

COMMERCIAL IN CONFIDENCE
University of Bristol
Minutes of Council

1 April 2011

Present: Mr Denis Burn (Chair), Mr James Ashton-Bell, Professor Tim Bond, Professor Paula Booth, Professor David Clarke, Mr Roy Cowap, Mr Andy Hollingsworth, Mr Colin Green, Dr Moira Hamlin, Professor Sally Heslop, Sir Ronald Kerr, Ms Pru Lawrence-Archer, Dr John Manley, Mr Robert Massie, Mrs Dinah Moore, Mr Bob Morton, Mr George Morton, Dr David Newbold, Mr David Ord, Mrs Cindy Peck, Mr Bill Ray, Mr Mohammed Saddiq, Ms Vikki Stace, Ms Anne Stephenson, Mr Tom Steward, Professor Eric Thomas, Mr James Wadsworth, Mrs Cathy Waithe, Professor Avril Waterman-Pearson and Mr James Wetz.

In Attendance: Mr Derek Pretty, Mr Patrick Finch, Mr Andy Nield, Mr Guy Gregory, Ms Jane Bridgwater, Ms Helen Galbraith and Ms Kelly Archer.

Apologies: Councillor Chris Davies, Professor Guy Orpen

Session 1

Presentations on the Faculty of Arts

Council received a presentation from Professor Charles Martindale, Dean, Faculty of Arts. The presentation outlined the Faculty's key achievements, challenges and future objectives. Council commended the Dean and his team for their excellent work over the past year. The Faculty was well placed and structured to tackle the financial and strategic challenges that faced the University. The Chair asked that Council's congratulations and thanks be relayed to the Faculty.

Presentation on the Student Experience and Student Funding Issues

Professor Waterman-Pearson, Pro Vice-Chancellor (Education) and Lynn Robinson, Deputy Registrar (Education and Students) lead a presentation outlining the work that the University was undertaking to enhance the student experience, to revise its Access Agreement and to focus and develop its widening participation and outreach strategy.

Session 2: Formal Meeting of Council

1. Apologies for Absence / Announcements

1.1 The Chair welcomed colleagues to the meeting and noted the apologies received. He extended a particular welcome to the two new members of Council who were attending their first meeting, Mr Mohammed Saddiq and Ms Victoria Stace.

2. Minutes of the Last Meeting

2.1 CONFIRMED (subject to the addition of Councillor Chris Davies as an attendee): the minutes of the meeting held on 11 February 2011.

3. **Matters Arising and Actions Register**

- 3.1 Outstanding actions on the Action Register were being taken forward. Deans were being consulted about the lists of Associated and Affiliated Institutions within Ordinances 22 and 23 and proposed changes to the Ordinances would be presented to Council in due course.

4. **Chair's Business**

Action Taken using Council Chair's Powers

- 4.1 RECEIVED: A report noting actions taken under Chair's Powers since the previous Council meeting on 11 February 2011, reference **CN/11/019** (previously circulated, copy in the minute book).

(i) Office for Fair Access (OFFA)/Home and Undergraduate Tuition Fees (Commercial in Confidence)

The University was required to advise OFFA by 31 March 2011 whether or not it intended to submit a revised Access Agreement for 2012/13, together with an indication of the highest fee that it was likely to charge and whether it was likely to vary its fees by course type or subject. Council NOTED that on the advice of Finance Committee, the Chair of Council, on behalf of Council, had approved that the University should advise OFFA that it would be submitting an OFFA Agreement, that the **maximum** fee would be £9,000 and that it had no plans to charge different fees for different home/EU undergraduate programmes.

- 4.2 *(ii) Annual Pay Award*

NOTED: That, following a recommendation from the Universities and Colleges Employers Association, the Chair of Council and the Chair of the Personnel and Health and Safety Committee had approved on behalf of Council, with the use of Chair's Powers, the implementation of a 0.4% pay award for staff on all grades up to and including Grade M Range 3.

