

Minutes of Council

Friday, 5 October 2012

- Present: Mr Denis Burn (Chair), Ms Alessandra Berti, Mr Paul Charlton, Professor David Clarke, Councillor Simon Cook, Mr Roy Cowap, Dr Esther Crawley, Mr Tom Flynn, Professor Gary Foster, Dr Andrew Garrad, Dr Moira Hamlin, Ms Pru Lawrence-Archer, Professor Nick Lieven, Mr Tony Macdonald, Dr John Manley, Mrs Dinah Moore, Mr David Ord, Professor Guy Orpen, Mrs Cindy Peck, Mr Andrew Poolman, Mr Bill Ray, Mr Mohammed Saddiq, Ms Victoria Stace, Ms Anne Stephenson, Professor Eric Thomas, Mr James Wadsworth and Mr James Wetz.
- In Attendance: Mrs Kelly Dudley, Ms Jane Bridgwater, Mr Patrick Finch, Ms Robin Geller, Mr Guy Gregory, Mr Andy Nield, Ms Lynn Robinson, Dr Rachel Hooper and Mr Hugh Martin.
- Apologies: Mr Colin Green, Professor Roger Middleton, Mr Bob Morton and Dr Trevor Thompson.

Session 1:

Vice-Chancellor's Introduction

- 1.1 The Vice-Chancellor introduced the first Council meeting of the 2012/13 session and updated Council on key developments that had taken place over the summer.
- International Strategy
- 1.2 The University wished to implement a more purposeful International Strategy and to maximise and strengthen its position with regard to its international activities. The University had felt that in order to achieve this it would need to build capacity in its senior team and to this end, a new Pro Vice-Chancellor role had been created, with a specific focus on international issues. Professor Nick Lieven, currently Pro Vice-Chancellor (Education), would take up this role upon the appointment of a successor for his current role.
- Student Numbers
- 1.3 [Commercial in Confidence minutes removed]. The Vice-Chancellor congratulated Professor Lieven and those staff who had worked tirelessly over the past months to enable the University to meet its increased student number target. It had been a particularly challenging and uncertain period throughout the Higher Education sector. Bristol had found itself in a relatively strong position and had demonstrated that students wanted to study at Bristol.

- 1.4 The national picture was noted to be more challenging. The unexpected drop in the number of A and A* grades awarded by A level exam boards this year, which had come at the end of an exceptionally difficult and unpredictable admissions cycle, had left a large number of UK universities in a less fortunate position. UCAS had predicted that at the close of the 2012 cycle, they would have recorded some 50,000 fewer student acceptances than in 2011.
- 1.5 The Vice-Chancellor cautioned that competition to attract students would be even stronger in the coming year, particularly as the Government had planned to further deregulate undergraduate student numbers for those achieving A levels of ABB grades and above.

United Kingdom Border Agency (UKBA)

- 1.6 During August 2012, the UKBA had revoked London Metropolitan University's (LMU) licence to sponsor students from outside the European Union. This had meant that LMU could no longer teach any students from outside the European Union.
- 1.7 The UKBA would visit all UK Higher Education institutions, including Bristol, to undertake an audit of their processes and documentation relating to international students. It was not yet known when Bristol was likely to be audited and it was possible that very little notice would be given. Bristol was taking its UKBA compliance procedures very seriously Council would be kept informed of progress.
- 1.8 The Registrar would shortly be appointed as the UKBA authorising officer. Responsibility for Tier 4 (student) compliance had been delegated to the Deputy Registrar and for staff to the HR Director. Operational responsibility for student admissions and monitoring would sit with the Academic Registrar who would chair an operational management group with responsibility for updating procedures and managing individual student cases.

Presentation on Admissions, Key Information Sets and the National Student Survey

- 1.9 Council received a presentation on University Admissions, Key Information Sets (KIS) and the outcomes of the National Students Survey (NSS). The presentation was delivered by Professor Nick Lieven, Pro Vice-Chancellor (Education) and Ms Lynn Robinson, Deputy Registrar (Education & Students).

Admissions

- 1.10 Initial admissions data indicated that Bristol had met its increased student number targets this year. Each Faculty had broadly met its individual targets, although there appeared to be some areas of significant variation at programme level. Further analysis of admissions data would be undertaken and where possible this information would be used to inform future growth strategy. Professor Lieven reassured Council that although information about demand for programmes would clearly be very important, decisions to expand or reduce particular academic programmes would be based upon an

academic rationale and the implications of any growth or reduction for the University's academic portfolio (in the short and the long-term) would be considered carefully.

