

**University of Bristol  
Minutes of Council**

**20 November 2009**

Present: Mr Jim Foulds (Chair), Mrs Alison Bernays, Professor Tim Bond, Professor Paula Booth, Professor David Clarke, Mr Chris Curling, Ms Emma Di'Orio, Mr Colin Green, Councillor Royston Griffey, Professor Len Hall, Dr Sally Heslop, Ms Ruth Jackson, Ms Pru Lawrence-Archer, Mr Robert Massie, Mrs Dinah Moore, Mr Bob Morton, Mr George Morton, Dr David Newbold, Mr Owen Peachey, Mrs Cindy Peck, Mr Bill Ray, Ms Anne Stephenson, Mr Tim Stevenson, Professor Eric Thomas, Mrs Cathy Waithe, Mr James Wadsworth, Professor Avril Waterman-Pearson and Mr James Wetz.

In Attendance: Mr Derek Pretty, Dr Moger Woolley, Sir James Tidmarsh, Mr Patrick Finch, Mr Andy Nield, Ms Kelly Archer, Mr Guy Gregory, Professor Guy Orpen.

Apologies: Mr John Bramhall, Ms Helen Galbraith, Mr Denis Burn, Mr David Ord.

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**Session 1 (Formal Meeting of Council)**

**1. Apologies for Absence / Announcements**

1.1 The Chair welcomed colleagues to the meeting and noted the apologies received.

**2. Minutes of the Last Meeting**

2.1 CONFIRMED: The minutes of the meeting held on 23 October 2009.

**3. Matters Arising and Actions Register**

Action Register

3.1 There were no outstanding actions.

Chair's Business

3.2 \*See Reserved Business

3.3 \*See Reserved Business

**4. Reports for Formal Decision or Approval or Discussion  
Financial Forecasts**

4.1 RECEIVED: The University's Financial Forecasts to the period to 2012/13, reference **CN/09/025** (previously circulated, copy in the minute book). Members noted that the forecasts had been set in the context of a challenging and uncertain financial environment. In response to this uncertainty, the University had devoted substantial time to evaluating a range of financial scenarios and to developing its financial strategy. This had been done in consultation with the senior management team, Finance Committee and Council.

- 4.2 The key drivers of the financial strategy were to ensure long-term financial sustainability through:
- (i) Developing a flexible strategy which was capable of adapting in response to changing conditions.
  - (ii) Implementing a portfolio of initiatives aimed at reducing the operating cost base and managing financial risk.
  - (iii) Taking steps to reduce the risks and costs associated with pension schemes.
  - (iv) Developing a flexible capital investment strategy.

#### 2008/09 Financial Performance

- 4.3 2008/09 had proved to be a difficult financial year. An operating surplus of £6m had been budgeted but an operating deficit of £4m had been reported. The negative variation was considered to be the result of a number of factors including:
- (i) A higher than budgeted pay award in October 2008.
  - (ii) A reduction in student numbers (mainly taught postgraduate).
  - (iii) Lower than expected investment income.
  - (iv) Additional costs relating to the implementation of a voluntary severance/early retirement programme.
- 4.4 The 2008/09 balance sheet reflected two important points: (i) a reduction in property values and a net write-down of £12m (the new valuation had remained above the depreciated historic costs of the property values and the valuation charge had, therefore, been taken through the Statement of Total Recognised Gains and Losses (STRGL) rather than through the Income and Expenditure Account); and (ii) a deficit of £78m in respect of the University of Bristol Pension and Assurance Scheme (in accordance with the UK Financial Report Standard (FRS)17).
- 4.5 Members also noted that in accordance with Higher Education sector practice, no balance sheet provision had been made for the University's share of the University Superannuation Scheme (USS) FRS17 deficit.

#### 2009/10 Forecast

- 4.6 An operating surplus of £7m (before any further voluntary severance / early retirement costs) and £3m (after voluntary severance / early retirement costs). The report set out in detail the key financial issues facing the University, including the outcomes of various scenario planning exercises. The report highlighted key issues relating to the University financing arrangements, its pensions provision and its capital programme.
- 4.7 Finance Committee had considered and endorsed the Financial Forecasts in detail at its meeting on 16 November 2009.

- 4.8 APPROVED the Financial Forecasts to the period to 2012/13, as set out in the report, subject to final review and amendment by the Finance Director, for submission to HEFCE.