(iii) Temporary Addition to Ordinance 17 – Assessment for Academic Awards

NOTED: That following Council's agreement at its meeting on 11 February 2011, the Chair of Council had ratified the below temporary addition to Ordinance 17, which could be implemented in the event of industrial action:

Addition to Ordinance 17

Notwithstanding anything contained to the contrary in the Ordinances, Regulations and Standing Orders of the University, in the event that any act or omission on the part of a member or members of the academic staff or any other persons appointed to deal with examinations or assessment within the University shall in the view of the Council disable the University from conducting examinations and assessment in the normal way, Council (acting in accordance with the provisions of Statute 17.1 and Statute 21.1) may order that the Vice-Chancellor representing Senate as its Chairman and acting in his absolute discretion in what he considers to be in the best interests of the University and its students shall (subject always to the provisions of the Charter and Statutes of the University) have the power (after consulting with such members of Senate as he considers appropriate) to determine what methods of examination and assessment of a student's ability or proficiency

shall be adopted by any relevant internal examiners and the relevant external examiners of the University for the purpose of:

- i. the award of any degree, diploma or certificate of the University
- ii. the classification of any degree of the University
- iii. the assessment of satisfactory performance or proficiency before any student is allowed to pass from one part of a programme of study or one University year to another;

and similarly have the power to exercise the authorities of University examination boards to approve the award of any degree, diploma or certificate so examined or assessed.

- 4.3 Any action taken under such a temporary Ordinance would be subject to the provisions of the University's Charter and Statutes and would be exercised only after consultation with appropriate members of Senate.
- 4.4 The temporary provision would be introduced with immediate effect, subject to expiry on the earlier of two dates, viz. The end of any industrial dispute with UCU; or 31st October 2011, to allow for supplementary professional exams to be concluded.

5. Vice-Chancellor's Report (Commercial in Confidence)

- 5.1 RECEIVED: The Vice-Chancellor's report, reference **CN/11/020** (previously circulated, copy in the minute book).

Access Agreement/Student Support Costs

- 5.2 The Vice-Chancellor clarified that £9m of the £12m that Bristol anticipated it would spend each year on widening participation (once the new home undergraduate fee arrangements for 2012/13 were fully implemented (ie all home undergraduates were paying the increased fee)) would be spent directly on student support (for example through fee waivers and/or bursaries). The remaining £3m would be spent on outreach/applicant conversion/student retention projects. The University was committed to providing opportunities for individuals on the lowest income band to study in Bristol without incurring any substantial debt.

HEFCE Grant

- 5.3 On 17 March 2011, the University had received confirmation of its grant funding from HEFCE. The recurrent teaching and research grant for the academic year 2010/11 would be cut by £2.7m. For the following academic year, 2011/12, this would be reduced by a further £3.6m. This represented a cut of £6.3m in absolute terms from the 2010/11 starting point (before any in-year cuts were made). Although the cuts were broadly in line with the University's predictions, they clearly represented a significant reduction in its funding. Bristol's capital funding had also been reduced significantly: it expected to receive £5.7m for the financial year 2011/12 and then £5.1m for the financial year 2012/13. This compared with a budgetary assumption of £7m p.a.

- 5.4 The level of HEFCE funding for the final third of 2011/12 academic year was subject to confirmation from the Department for Business, Innovation and Skills, and additional in-year cuts could not be ruled out at present.

Industrial Action

- 5.5 UCU members had co-ordinated two one-day strikes during the previous week. The action had been in response to proposed changes to pensions and pay and job protection issues for University staff. The picketing had been well organised and well conducted. The biggest impact had been within the Faculty of Arts and the Faculty of Social Sciences and Law. Across all Schools, many of the affected lectures were being rescheduled.