Key Information Sets

- 1.11 Key Information Sets (KIS) were noted to be comparable sets of information about full or part time undergraduate courses, designed to meet the information needs of prospective students. Bristol, together with other UK HE institutions, had now published their KIS on the Unistats website, in accordance with HEFCE's requirements. The data covered a wide range of issues at programme level, including: institutions' performance in the NSS; the proportion of scheduled teaching time; assessment methods; graduate destinations; and satisfaction with the Students' Union. The Unistats website allowed programme-level comparisons to be made across the sector.
- 1.12 It had been too early to make any assessment of the impact of the KIS on student decision-making but this would be monitored.

National Student Survey

- 1.13 The 2012 NSS results had been disappointing for Bristol. Bristol's overall performance had weakened by 1% while the sector average had improved by 2%, representing a net fall of 3%.
- 1.14 The University had put in place a number of actions to address areas of concern. This new initiatives would build upon the good work that was already being undertaken, including:
- (i) Schools had been asked to:
 - a. Review their NSS performances and to propose internal targets.
 - b. Prepare action plans and share and consult on these with students.
 - c. Ensure frequent monitoring of progress and dissemination of progress to students and staff.
 - (ii) Support Services would be asked to create similar action plans for those activities where they provided services directly or indirectly to students.
 - (iii) A small group led by the Pro Vice-Chancellor (Education) would continue to analyse NSS data. It was hoped that this would help to inform implementation priorities.
 - (iv) The Pro Vice-Chancellor and a representative of the Students' Union would meet with each Head of School to discuss their NSS results and their plans and priorities. The Education Directors, Faculty Quality Enhancement Teams and Education Support staff would support the implementation and monitoring of action plans.
- 1.15 The Vice-Chancellor and his senior team were fully supportive of and committed to the initiatives that would be undertaken to try to improve under-performance in the NSS. However, he stressed that despite the relatively disappointing NSS outcome this year, he was proud of the University's

achievements and of the standards of excellence that its staff and students continued to deliver.

- 1.16 Council noted that Bristol had scored particularly poorly on a new question which had asked students to comment on the level of satisfaction with their students' union. The sector average score had been 68% and Bristol had scored only 45%. This had been debated at length at the recent Student Affairs Committee meeting and the Union staff and sabbatical team were keen to increase the level of co-operation between the Union and the University to address these issues. A key objective would be expansion of the student representative scheme throughout the University and it was hoped that this would have a significant positive impact upon students' perception of their Union and the University over time.
- 1.17 Drilling down the Students' Union-related NSS scores to programme level had revealed a significant amount of variability in student satisfaction levels across different academic programme areas, Bristol's classics students, for example, gave an average satisfaction score of only 12%, whereas Bristol's drama students' average satisfaction score had been 95%. This was believed to relate to the extent to which different disciplines engaged with Students' Union activities.

Session 2: Formal Meeting of Council

2. Apologies for Absence / Announcements

- 2.1 The Chair NOTED the apologies received. He then welcomed a number of people to the meeting:
 - (i) Dr Esther Crawley, who had been elected as a member of the Non-Professorial academic staff and Professor Roger Middleton, who had been elected as a member of the Professorial staff (Professor Middleton had unfortunately had to send his apologies as he was currently working overseas).
 - ii) Mr Tony Macdonald, who had been elected as a member of the University's support staff. Mr Macdonald had served on Council previously in this capacity and was welcomed back after a three year break.
 - (iii) Ms Pru Lawrence-Archer, who had run a successful election campaign and been re-elected to Council as a member of the support staff.
 - (iv) Dr Rachel Hooper, Director of Planning who had been appointed to cover Dr Helen Galbraith's maternity leave.
 - (v) Mr Hugh Martin, Head of Committee Secretariat, who had recently been appointed to cover Kelly Dudley's maternity leave from November 2012.

3. Declaration of Interests

- 3.1 One of the recommendations arising from HEFCE's recent Assurance Audit had been the introduction of members' declarations of interest as a standing agenda item for Council and Council committees. This had been added to the

Council agenda and members were reminded that they had an obligation to disclose any pecuniary, family or other personal interest that they had in any matter under discussion at any meeting of Council as soon as practicable.