Annual Report of the Audit Committee 2008/09

- 4.9 RECEIVED: The Annual Report of the Audit Committee to Council and the Vice-Chancellor 2008/09.
- 4.10 CONSIDERED: The Annual Report of the Audit Committee to Council and the Vice-Chancellor for 2008/09, reference **CN/09/026** (previously circulated, copy in the minute book). The report included a copy of the Internal Auditors' Report 2008/09.
- 4.11 NOTED: That the Audit Committee Annual Report was produced annually to satisfy a requirement of HEFCE. The report outlined the key work undertaken by the Audit Committee during the year, in particular its work on internal audit, external audit, risk management, data assurance and value for money. It was approved by the Audit Committee at its meeting on 4 November 2009.

Internal Audit

- 4.12 NOTED: That the internal auditors, within their Internal Audit Annual Report 2008/09, had given the following overall opinion:
- (i) *Governance*  
Mazars' corporate governance-related work completed during the year confirmed that, overall, adequate corporate governance arrangements were in place.
  - (ii) *Management of Risk*  
The University had effective risk management arrangements in place which were operating with sufficient effectiveness to provide adequate assurance that the University's objectives were achieved during the period.
  - (iii) *Internal Control*  
In the areas examined, Mazars had found that suitable key internal controls were in place and that, generally, they were operating satisfactorily with sufficient effectiveness to provide reasonable, but not absolute assurance, that the related control objectives were achieved during the period of review. Where recommendations had been made during the year, management had accepted the need for action and plans had been implemented to address the control deficiencies identified. Based on the work Mazars had performed during the year, they were able to provide reasonable, but not absolute assurance on the system of internal control.
  - (iv) *VFM*  
Activities and controls relating to VFM in the areas examined by Mazars were (subject to the timely implementation of recommendations made), suitably designed to achieve the specific VFM objectives of the University. For areas not examined, Mazars had not been aware of any

significant weakness in key controls that should be brought to the Audit Committee's attention.

Other Key Work Undertaken by the Committee

*(i) Pensions*

- 4.13 During the year, the Audit Committee had considered in detail, a number of issues relating to the University's pension scheme exposures including in respect of UBPAS the forthcoming actuarial review and Trustee review of the University's financial covenant. The Committee had been satisfied that the University had been taking appropriate action.

*(ii) Banking Arrangements and Financial Covenants*

- 4.14 The Audit Committee had considered reports from the Finance Director, outlining the University's overall financial situation, its financial strategy, borrowing situation, pensions liabilities and their impact upon financial covenant.

*(iii) Committee Effectiveness Review*

- 4.15 During the year, the Committee undertook an effectiveness review. A number of areas were identified where improvements could be made and the Chair and the Secretary would be taking these forward.

*(iv) Operating and Financial Review Statement (OFR) and Charitable Public Benefit Statement*

- 4.16 The Committee had reviewed the OFR and the Charitable Public Benefit Statement, the latter of which would be a requirement of the Charities Act in 2009/10.

*(v) Risk Management and Strategy*

- 4.17 The Committee had considered the University's risk review during the year. It had concluded that, based upon the information that had been presented to it, it was content that the risk management processes implemented by the University were effective and robust.

*(vi) Financial Statements*

- 4.18 The Committee had considered a number of reports which related to the Financial Statements, including reports from the External Auditor, the Internal Auditor, the Finance Director and the Finance Committee. The Audit Committee confirmed that in the basis of the work that it had undertaken as at 4 November 2009, it was not aware of any reason why the Council should not approve the Financial Statements.

#### Audit Committee Opinion

- 4.19 The Committee was of the opinion, that based upon reports and other information presented to it, overall the University had adequate and effective arrangements for:
- (i) risk management, control and governance (the risk management element included the accuracy of the statement of internal control included with the annual statement of accounts);
  - (ii) economy, efficiency and effectiveness (VFM); and
  - (iii) the management, control and quality assurance of data submitted to HESA, HEFCE and other funding bodies.
- 4.20 APPROVED: The Annual Report of the Audit Committee for 2008/09 for onward submission to HEFCE.