Personnel Matters

(i) Voluntary Severance /Early Retirement (VS/ER)

- 5.6 Cost reduction programmes across the faculties were nearly complete. A small number of individuals within the Faculties of Medicine and Dentistry and Arts had been identified for compulsory redundancy and the University was working with these staff members to try to identify appropriate alternative opportunities. 119 applications for VS/ER from staff working in support services divisions had now been approved; 188 had been declined; and ca. 150 were to be determined once the SPR had been further developed. The number of cases approved to date indicated that the planned £4m savings target could be achieved.

- 5.7 The agreed 2010 pay award 0.4% had now been paid to staff, although the University and College Union (UCU) was currently in dispute with the University about the level of the award and about job security. Negotiations for the 2011 pay agreement had now commenced.

(ii) Pensions

- 5.8 In July 2010, the Universities Superannuation Scheme (USS) Joint Negotiating Committee (JNC), with the use of the independent Chair's casting vote, had agreed a range of changes to the USS pension scheme. These were considered to be the minimum necessary to make USS affordable/viable for employer institutions.

- 5.9 Following a period of consultation, (and some subsequent positive modifications) the proposed changes to USS which included: an increase in employee contribution from 6.35% to 7.5% of salary; the introduction of a Normal Pension Age of 65 for new members and for existing members' future service; and the introduction of a career average scheme for new entrants, were put back to the JNC for final approval in March 2011. The UCU nominees on the USS JNC had failed to attend this and two other scheduled meetings and as a result, the meetings had been unable to transact business because, according to the scheme rules, the meetings had been inquorate. USS was seeking legal advice about how the impasse could be overcome.

(iii) Support Process Review

- 5.10 The SPR programme had moved from the planning to the implementation phase. The new finance function was now live and other areas of activity, for

example, estates and personnel, were now preparing for implementation. The faculty and underpinning school structures had been finalised and published and staff were being 'deployed into roles as appropriate. The programme was on schedule for implementation by July 2011, with delivery of consequent savings. A period of process review/improvement would then follow to ensure that structures were working effectively and to identify scope for further savings.

- 5.11 The SPR team was working hard to ensure that staff continued to be kept as informed as possible about SPR developments. A range of communication tools were being used including, bulletins on the website and via email, and briefing packs for line managers and face-to-face meetings wherever possible.

Students' Union Elections

- 5.12 NOTED: That the following students had been elected to the 2011/12 Students' Union Sabbatical Team:
- (i) Union President - Gus Baker
 - (ii) Vice President - Education: Josh Alford
 - (iii) Vice President - Community: Max Wakefield
 - (iv) Vice President - Welfare & Equality: Sophie Bennett
 - (v) Vice President - Activities: Chris Ruff
 - (vi) Vice President - Sports & Health: Dom Oliver

National Composites Centre (NCC)

- 5.13 The NCC at the University of Bristol had been named as a partner in the first of a UK-wide network of elite technology and innovation centres by the Deputy Prime Minister on 17 March 2011. The NCC was one of seven internationally recognised research centres around the country which would make up the new High Value Manufacturing Technology and Innovation Centre (TIC). The Technology Strategy Board (TSB) was expected to invest some £25M per year in the TIC, with a ten year cycle of investment planned. The TIC would be one of a network of about six in which the Government would invest a total of more than £200 million over the next four years. The aim of the TICs was to enable British businesses to commercialise the results of world-class research in the UK and to access major new high-tech markets.
- 5.14 The NCC building work was expected to be completed in May 2011. There was a risk of a significant overspend (up to £950k) in relation to the installation and commissioning costs of major equipment with a value of ca. £12m. Measures were in place to mitigate the overspend.

Campaigns and Alumni Update

- 5.15 The Centenary Campaign was enjoying continued success. It was anticipated that by 2014, 85% of the £100m target would have been achieved. Six percent of alumni now gave money to the University; this was by far the highest level in any UK HEI outside of Oxford and Cambridge and was testament to the hard work and commitment of the Campaigns and Alumni Relations Team at Bristol.