4. Minutes of Meeting on 6 July 2012

4.1 CONFIRMED: The minutes of the meeting held on 6 July 2012.

5. Matters Arising and Actions Register

5.1 Members had previously received a copy of the Action Register which incorporated actions agreed at the 6 July 2012 Council meeting. Completed items were asterisked and would be removed from the Register for the next meeting.

5.2 The Chair informed Council that further discussions would take place with the Senior Team and Linda Holbeche, Co-Director of The Holbeche Partnership , in order to expand on the key questions which had been raised at the Council Away Day on 22 March 2012. The Personnel and Health and Safety Committee would work in conjunction with the Human Resources Division to review and consider the feedback from the session.

5.3 There were no other matters arising.

6. Election of Chair and Vice-Chair of Council

6.1 RECEIVED: A report from the Director of Legal Services and Deputy Secretary, proposing an amendment to Statute 16 relating to the process of appointing the Chair and Vice-Chair of Council, reference **CN/12/184** (previously circulated, copy in the minute book).

6.2 It had come to light that the provisions of Statute 16 and Ordinance 3 relating to the appointment of the Chair and Vice-Chair of Council were currently inconsistent: Statute 16 specified annual appointments, while Ordinance 3 envisaged an initial term of office of three years; and Statute 16 envisaged a maximum term of office of six years, while Ordinance 3 permitted a maximum term of nine years.

6.3 The paper recommended that Statute 16 be amended in order to remove any inconsistency and to give full effect to the changes to Ordinance 3 that had been approved by Council in February 2006.

6.4 APPROVED (by Special Resolution): The following amendment to paragraph 2 of Statute 16:

Chair and Vice-Chair

2. Council shall ~~each year~~ appoint a Chair and Vice-Chair from among its lay members as determined by Ordinance. ~~The Chair and Vice-Chair should each normally serve for no more than six years in total.~~

The detailed arrangements for the election of Chair and Vice-Chair are set out in Ordinance 3 and may in future be altered by Council by Special Resolution.

- 6.5 In accordance with the provisions of Statute 17, the amendment to Statute 16 would not take effect until it had formally been approved by the Privy Council. Once approved by Council and the Privy Council, the amendment to Statute 16 would be reported to Court.
- 6.6 The Vice-Chancellor took the Chair for the next item. Mr Denis Burn left the room.
- 6.7 NOTED: That Mr Denis Burn, who had been first appointed to Council on 1 January 2006, had served as Chair of Council since 1 January 2010; and Mr Bob Morton, who had first been appointed to Council on 1 January 2007, had served as Vice-Chair since 1 January 2010.
- 6.8 APPROVED (with unanimous support): The reappointment of Mr Denis Burn as Chair of Council and Mr Bob Morton, as Vice-Chair of Council for further three-year terms until 31 December 2015.

7. Council's Statement of Primary Responsibilities, Roles and Responsibilities and Standing Orders

- 7.1 RECEIVED AND NOTED: In accordance with CUC guidelines, the following documents which would apply for the 2012/13 academic session:
- (i) Council's Statement of Primary Responsibilities (**CN/12/185/Appendix A**).
 - (ii) The Roles and Responsibilities of Council Members 2012/13 (**CN/12/185/Appendix B**).
 - (iii) Council's Standing Orders 2012/13 (**CN/12/185/Appendix C**).
- 7.2 Council would be given an opportunity to review these documents at the final meeting of each academic session.

8. Chair's Business

- 8.1 RECEIVED: A report detailing business that the Chair of Council had approved on Council's behalf using Chair's Powers during the summer vacation 2012 (reference **CN/12/186**, previously circulated, copy in the minute book).
- 8.2 The business approved was summarised as follows:

Appointment of Visiting Professors

- (i) Appointment of the following Visiting Professors:
 - (a) Mika Kivimaki, Department of Social Medicine, from 1 October 2012 to 31 December 2018.
 - (b) Nichola Rumsey, Department of Oral and Dental Sciences, from 1 September 2012 to 31 October 2017.
 - (c) Stuart Whittington, School of Chemistry from 1 August 2012 to 31 August 2014.
 - (d) An extension to the appointment of Professor Bill Drury as an Honorary Professor in the Department of Electrical and Electronic Engineering from 10 July 2014 to 30 September 2014.