#### External Auditors Report and Management Letter

- 4.21 CONSIDERED (i) The External Auditor's (PricewaterhouseCoopers) Report for the year ended 31 July 2009, document reference **CN/09/027** (previously circulated, copy in the minute book).
- (ii) The External Auditors draft letter of representation in connection with the audit, document reference **CN/09/0281** (previously circulated, copy in the minute book).
- 4.22 NOTED: That the Finance Committee, at its meeting on 13 October 2009, had considered a draft of the External Auditor's Report and the draft Financial Statements; and the Audit Committee, at its meeting on 4 November 2009, also considered (with the External Auditors present) the External Auditor's Report and the draft Financial Statements. Both Committees had agreed to recommend to Council that it approve the above documents.
- 4.23 The External Auditor's report set out the results of its audit of the 2008/09 financial statements for the University of Bristol and its subsidiary companies. Items of note included:
- (i) Financial Performance  
The University had continued to show income growth with a total income of £373.3m (2008: £347.3m). However, a corresponding increase in costs together with £3.3m of voluntary severance pay awards, had resulted in a net deficit for the year of £4.0m (2008: surplus £6.1m).
  - (ii) Financial outlook and "Going Concern" review  
Having considered the detail of the University's financial outlook and strategies, the External Audit concurred with the University management's assessment that the University was a "Going Concern".
- 4.24 APPROVED: (i) The External Auditor's Report for the year ended 31 July 2009.

(ii) The letter of representation to the External Auditors in connection with the audit.

#### Annual Report and Financial Statements

- 4.25 **CONSIDERED:** A covering report from the Finance Director together with the Annual Report and Financial Statements 2008/09, document reference **CN/09/028** (previously circulated, copy in the minute book).
- 4.26 **NOTED:** That the Annual Report and Financial Statements had been restyled as an annual report which brought together all of the statutory reporting into one document. It had been designed to sit alongside the Annual Review of the Year, which covered the University's academic activity and achievements in much more detail. The report also incorporated a completely re-worked Operating and Financial Review statement which attempted to set the University's financial performance in 2008/09 within the context of its longer-term prospects and strategic direction. Earlier versions of the report had been considered by Finance Committee at its meetings on 13 October and 16 November and Audit Committee on 4 November 2009. A sub-group of the Audit Committee had also reviewed the document in detail and passed feedback to the Finance Director.
- 4.27 The Audit Committee had been concerned that the financial statements should provide some explanation of the movement in the UBPAS deficit from £38m to £78m in the year. A reconciliation was now included in the OFR but the Treasurer had some concern that the terminology was still very technical and that generally the whole area of pensions disclosure was so technical as to be very difficult for the majority of readers to comprehend.
- 4.28 **NOTED:** That the University's USS pension liability was not reflected in the University's balance sheet but that this practice was in accordance with the relevant accounting rules.
- 4.29 **APPROVED:** The Annual Report and Financial Statements of the University and its subsidiaries for the year ended 31 July 2009.
- 4.30 **AUTHORISED:** The Chair and the Vice-Chancellor to sign the report on Council's behalf.
- 4.31 **NOTED:** That the Financial Statements would be presented to University Court at its meeting on 11 December 2009.

#### Investment Unit Values

- 4.32 **CONSIDERED:** A report by the Finance Director proposing reviewed investment unit values of the endowment funds of the University (reference **CN/09/029**, previously circulated, copy in the minute book).
- 4.33 The University of Bristol Acts 1960 and 1974 provided for Council to alter the value of the investment units of either the University's Trustee Securities Pool or its General Pool, when the total value of the pool was substantially greater

or less than the total value of all investment units in the pool, in order to equate the total value of the units with the total value of the pool. On 1 December 1999, Council approved the splitting of various investment units. However, market valuations had subsequently changed and the following valuations had arisen during the 2008/09 session:

	<u>Valuation</u>	<u>Number of Units</u>	<u>Value per unit</u>
<b>Trustees Securities Pool</b>			
1 August 2008	£33,880,541	12,095,860	£2.80
31 December 2008	£30,549,983	12,095,860	£2.53
30 April 2009	£33,995,427	12,691,153	£2.44
31 July 2009 (as audited)	£33,080,240	12,608,350	£2.47

	<u>Valuation</u>	<u>Number of Units</u>	<u>Value per unit</u>
<b>General Pool</b>			
1 August 2008	£12,531,088	4,397,932	£2.88
31 December 2007	£11,273,050	4,397,932	£2.56
30 April 2008	£10,734,981	4,397,932	£2.44
31 July 2008	£10,980,756	4,397,932	£2.50

4.34 Council requested a statement from the Finance Director to outline the audit trail for the quoted figures. It was AGREED that the Finance Director would prepare a statement for circulation to Council in due course.