Appointment of a new Dean of Engineering

- 5.16 NOTED: That Nishan Canagarajah, Professor of Multimedia Signal Processing and Head of Merchant Venturers School of Engineering at the University of Bristol, was to become Dean of the Faculty of Engineering. Professor Canagarajah would take over from Professor Nick Lieven, who was to become one of the University's Pro Vice-Chancellors (Education) in July 2011.

Health and Safety Issues

- 5.17 There were no significant issues to report to Council.

Recent Grants and Awards

- 5.18 NOTED: A number of high-profile grants and awards made to University staff and students, detailed in paragraph 9 of the report.

6. Finance Report

- 6.1 RECEIVED: A report from the Finance Director covering financial performance 2010/11, future prospects for HEFCE grant funding and home undergraduate tuition fees, treasury matters and pensions issues, reference **CN/11/021** (previously circulated, copy in the minute book).

Financial Performance 2010/11

- 6.2 The overall situation looked very positive. Income from increased student numbers (mainly postgraduate taught) remained significantly ahead of budget (+£6.3m). The year to date operating surplus would be significantly ahead of budget, and cashflows were positive, which was important in terms of funding the capital programme and meeting the University's banking covenants. A detailed "Finance Dashboard" for February 2011 was attached at **Appendix A**.

HEFCE Grant Funding/Home Undergraduate Tuition Fees (Commercial In Confidence)

- 6.3 Finance Committee, at its meeting on 16 March 2011, had considered a detailed paper setting out the University's financial prospects and the potential implication of charging a range of fee levels (attached at **Appendix B**). The Committee had concluded that the dynamics of Home Undergraduate Tuition Fees and HEFCE grants would be critical and it was acknowledged that there was unlikely to be any clarity about the longer-term funding position for some time.

Treasury

- 6.4 The final £60m tranche of the Barclays loan had now been drawn down. Initially, this had left the University with ca. £200m of funds to invest. Finance Committee, at its meeting in March 2011, had reviewed the University's investment strategy and had agreed some changes to the framework. The overall aim of the strategy would continue to be to reach a balance between maintaining security over capital whilst seeking a reasonable return.
- 6.5 The University was paying an average interest rate of ca. 5.5% on its Barclays loans which when compared to the expected average investment returns of

just over 2% through its investment strategy, meant a period of negative arbitrage. In the senior team's judgement, however, this loan rate remained below that which could be achieved in the financial markets today. Council was reminded that the loans had a 30-40 year term and the financial value of the loan had to be assessed over that period and not on a short-term arbitrage position.

- 6.6 APPROVED: The addition of Mr Tim Rose, Faculty Financial Controller, as a signatory on the University's bank accounts.

Pensions

University of Bristol Pension and Assurance Scheme (UBPAS)

- 6.7 The UBPAS Trustees and the University had been reviewing the issues associated with the Government's announcement of changes to the inflation indexation of pensions, this included undertaking a due diligence review of historical UBPAS documentation. The Trustees' legal advisors had confirmed that, as a holding position, the Trustees should continue to use Pension Increases Orders for the indexation of pensions in payment. This meant that from 2011 onwards, indexation would be based upon CPI not RPI. This would have a significant effect for the University in terms of reducing the value of UBPAS liabilities, although it was noted that there was no certainty that the historical relationship of RPI to CPI would continue.

USS

- 6.8 The impasse resulting from UCU's decision to boycott the USS JNC meetings was noted. Managing the USS position continued to be critical for the financial sustainability of the University. The March 2010 USS accounting deficit was £7bn and the University's pro rata share would be of the order of £140m.

New Pension Taxation Arrangements

- 6.9 The University had delivered a series of presentations to outline to staff the potential impact of the new pensions tax legislation. Although the University could not provide financial advice to individual members of staff, it had set out the principles of the proposed changes and those staff who were likely to be affected had been encouraged to seek independent financial advice.

