication and agreed that it would be signed by the Vice-Chair of Council on behalf of the Chair.
- C.18.157 Register of People with Significant Control\* (C/96/18)**  
Resolved: Council confirmed that its Register of People with Significant Control as maintained with Companies House would remain the same.
- C.18.158 2017-18 Health and Safety Annual Report\* (C/97/18)**  
Received and noted: the contents of the Annual Health and Safety report.
- C.18.159 CONFIDENTIAL: Annual Insurance Manager's Report - 2017/18\* (C/98/18)**  
Received and noted: the Annual Insurance report.
- C.18.160 CONFIDENTIAL: Procurement Annual Report - 2017/18\* (C/99/18)**  
Received and noted: the Annual Procurement report.
- C.18.161 Minutes from Council Committees and Academic Board\***  
Noted: the minutes from the following meetings would be available from <https://infonet.glos.ac.uk/departments/registry/committees/Pages/default.aspx>  
 a. Remuneration and Human Resources Committee, 2 and 30 October 2018  
 b. Academic Board, 24 October 2018  
 c. Finance and General Purposes Committee, 30 October 2018  
 d. Audit Committee, 2 November 2018
- C.18.162 Any Other Business**  
 No other business was raised.
- C.18.163 Date of Next Meeting**  
 Joint meeting with Academic Board: Tuesday, 5 February 2019 at 9.15 am, in room FW015, Fullwood House, Park Campus

After the meeting, there was the opportunity for all members of Council (with the exception of the Vice-Chancellor) to meet without any officers from the University being present.

## UNIVERSITY OF GLOUCESTERSHIRE

## UNIVERSITY COUNCIL

## Action list for the meeting held 27 November 2018

Minute number	Action	Responsibility
C.18.153	<p><i>Council Schedule of Business</i>  <u>Considered:</u> the Schedule of Business, and agreed the following changes:</p> <ul style="list-style-type: none"> <li>a. that the pre-meeting briefing on estate usage should be rescheduled to another date;</li> <li>b. a report on the proposed project with South Gloucestershire and Stroud College should be considered at next meeting in February 2019 (as agreed under minute C.18.141).</li> </ul> <p>It was also suggested that reports regarding the University's finances should be moved further up the agenda in future to reflect their strategic importance.</p>	University Secretary and Registrar