Additional Graduation Ceremony

- (ii) The convening of an additional graduation ceremony for two BVSc students who had successfully re-sat their final exams over the summer period, to permit them to attend the Royal College of Veterinary Surgeons' admissions ceremony in October 2012.

Amendment to Section 11 of the Examination Regulations

- (iii) The following amendment to section 11.8(a) of the Regulations to achieve consistency and to ensure that all students followed a parallel procedure (additions marked in underline, deletions with strikethrough):
- (a) Refer the matter back to the faculty (or in the case of postgraduate research students to the Pro Vice-Chancellor Research Degrees Examinations Board) for reconsideration at the local stage with, or without, a recommendation for resolution.

Restructure of Primary Units within the Graduate School of Education, Faculty of Social Sciences and Law

- (iv) As part of a wider governance review, the Graduate School of Education wished to abolish its three Primary Units known simply as "A", "B" and "C" and to replace them with three new units, known as:
- Learning Inquiry
 - Learning Lives
 - Learning Societies

This required a consequential amendment to be made to the list of Primary Units contained within the University's Regulation "Primary Units and Primary Units Designated as Academic Departments" within the "Charter, Acts, Statutes, Ordinance and Regulations of the University of Bristol".

Restructure of Primary Units (Sections) within the School of Clinical Sciences, Faculty of Medicine and Dentistry

- (v) The School has reviewed its number of Sections and their balance in terms of staff numbers. It wished to make the following changes (deletions in strikethrough, additions in underscore):
- Cardiovascular Surgery and Vascular Biology
 - Regenerative Medicine and Immunity
 - Functional Neurosciences and Endocrinology
 - Clinical Neurosciences
 - Metabolism and Renal Cell Biology
 - ~~Infection and Immunity~~
 - Clinical Outcomes and Methodology

This required a consequential amendment to be made to the list of Primary Units contained within the University's Regulation "Primary Units and Primary Units Designated as Academic Departments" within the "Charter, Acts, Statutes, Ordinance and Regulations of the University of Bristol".

Henry Overton Wills Chair of Mathematics

- (vi) The designation of Professor Jon Keating FRS to be the next Henry Overton Wills Chair of Mathematics within the School of Mathematics from 1 August 2012.

Committee Appointments

Estates Committee

- (vii) The appointment of Professor Sally Heslop as a “member of the academic or professional and administrative staff” on the University’s Estates Committee, with immediate effect until 31 July 2015.

Finance Committee

- (viii) The appointment of Professor Roger Middleton as an “academic staff member of University Council” on the Finance Committee, with immediate effect until 31 July 2015.

Proposed Minor Changes to the Regulations and Code of Practice for Taught Programmes

- (ix) A number of changes had been made to the Code in order to clarify procedures or to respond to changed legislation. The changes, together with an explanation of the rationale for making the changes, were set out in document **CN/12/186/Appendix A**.

Arrangements for the November 2012 Council Meeting

- 8.3 The Chair reported that the University had asked permission to film a part of the November 2012 Council meeting for the purposes of making a training DVD. Any members of Council who did not want to be filmed or included within the film should inform the Head of the Secretariat in advance of the next meeting.
- 8.4 The Chair was hoping to hold the November Council meeting at Stoke Bishop. This would include an opportunity for Council members to be taken on a tour of the new developments/refurbishment programmes at Stoke Bishop and to meet key staff working on site as well as students living in the University accommodation. Confirmation of the venue and final programme for the day would be circulated to Council members in due course.
- 8.5 The Chair informed Council that the format of the University’s Annual Review would from next year be re-designed to be more external-facing. David Alder, Director of Communications, aimed to produce a new document for 2012/13 which will be targeted at the University’s external stakeholders. The University’s Annual Financial Statements (including the Public Benefit Statement), which was a statutory document, would continue to be produced in the same format and would be subject to the usual approval route (Finance Committee, Audit Committee, Council and Court).
- 9.0 Vice-Chancellor’s Report**
- 9.1 RECEIVED: The Vice-Chancellor’s report to Council, reference **CN/12/187** (previously circulated, copy in the minute book).