4.35 APPROVED: The following values of the University's investment units:

	<u>Trustees Securities Pool</u>	<u>General Pool</u>
1 August 2008	£2.80	£2.85
31 December 2008	£2.53	£2.56
30 April 2009	£2.44	£2.44
1 August 2009	£2.47	£2.50

#### **Corporate Planning Statement**

4.36 CONSIDERED: The University's Corporate Planning Statement (CPS), for submission to HEFCE, reference **CN/09/030** (previously circulated, copy in the minute book).

4.37 The information for the CPS had been taken from the annual reports produced by each Faculty and Support Service, and from the University's Annual Report. Members agreed that this was a very helpful and well-constructed document.

4.38 APPROVED: The University's CPS for onward submission to HEFCE.

#### **Nomination of Treasurer**

4.39 AGREED TO RECOMMEND TO COURT: The reappointment of Mr James Wadsworth as University Treasurer for a further year to 31 December 2010.

#### **Nomination of External Auditor**

- 4.40 **AGREED TO RECOMMEND TO COURT:** The reappointment of PricewaterhouseCoopers LLP as the University's External Auditor for a further year to 31 December 2010.
- 4.41 **NOTED:** That the Audit Committee had recently reviewed the timescales for re-tendering both the internal and external audit function within the University. The Committee was aware that good practice meant that re-tendering was overdue. However, given the significant pace of change facing the University this year, the senior team considered that it would not be prudent to expend significant resource on re-tendering this year. It would however, initiate the process in 2010/11. Re-tendering the external and internal audit functions would be staggered to minimise the risks and workloads associated with any potential change.

#### **Appointment of Pro-Chancellor**

- 4.42 **AGREED TO RECOMMEND TO COURT:** In accordance with Statute 4, the reappointment of Dr Moger Woolley as a Pro Chancellor for a further three-year term to 31 December 2012. Document Reference **CN/09/031**

#### **Potential Redundancy Cases: Fixed-Term Contract Policy**

- 4.43 **CONSIDERED:** A report setting out the projected redundancy activity in the University until December 2010, reference **CN/09/032** (previously circulated, copy in the minute book). The report established a need for the University to institute redundancy procedures in respect of cases arising from the application of the Fixed Term Contract Policy (Ordinance 26).
- 4.44 The summary table showed that the anticipated best-case scenario would still require the redundancy of 46 posts up to 30 June 2010 and a further 40 in the period to 31 December 2010, although these figures were estimated and, therefore, subject to change.
- 4.45 **NOTED:** That if Council agreed to institute redundancy procedures, the Vice-Chancellor would appoint a panel to oversee the procedures and to make decisions. This panel would sit for approximately 12 months, at which point a further report would be presented to Council.
- 4.46 **AGREED:** That redundancy procedures be instituted in respect of cases arising from the application of the Fixed-Term Contract Policy (Ordinance 26), as set out in **CN/09/032**.

#### **Report from the Nominations Committee of Court**

- 4.47 **CONSIDERED:** A report from the Nominations Committee of Court, summarising the Committee's discussions at a meeting on 17 November 2009, document reference **CN/09/033** (Tabled report).

#### **Membership of the Nominations Committee of Court**

- 4.48 **NOTED:** That the following four lay members of Council had been elected to serve on the Nominations Committee of Court for three-year terms from 1 January 2010: Cathy Waithe; Dinah Moore; Bob Morton and Cindy Peck.

#### Lay Membership of Council

- 4.49 The Committee had previously noted that the following existing members of Council had terms of office that were due to end on 31 December 2009: Mr Colin Green, Ms Cindy Peck and Mr Bob Morton. None of the three had served more than two three-year terms as lay Council members and all were eligible for re-appointment. All three members had indicated that they would wish to be considered for re-appointment. The Nominations Committee considered that all three individuals had made a significant and valuable contribution to the work of Council and many Council committees and endorsed the reappointment of all three as lay members of Council for a further three-year term to December 2012.
- 4.50 As agreed at a previous meeting of the Nominations Committee of Court, during late September/early October a panel consisting of Sir James Tidmarsh (Chair), Mrs Alison Bernays and Mr George Morton, had met with five shortlisted candidates who had expressed an interest in becoming lay members of Council. The Panel had then assessed candidates' skills and experience alongside the needs that the Nominations Committee had previously identified for Council and unanimously agreed to recommend to the Nominations Committee of Court that it formally invite Court to approve the appointment of Mr Roy Cowap and Mr Ron Kerr as new lay members of Council from 1 January 2010 (Mr Cowap and Mr Kerr's CVs were appended to the tabled report). The Nominations Committee of Court endorsed this recommendation at its meeting on 17 November 2009.
- 4.51 **AGREED TO RECOMMEND TO COURT:** (i) The reappointment of Mr Colin Green, Mrs Cindy Peck and Mr Bob Morton as lay members of Council for further three-year terms from 1 January 2010.
- (ii) The appointment of Mr Ron Kerr and Mr Roy Cowap as lay members of Council for an initial period of three years from 1 January 2010.