7. Matters for Discussion and/or Approval

Report of the Nominations Committee of Council

- 7.1 RECEIVED: A report setting out a proposal for the dissolution of the Nominations Committee of Council and the reassignment of its responsibilities to Council, reference **CN/11/022** (previously circulated, copy in the minute book).
- 7.2 The Chair of Council and the University Secretary had proposed that the Nominations Committee of Council should be dissolved, as the process for appointing Council committee members had become unnecessarily bureaucratic, was no longer fit for purpose and would be better undertaken by Council. Instead there would be a two-step process where the Chair of Council would (following discussion with the relevant committee chairs)

consult Council members about vacancies and potentially suitable candidates before submitting formal proposals for full Council approval.

7.3 The change required the deletion of Statute 18 and amendment to Ordinance 3.

7.4 APPROVED BY SPECIAL RESOLUTION: The following changes to Statute 18 and Ordinance 3 (deletions marked with strikethrough, additions with underscore):

(i) Statute 18

~~Nominations Committee of Council~~

Statute 18 (Nominations Committee of Council) was deleted on xxxx 2011.

The procedure for appointment of members of Council committees is now set out in paragraph x of Ordinance 3.

Members

~~1. The members of the Nominations Committee of Council shall be:~~

~~Class I - Ex Officio~~

~~The Chair of Council (Chair)~~

~~The Vice-Chancellor~~

~~The Treasurer~~

~~The Chair of Convocation~~

~~Class II - Council Members on Nominations Committee of Court~~

~~The four lay members of Council elected by Council to serve on the Nominations Committee of Court~~

~~Class III - Elected Members of Council~~

~~Members of Council elected by Council for renewable three year terms:~~

~~A Pro-Vice-Chancellor~~

~~A professor~~

~~A member of the academic staff who is not a professor~~

~~2. The Nominations Committee of Council shall nominate for approval by Council members of all Council committees except the Audit Committee.~~

**(ii) Ordinance 3
Council Procedure**

Committees

The University Secretary and Registrar or one of his or her staff should normally be secretary to Council committees. Council may appoint to committees lay persons who are not members of Council, but Chairs of Council committees should normally be members of Council.

The Chair of Council, having taken account of the needs of the committee and having consulted the relevant committee chair, will consult Council members about vacancies on Council committees and potentially suitable

candidates. The Chair, in consultation with the relevant committee chairs, will make final recommendations for Council's approval.

This process does not apply to the appointment of members of the Audit Committee, which is dealt with by the Nominations Committee of Court (Statute 14).

Nominations Committee of Court

- 7.5 RECEIVED: A report setting out the discussions that had taken place at the Nominations Committee of Court meeting on 18 February 2011, reference **CN/11/023** (previously circulated, copy in the minute book).
- 7.6 Council NOTED that there would be two vacancies for lay members of Council from 1 January 2012. Mr George Morton had indicated to the Chair that he wished to stand down from Council once he had completed his current term of office on 31 December 2011. Mrs Cathy Waithe would have completed her third three-year term of office on 31 December 2011 and would not, therefore, be eligible to stand again. The Nominations Committee had been confident that Ms Anne Stephenson and Mr James Wetz, who were both eligible to serve further terms of office on Council, had skills and experience that would continue to add value to Council, and the Committee would recommend their reappointment to Court in December 2011.
- 7.7 The Nominations Committee had also supported the proposal that Denis Burn should fill one of the lay member vacancies, changing the constituency of his Council membership from "a member appointed by the Society of Merchant Venturers (SMV)" to "a lay member elected by Court on the nomination of the Nominations Committee of Court". This would be proposed to Court at its meeting in December 2011.
- 7.8 It was agreed that selection of the remaining lay member vacancy would be focused on candidates with banking, accounting and investment experience, due particularly to the retirement of the Registrar in July 2011 who had a strong financial background, and the retirements of Mr John Bramhall in 2010, Mr George Morton in 2011, and Dr Stuart Goldsmith from Finance Committee in July 2011.
- 7.9 The report set out a proposed process and timescale for appointing new lay member(s) of Council during 2011.
- 7.10 The Nominations Committee of Court had also been consulted about proposed changes to its constitution. The Chair would consult with the relevant parties and a proposal would be put to the Committee, and subsequently to Court, in due course.