Cyber Security

- 9.2 UK Vice-Chancellors had been informed that universities were currently at an increased risk of cyber security attack from organised groups or nation states which may be carrying out internet-enabled espionage. Universities were considered to be part of the UK's critical national infrastructure, and as such were high on the government's list of sectors which were of particular interest.
- 9.3 In response to this, Universities UK had issued a Policy Briefing which highlighted the risks to universities of: theft of intellectual property; reputational damage; malicious damage to website and theft or loss of personal data. The Centre for the Protection of National Infrastructure (CPNI) had also issued guidance which focussed on 20 critical controls which organisations should apply for effective cyber defence.
- 9.4 The Registrar was working with the Director of Information Services to assess the University's preparedness to implement each of the CPNI's 20 critical controls. Cyber Security-related issues had been moved to the top of the University's risk register and senior staff were prioritising the protection of business critical data. The issues had been debated at meetings of the Vice-Chancellor's Advisory Group, at the University's Planning and Resources Committee, and would be considered at the meeting of Senate on 22 October 2012.
- 9.5 The University's response focussed upon identification of likely targets and then implementing strategies to protect them. Protection strategies included: investing in appropriate technology-based controls; user awareness raising; development of emergency response plans and procedures and business continuity plans; and development and implementation of a new Information Security Policy.

Student Growth Project

- 9.6 Early admissions data indicated that the University had successfully met its expanded undergraduate intake targets this year. Planning was now underway for the 2013 admissions process. This would be based upon the plan to admit an additional 800 home undergraduate students compared to 2012. The distribution of the additional students was being considered by the senior team in the light of a number of factors including capacity for (further) expansion, student demand, academic imperatives and experience gained in 2012.

Admissions Update

Undergraduate Applications

- 9.7 29,737 home undergraduate applications had been received in 2012 (a 12% reduction on the previous cycle) and 6,915 overseas applications (an increase of 9% on last year), both of which reflected national trends.

Expected Undergraduate Intake

- 9.8 The situation at 20 September 2012 was that the University was expecting to overshoot its home target of 3,788 applicants by 16 accepted applicants, and undershoot its overseas target of 612 by 7 applicants.

Postgraduate Applications, Offers and Acceptances

- 9.9 Applications for 2012 entry remained fairly static compared to applications in 2011 (+0.3%) although offer levels had decreased slightly (47.6% in 2011 and 42.7% in 2012). Acceptances had shown a similar trend with 52.6% being accepted compared to 53.6% in 2011.
- 9.10 It was too early to be able to draw accurate conclusions about likely intake from the figures but other indicators had suggested a healthy position. Demand for pre-sessional English language programmes had been high. Postgraduate accommodation applications had increased by 21% (currently at 1,654 with applications still being accepted). CAS (immigration sponsorship) generation data, indicated that the number of CASs generated had increased by 28% (1,433 generated compared to 1,033 last year). This indicated that the concerns relating to student visas and the negative perception of changing immigration policy and visa costs in the UK (which could serve as a deterrent to overseas applicants) had not been realised in the current cycle.

National Student Survey

- 9.11 The outcomes of the NSS were covered within Professor Lieven's presentation (see minute 1.13 to 1.16 above).

United Kingdom Border Agency

- 9.12 Issues associated UKBA compliance were covered within the Vice-Chancellor's presentation (see minute 1.6 to 1.8 above).

League Tables

The Shanghai Jiao Tong Academic Ranking of World Universities 2012

- 9.13 The University of Bristol was ranked 70th in the world (the same position as last year), 19th in Europe (21st in 2011), and 8th in the UK (the same position as last year). Nine UK institutions were ranked within the top 100, of which Cambridge was ranked 5th, Oxford 10th, UCL 21st, Imperial 24th, Manchester 40th, Edinburgh 51st, King's College 68th and Nottingham 86th.

The QS World University Rankings 2012

- 9.14 The University of Bristol was ranked 28th in the world (30th in 2011), 8th in Europe (9th in 2011), and 7th in the UK (8th in 2011). Eighteen UK institutions were ranked within the top 100, of which six finished above Bristol: Cambridge finished 2nd, UCL 4th, Oxford 5th, Imperial 6th, Edinburgh 21st and King's College 26th.

The Sunday Times University Guide 2013

- 9.15 The University of Bristol had dropped one place to finish 11th (10th in 2011), and finished 8th (6th in 2011) out of the Russell Group institutions. The top 10 was dominated by Russell Group universities with the exceptions of Bath in 3rd, St Andrews in 5th and Heriot-Watt in 9th.