#### Audit Committee Membership

- 4.52 **NOTED:** (i) That Mr Keith Bonham would be completing his ninth year as a lay member of the Audit Committee on 31 December 2009. He had indicated to the Chair of the Audit Committee that he would not wish to stand for a further term. A vacancy, therefore, existed.
- (ii) Mr Ian Robinson had expressed an interest in joining the Committee as a lay member and both the Chair of Audit Committee and the Chair of Council, having considered Mr Robinson's CV felt that he had very relevant experience and expertise.
- (iii) Mr John Bramhall would be completing his sixth year as a lay member of the Audit Committee on 31 December 2009. Mr Bramhall had indicated that he would be willing to serve for one further year on the Committee in order to stagger his and Mr Bonham's departures. The Chair of the Audit Committee had been very supportive of this approach.

4.53 APPROVED: (i) Mr Ian Robinson's appointment to the Audit Committee for a period of three years from 1 January 2010.

(ii) Mr John Bramhall's re-appointment as a lay member of the Audit Committee for a further year from 1 January 2010.

#### **Report from the Nominations Committee of Council**

4.54 CONSIDERED: A report outlining a number of recommendations from the Nominations Committee of Council. The recommendations had been agreed by the Committee by correspondence in November 2009, document reference **CN/09/034** (Tabled report).

4.55 APPROVED: The following (re)appointments to Council committees:

#### Estates Committee

(i) Mr Tim Stevenson's reappointment as a 'lay member of Council' and Chair of the Committee for a further period of three years to 31 December 2012.

(ii) Mr Tim Ross' reappointment as a 'Lay member of Council' on the Committee for a further year to 31 December 2010, concurrent with his membership of Council.

(iii) Mr David Marval's reappointment as a 'lay member appointed by Council' for a further three-year period to 31 December 2012.

(iv) Mr Nigel Sommerville's reappointment as a 'lay member appointed by Council' for a further three-year period to 31 December 2012.

(v) Mr Paul May's co-option for one further year to 31 December 2010.

#### Information Systems and Services Committee

(vi) The re-appointment of Dr Steven Brown as a 'Lay member appointed by Council' for a further three-year period to 31 December 2012.

#### Ethics of Research Committee

(vii) The re-appointment of Reverend Barry Rogerson as a 'Lay member appointed by Council' for a further period of three years to 31 December 2012.

(viii) The re-appointment of Dr David Smith as a 'Lay member appointed by Council' for a further period of three years to 31 December 2012.

(ix) The re-appointment of Mrs Dinah Moore as a 'Co-opted member' for a further year to 31 December 2010.

(x) The re-appointment of Professor Richard Apps as a 'Co-opted member' for a further year to 31 December 2010.

(xi) The appointment of Dr Robin Fears as a co-opted member of the Committee for a period of one year to 31 December 2010.

#### Finance Committee

- (xii) The reappointment of Mr David Ord as 'a lay member of Council' and Chair of the Committee for a further three-year term to 31 December 2012.

#### Health & Safety Committee

- (xiii) The reappointment of Mr Robert Massie as a 'Member of Council' to the Committee for a period of three years to 31 December 2012.

#### Personnel & Staff Development Committee

- (xiv) The reappointment of Mr Bob Morton as a 'Lay member of Council' and Chair of the Committee for a period of three years to 31 December 2012.
- (xv) NOTED: Ms Kay Barnard would be completing her ninth year as a member of the Committee at the end of 2009. Mr Bob Morton, Chair, has asked that his thanks be recorded for Ms Barnard's support for and valuable contribution to the Committee. He felt however that, in accordance with HEFCE and the CUC's guidelines, the Committee should seek to find an appropriate replacement for Ms Barnard. Mr Morton had suggested that the appointment of an individual with experience in organisational development or experience of large scale change management would be helpful. He was also keen to find someone with talent management and/or leadership development experience.