Update Report on the University Vision & Strategy 2009-2016 including Strategic Performance Indicators (SPIs)

- 7.11 RECEIVED: A report setting out progress in relation to the University Vision & Strategy and presentation of the relevant SPIs, reference **CN/11/024** (previously circulated, copy in the minute book).

- 7.12 The aim of the report had been to provide an assessment of the University's progress against its stated priorities and to help Council to form an overall picture of the University's performance in key strategic areas. To allow comparison, Bristol's performance had been compared with sector benchmarks wherever possible. Council noted that there would be a number of changes over the next year which would significantly impact on the strategic data collected and presented to Council, for example: HEFCE's likely requirement that HEIs from 2012 provided 'Key Information Sets'; the implementation of a new management information system which would provide a genuine opportunity to develop useful indicators in a number of areas which may be more relevant than those currently used; and the introduction of a new Registrar from September 2011, who may have thoughts about how to assess and present key indicators. In view of this, the report had been kept as light-touch review of progress.
- 7.13 The University was broadly on track to achieving its stated priorities, the exception being the priorities in relation to widening participation. Council was, however, reminded that the University was undertaking a great deal of work aimed at addressing widening participation issues. A focus on the student experience would continue to be a major focus, particularly in light of the impending rise in tuition fees. The University was currently reviewing its internal widening participation milestones/targets and would be submitting these to the Office for Fair Access as part of its revised Access Agreement later in April 2011.

Report of Senate to Council

- 7.14 RECEIVED: Senate's Report to Council, reference **CN/11/025** (previously circulated, copy in the minute book).
- 7.15 APPROVED BY SPECIAL RESOLUTION: the Change of title from next session of the Working Group of Undergraduate Deans to the University Undergraduate Studies Committee and the following amendment to Ordinance 6:

Ordinance 6: Membership of Senate

This ordinance puts into effect the provisions of Statute 19, Membership of Senate.

With regard to Class 3, (academic and other professional post-holders), ~~each of the Working Groups of Undergraduate Deans and the University Graduate Studies Committee~~ University Undergraduate Studies Committee and the University Graduate Studies Committee shall annually elect one of their number to serve on Senate from 1 August. Similarly, the Faculty Managers shall annually elect one of their number to serve on Senate from 1 August.

With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from

each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2. In Class 4, members of the academic staff serving on Senate shall be elected by single transferable vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

- 7.16: APPROVED: The following amendments to Section 8.4 of the Student Disciplinary Regulations and Sections 7 and 11.1 of the Examinations Regulations which are intended to clarify the process for imposing penalties for plagiarism or other examination offences:

8.4 Additional penalties relating to misconduct in connection with examinations or other assessed work

Where misconduct relates to examinations or other assessed work, ~~a recommendation~~ the Vice-Chancellor or the Disciplinary Committee (as the case may be) may be made to the appropriate Board of Examiners that it should impose one or more of the following additional penalties and direct that the penalty or penalties imposed be implemented by the appropriate Board of Examiners:

- a. Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence;
- b. Award the student lower marks than those which he or she would otherwise have been awarded, or award no marks, for the unit of which the examination or assessed work was part;
- c. Award the student a lower class of degree or other academic award than that which he or she would otherwise have been awarded;
- d. Exclude the student from the award of a degree or other academic award. This may be either permanent or for a stated period, and may be absolute or subject to compliance with stipulated requirements.