- 9.16 The University of Bristol was ranked 3rd in the southwest (the same position as last year) with Bath and Exeter finishing 1st and 2nd.

The Times Higher Education World University Rankings 2012

- 9.17 The University of Bristol ranked 74th in the league table, having fallen from 66th in 2011. The California Institute of Technology topped the rankings, with Oxford and Stanford University sharing 2nd place.
- 9.18 Cambridge and Imperial had also placed in the top 10 (7th and 8th respectively), but the US dominated with seven universities in the top 10. Overall, the US had 76 institutions in the top 200, whilst 31 universities from the United Kingdom feature. A general decline in the positions of US and European institutions had been recorded in favour of a general rise in the position of Asian universities.

National Composites Centre (NCC)

- 9.19 [Commercial in Confidence]

Potential Industrial Action

- 9.20 UCU, Unison and Unite were balloting their members about the possibility of engaging in industrial action. Unison had now closed its ballot and early indications were that a slim majority of members had voted in favour of industrial action (although the turnout had only been ca. 25%). If industrial action did go ahead, it was likely to take place between 9 October and 29 October 2012. The University was preparing for this eventuality.

10. Finance Update

- 10.1 RECEIVED: A report from the Finance Director setting out an update on the University's Finances, reference **CN/12/188** (previously circulated, copy in the minute book).
- 10.2 The Finance Director outlined the provisional financial results 2011/12. The operating surplus had increased from the previous forecast of £8m to a provisional outturn of £9.8m.
- 10.3 Council noted a number of key developments which could have an impact upon the University's financial prospects. These included:
- (i) The achievement of the home undergraduate intake targets for 2012/13.
 - (ii) Improved financial performance over the last two years.
 - (iii) Increasing inflationary pay pressures.
 - (iv) Potential increased energy costs.
 - (v) Pension deficits and funding consequences.
 - (vi) The University's financial capacity to increase its capital investment programme to meet the requirements of the undergraduate student growth plans.
- 10.4 Finance Committee was considering these issues and firm proposals would be presented to Council in due course.

Pensions

UBPAS

10.5 [Commercial in Confidence]

USS

10.8 [Commercial in Confidence]

Auto Enrolment

10.10 From April 2013, the University would need to implement arrangements for the Government's new pension auto enrolment requirements. Bristol currently had around 600 staff members who had opted out of pension schemes in addition to a large number of casual employees who would potentially need to be included in the new arrangements. The University's planned approach to auto enrolment had been discussed at length with the relevant Trade Union representatives.

Treasury

10.11 Operating cash flows in 2011/12 had remained strong and at the end of July 2012, the University had cash/investment balances of £187m. The major proportion of this had been committed against the capital programme and the balance would reduce as major projects, such as the Life Sciences programme, progressed.

10.12 The Finance Director anticipated that Council could expect to be asked to make key decisions about the capital programme early in 2013 by which point the University would have more clarity about its pensions funding situation and its longer-term financial modelling.

Financial Regulations

10.13 The Finance Director and his team were working on a review of the University's Financial Regulations to reflect a number of changes to operational practices arising from the Support Process Review and systems changes. Full proposals would be presented to Finance Committee for consideration in due course.

10.14 APPROVED: (i) An increase from £20m to £30m in the gross balance limit that the University had with its main clearing bank, RBS/National Westminster. Council noted that this would not change the University's overall counterparty exposure with RBS/National Westminster but would simply increase the flexibility of how the University invested monies.

(ii) The addition of Robin Geller, University Registrar and Chief Operating Officer, as an authorised signatory to both the Barclays and RBS/National Westminster bank accounts.

11. Annual Report of the Remuneration Committee

11.1 RECEIVED: An annual report from the University's Remuneration Committee, reference **CN/12/189** (previously circulated, copy in the minute book).

- 11.2 The Committee had discussed the general pay, pensions and tax environment and noted the 1% that had been offered to general staff via UCEA, and the HEFCE call for pay restraint in the light of the Government's public sector pay policy. The Committee also reviewed the pay structures and pay review arrangements that had operated for Grade M staff and had been satisfied that these had operated appropriately.
- 11.3 The Committee reviewed and approved proposed changes in salary for individual staff. As a result of these decisions, the annual increase to the professorial pay bill would be 0.79% and the annual increase to the professional and administrative pay bill would be 0.53%.
- 11.4 The Committee had also reviewed the salary of the senior team and the approved changes would increase the senior team pay bill by 1.2 per cent. The Vice-Chancellor, Deputy Vice-Chancellor and the Finance Director had asked not be considered for any increase.