#### Student Affairs Committee

- (xvi) The reappointment of Mr James Wetz as a 'Co-opted' member of the Committee for a further year to 31 December 2010.

#### **Realignment of Court Members' Terms of Office**

- 4.56 CONSIDERED: A report by the Clerk to Council, outlining proposed amendments to Statute 11 which would align non-ex officio Court members' terms of office to begin on 1 August and end on 31 July, document reference **CN/09/035** (previously circulated, copy in the minute book). [Annex A to the report was tabled at the meeting. This detailed the technical amendments to the Statute].
- 4.57 Paragraph 11 of the University Charter provides that Statutes relating to the constitution of the Court shall be made or amended by the Council only with the consent of Court.
- 4.58 APPROVED BY SPECIAL RESOLUTION (subject to Court's consent): The following amendments to Statute 11 (additions are marked in underscore and deletions in strikethrough):
- Statute 11 - Membership of Court*  
Members: The members of Court shall be as follows:
- Category I – University  
The Chancellor, the Pro-Chancellors, the Vice-Chancellor, the Pro-Vice-

Chancellors, the Treasurer, the Chair of Council and the Chair of Convocation  
The Honorary Fellows  
The members of Council  
The members of Senate  
The Emeritus Professors  
The Registrar, the Secretary, the Librarian and up to ten holders of such other offices as the Vice-Chancellor shall from time to time specify  
For renewable three year terms: Fifteen elected members of the non-academic staff, the method of election to be determined by Ordinance  
For renewable four year terms: One hundred graduates of the University elected by Convocation

#### Category II – Benefactors

a) As members for life:

Individual donors to University funds nominated by Council

b) As members for five years:

The representatives of each of such corporate donors to University funds as Council may nominate

#### Category III – City of Bristol

a) The Master of the Society of Merchant Venturers of the City of Bristol and ten persons appointed by the Society for an initial term of up to three years with renewable three-year terms thereafter ~~renewable three-year terms~~

b) The Chief Executive of the Bristol Chamber of Commerce and Initiative and ten persons appointed by the Bristol Chamber of Commerce and Initiative an initial term of up to three years with renewable three-year terms thereafter ~~renewable three-year terms~~

c) The President of the Bristol Trades Union Council and ten persons appointed by the Bristol Trades Union Council for an initial term of up to three years with renewable three-year terms thereafter ~~renewable three-year terms~~

d) One person appointed by the Bristol Area Members Committee of the Co-operative Group for an initial term of up to three years with renewable three-year terms thereafter ~~renewable three-year terms~~

e) Eight representatives of the voluntary sector in Bristol nominated by such body or bodies as from time to time shall be approved by Court for this purpose

#### Category IV – Local Authorities

Elected members or officers of local authorities in Bristol and the surrounding area appointed by the relevant local authority as follows:

Bristol City Council: Fifteen persons

Bath and North East Somerset Council, North Somerset Council, South Gloucestershire Council, Gloucestershire County Council, Somerset County Council and Wiltshire County Council: Three persons each

#### Category V – Special Appointments

To be appointed for an initial term of up to three years with renewable

three-year terms thereafter renewable three year terms:

- a) Three persons appointed by the President of the Privy Council
- b) Three persons appointed by the Chancellor of the University

Category VI – Institutions

To be appointed for an initial term of up to three years with renewable three-year terms thereafter renewable three year terms:

- a) One person appointed by each of such universities and colleges, up to a maximum of twenty, as Court on the recommendation of Council may from time to time determine
- b) One person appointed by each of such learned bodies and national and international organisations, up to a maximum of forty-five, as Court on the recommendation of Council may from time to time determine
- c) One person appointed by such of the institutions affiliated to or associated with the University, as listed in its Ordinances, as Court on the recommendation of Council may from time to time determine
- d) One person appointed by each of such National Health Service bodies as Court on the recommendation of Council may from time to time determine

Category VII – House of Commons and European Parliament

The Members of Parliament elected for the parliamentary constituencies lying wholly or substantially within the City and County of Bristol, the Districts of Bath and North East Somerset, North Somerset and South Gloucestershire and the Counties of Gloucestershire, Somerset and Wiltshire

The Members of the European Parliament elected for the South West region

Category VIII – Holders of local offices

Such holders of local offices as Court on the recommendation of Council may from time to time determine, subject to a limit of sixty, which may include:

Lord Lieutenants of Bristol and adjoining counties; Lord Mayors and Mayors of local cities and towns; head teachers of local schools and principals of local colleges; local judges; the president, chief executive, head or leader or other officers of learned societies, religious organisations, charities, museums, libraries, professional bodies, and other organisations involved in the arts, the law, education, health and social services, trade and industry

Vacancies

Vacancies arising among the appointed members shall be filled as soon as possible by the appointing authority for the remainder of the unexpired term.