Section 7, Examination Regulations

7 Disposal under Student Disciplinary Regulations

7.1 If the interview panel considers that the matter should be dealt with under student disciplinary regulations, it may, in place of a report to the board of examiners, make a recommendation to the Vice-Chancellor, through the University Secretary, to this effect. Examination offences which disclose gross dishonesty, such as substantial and premeditated attempt to gain unfair advantage, or cases in which the candidate and the interview panel are not able to agree an account of the incident, are appropriately dealt with under the Student Disciplinary Regulations.

7.2 Where an offence of plagiarism or other examination offence has been referred under these Regulations to be dealt with under the Student

Disciplinary Regulations, the Board of Examiners may not impose any penalty under these Regulations in place of or in addition to the penalty or penalties that the Board is directed to implement under the Disciplinary Regulations in respect of that offence.

Section 11.1, Examination Regulations

Permissible grounds are:

3) A penalty imposed under these Regulations is wrong or disproportionate. For the avoidance of doubt, there is no right of appeal under these Regulations in respect of a penalty or penalties imposed under the Student Disciplinary Regulations and implemented by the Board of Examiners on the direction of the Vice-Chancellor or of a Disciplinary Committee.

New Programmes

7.17: APPROVED: The addition of the following new programmes to the faculty lists of taught postgraduate programmes at level M to provide for the following new programmes:

(i) Systems Neuroscience (MRes and Certificate only) within the Faculty of Medical & Veterinary Sciences.

(ii) Mathematical Sciences within the Faculty of Science.

Changes to Programme Titles

7.18 APPROVED: The following revisions to the list of taught postgraduate programmes at level M available in the Faculty of Engineering:

~~(i) Advanced Computing—Internet Technologies with Multimedia.~~

~~(ii) Advanced Computing—Machine Learning and Data Mining.~~

(iii) Advanced Computing (Creative Technology).

(iv) Advanced Computing (Machine Learning, Data Mining and High Performance Computing).

Programme Withdrawals

7.19 APPROVED: The removal of the following programme titles from the list of Bachelor of Arts programmes available in the Faculty of Arts to reflect the withdrawal of these programmes:

~~(i) Classics with Study in Continental Europe.~~

~~(ii) Classical Studies and Philosophy.~~

~~(iii) Classical Studies with Study in Continental Europe.~~

Visiting Professors

7.20 APPROVED: The appointment of the following Visiting Professors:

(i) Professor A Lynch, Department of Epidemiology, Biostatistics and Occupational Health, McGill University, Montreal, as a Visiting Professor in the School of Social & Community Medicine.

(ii) Professor A E McFarlane, Director of Public Engagement & Learning at Kew Gardens, as a Visiting Professor in the Graduate School of Education

(iii) Professor L A R Moore, Director, Cardiff Institute of Society, Health and Ethics, as a Visiting Professor in the School of Social & Community Medicine.

- (iv) Professor M J Padgett, Professor of Optics in the School of Physics, University of Glasgow, as a Visiting Professor in the School Physics.
- (v) Professor T I A Sørensen, Chair of the external advisory board of the German Competence Network of Obesity Research, as a Visiting Professor in the School of Social & Community Medicine.

Emeritus Professors

- 7.21 APPROVED: Award of the title of Emeritus Professor to Professor R G Brereton, School of Chemistry, with effect from 28th February 2011.
- 7.22 NOTED: That Senate had received the following reports for information:
 - (i) Admissions, Recruitment & Widening Participation Strategy Group.
 - (ii) Military Education Committee.
 - (iii) A review of Academic Promotion and Progression Procedures.
 - (iv) Proposals from the Working Group set up to review the structure of the University's teaching year.

University of Bristol Union (UBU) Annual Accounts

- 7.23 RECEIVED: UBU's audited Annual Accounts for the year ended July 2010, reference **CN/11/026** (circulated electronically).
- 7.24 The accounts had been scrutinised by the UBU Board of Trustees and by the Student Affairs Committee.