12. HEFCE Assurance Review

- 12.1 RECEIVED: A report from the Head of the Secretariat detailing the outcomes of HEFCE's recent Assurance Review of the University, reference **CN/12/190** (previously circulated, copy in the minute book).
- 12.2 HEFCE had concluded that it could place reliance on the accountability of the information provided by the University and Council noted that this was the highest level of satisfaction that could be expressed by HEFCE in response to an Assurance Review. HEFCE had not raised any major concerns about the University's assurance processes but had made a series of recommendations for improvement. The University had responded to HEFCE's suggestions and the report set out how the University proposed to implement them.
- 12.3 HEFCE would request a progress report in six months after which it would issue its final report and findings.

13. Committee Reports

Report of the Nominations Committee of Court

- 13.1 NOTED: That the Nominations Committee of Court had met on 3 October 2012 to consider a number of applications received from prospective lay members of Council. Three people had been selected for interview during the week beginning 15 October 2012. All had experience of graduate recruitment/employability. An interview panel, chaired by Dr Alison Bernays, Chair of the Nominations Committee of Court, would meet with the candidates and a formal recommendation from the Nominations Committee would be presented to Council at its meeting in November 2012 and then to Court for final approval in December 2012.

Report of the Audit Committee

- 13.2 RECEIVED: A report from the Chair of the Audit Committee summarising the discussions that had taken place at the meeting on 4 September 2012, reference **CN/12/191** (previously circulated, copy in the minute book).

13.3 The Treasurer drew Council's attention to the following key issues:

Annual Risk Review 2012/13

13.4 The Committee had considered the University's Annual Risk Review 2012/13 and each of the risks contained within the report. The Committee had concluded that the University had an appropriate process in place to allow it to identify major risks and the actions that needed to be taken to mitigate those risks.

IT/Data Security

13.5 The Committee had considered data security risks and noted that cyber security issues had been raised on the University's overall agenda. The Committee would monitor risk management in this area over the coming year. Dr John Manley, a lay member of Council, would be joining the Audit Committee in January 2013 and his expertise and input, particularly in the area of IT security, would be welcomed.

Report of the Student Affairs Committee

13.6 RECEIVED: A report from the Chair of the Student Affairs Committee summarising the discussions that had taken place at the meeting on 24 September 2012, reference **CN/12/192** (previously circulated, copy in the minute book).

Report of the Honorary Degrees Committee*

13.7 RECEIVED: An oral report from the Vice-Chancellor setting out the recommendations made by the Honorary Degrees Committee at its meeting on 3 October 2012. Members were reminded that as the nominees had not yet been informed of the University's wish to award them an honorary degree, the recommendations should be treated as strictly confidential until they had been confirmed by the University.

13.8 [Reserved Business removed]

Report of the Finance Committee

13.9 RECEIVED: An report from the Finance Director setting out a summary of key discussions that had taken place at the meeting of Finance Committee on 24 September 2012, reference **CN/12/193** (previously circulated, copy in the minute book).

13.10 Council noted that the timing of the Finance Committee relative to the date of issue of Council papers had not permitted time for the Finance Committee Chair to review.

13.11 The Finance Director noted that all the key issues were set out in full within his detailed Finance Report.

13.12 The Finance Director and Chair of Finance Committee would consider the approach to future reports.

14. Chair Appointments

- 14.1 RECEIVED: The summary of Chair appointment activity that had taken place since the previous report to Council in April 2012, reference **CN/12/194** (previously circulated, copy in the minute book).

15. Standing Items

Equality and Diversity Implications

- 15.1 Council did not feel that the business discussed at the meeting had raised any equality and diversity issues which had not been appropriately addressed by report authors and/or relevant sub-committees.

Communications and Consultation

- 15.2 Council did not feel that the business discussed at the meeting had raised any communications and/or consultation issues which had not been appropriately addressed by report authors and/or the relevant sub-committees.

16. Date of Next Meeting

- 16.1 NOTED: That the next meetings of Council had been scheduled as follows:
Friday, 23 November 2012
Friday, 8 February 2013
Thursday, 14 March 2013
Friday, 15 March 2013
Friday, 10 May 2013
Friday, 5 July 2013

*Reserved business