Student Appeals, Complaints and Disciplinary Matters*

- 7.25 Reserved Business Removed reference **CN/11/027**

Staff Grievances and Appeals against Dismissal*

- 7.26 Reserved Business Removed reference **CN/11/028**

Capital Investment Programme Board (CIPB)

- 7.27 RECEIVED: A report outlining the decisions made at the CIPB meeting on 18 April 2011 together with the allocation of capital funding that had been approved by the Vice-Chancellor on the advice of UPARC and CIPB, reference **CN/11/029** (previously circulated, copy in the minute book).

Chair Appointments

- 7.28 RECEIVED: A report outlining Chair appointment activity that had taken place since the 11 February 2011 Council meeting, reference **CN/11/030** (previously circulated, copy in the minute book).

8. Committee Report

Personnel and Health & Safety Committee

- 8.1 NOTED: That the newly constituted Personnel and Health & Safety Committee had met for the first time in March 2011. The Committee had discussed the realignment of accountability and responsibility for health and safety across the University and suggested that it would be timely to remind the members of the Committee and Council of their personal and collective responsibilities, together with HEFCE's requirements/guidance.

- 8.2 The Committee considered it important in the current context to have a fresh look at performance/talent management policy and process across the University and suggested that Council might set the tone in relation to this by agreeing to an annual performance management process for individual members of Council. The Committee suggested that it might be helpful for Council to hold an away day next year to focus on the emerging strategic issues around people management.

Student Affairs Committee (SAC)

- 8.3 RECEIVED: The report of the SAC meeting that had taken place on 16 March 2011, reference **CN/11/032** (previously circulated, copy in the minute book). The Committee had: received general progress updates from the Students' Union Sabbatical Officers; and reviewed the Union's current financial position as reflected in the draft management accounts for January and February 2011. In reviewing the Union's finances, SAC had concluded that there had been a considerable improvement in the financial discipline exercised by the Union and noted that a small surplus had been projected for 2010/11.

Ethics of Research Committee

- 8.4 RECEIVED: The report of the Ethics of Research Committee meeting that had taken place on 9 March 2011, reference **CN/10/033** (previously circulated, copy in the minute book). At that meeting, the Committee had reviewed: the University's Ethics of Research Policy and Procedures (for forward submission to Council); the Annual Report of the Human Tissue Working Group, Faculty Ethics Committee's Annual Reports; and the outcome of the Academy of Medical Science Consultation on the regulation of governance and health research (and any implications for the University).

9. Reports for Information

Faculty of Arts Annual Report

- 9.1 RECEIVED: The Annual Report of the Faculty of Arts, reference **CN/11/034** (previously circulated, copy in the minute book).

Student Complaints Annual Report

- 9.2 RECEIVED: The Annual Report of the Student Complaints Officer 2009-10, reference **CN/11/035** (previously circulated, copy in the minute book). Council noted that the data within the report was broadly consistent with the OIA's benchmark figures. It was noted that the University was working to provide more support to overseas students who were making significant cultural transitions during their time at Bristol and it was hoped that in time this would be reflected by a reduction in the number of complaints from student from black and minority ethnic groups.

10. Any Other Business

Ethical decisions regarding donations

The Vice-Chancellor reported that he would set up an independent panel to consider the ethics of any gifts/donations that were offered by individuals or institutions which might be deemed to be inappropriate or unethical. The University did have a code of practice for the acceptance of donations.

Review of the Bribery Act

On 30 March 2011, the Ministry of Justice published its final guidance on the steps needed to ensure compliance with the Bribery Act 2010, which will come into force on 1 July 2011. The principal issue which is causing concern is the new corporate offence of failing to prevent bribery by an associated person. In the light of this, the Secretary's Office has started a review of University procedures which underpin agreements which might be affected, including those with overseas agents who undertake recruitment of students abroad.

*Reserved Business