Resignation

Any member of Court may resign by a letter sent to Court through the Secretary.

### **Honorary Degrees Committee**

- 4.59 RECEIVED: An oral report from the Vice-Chancellor, listing the Honorary Degree Committee's recommendations for the award of honorary degrees, at degree congregations in February 2010, July 2010 and February, 2011: (RESERVED BUSINESS)

### **Convocation Mace**

- 4.61 CONSIDERED: A report from the Chair outlining a proposal to commission a Convocation Mace, document reference **CN/09/037** (previously circulated, copy in the minute book).
- 4.62 Mr Derek Zutshi had left a bequest to Convocation with a request that, provided that the University was in agreement the money be used to buy a Convocation Mace. Convocation had expressed the view that it now wished to purchase such a Mace for use on ceremonial occasions eg, at graduations.
- 4.63 Having considered all of the advantages and disadvantages and following discussion of the matter between the Chancellor, the Chair of Council and the Vice-Chancellor, Council was now asked to endorse the purchase, subject to the various ceremonial conditions outlined within the report.
- 4.64 ENDORSED: The purchase of a Convocation Mace, in accordance with the ceremonial guidelines outlined within the Chair of Council's report.

### **Progress Report on Student Residences**

- 4.65 RECEIVED and NOTED: A progress report from the Residential Strategy Board, document reference **CN/09/038** (previously circulated, copy in the minute book). Key issues raised in the report included:

#### (i) Successful Communities

The final report of the working group on community and student support within the residences reaffirmed that pastoral support was an essential and distinctive feature of the University's residential experience for students in their first year and should be made available in a consistent form across all of the University's residences.

#### (ii) Leadership and Management

The University would shortly be advertising for a new Director of Residential and Hospitality Services. The Director would report to Director of Academic Services and would have responsibility for four main strands of residential operation: accommodation services and planning, residential facilities management, pastoral services and catering and conference services.

#### (iii) Residential Catering

The Board had commissioned an outside consultant, the Russell Partnership, to review both central precinct and residential catering provision. The consultant's initial report was understood to recommend the retention of the hall-based, residential catering service but with a

central management structure which would combine residential and University catering.

(iv) Bed Supply and Demand

The Board did not feel that it was in a position to give a definitive target for bed spaces due to the rapidly changing external environment and continuing uncertainty about the timing of funds for capital investment. The Board had received rolling updates on the availability of and demand for beds, but would not finalise any longer-term recommendations until there was greater clarity over student number targets.

(v) The Residential Estates

The University's overall capital programme, incorporating both academic and residential needs, was currently being reviewed against the background of an increasingly difficult financial environment. The University was continuing to plan for more limited capital expenditure on existing buildings and was hoping that, subject to a sustainable business model for the estate, a proper programme of works could commence in 2011-12.

(vi) Financial Sustainability

The various strands of work on financial sustainability were currently being brought together in budget submissions for 2010-11 and 2011-12. A position paper on sustainability would follow from the budget-setting process.

(vii) Student Transport Plan

Following further work alongside preparation of a sustainable travel plan for students, the University's position paper recommended the building of a new access road to the Stoke Bishop site and the development of plans for a bus service for students from Stoke Bishop to the University. In parallel a consultant was carrying out a study to recommend preferred options for a bus service between the Stoke Bishop residences and the precinct. These two pieces of work would feed into a business case for a bus service between the residences and the precinct.

4.66 AGREED: That the final report of the Working Group on Community and Student Support within the University's Residences, which outlined in greater detail the proposals for pastoral support in the residences, would be circulated to Council for information.

4.67 NOTED: That this report would be circulated to members of University Court in December 2009.

**Report of Senate to Council**

4.68 CONSIDERED: A report from Senate to Council, reference **CN/09/039** (previously circulated, copy in the minute book).

### Postgraduate Programmes

4.69 APPROVED: (i) Introduction of a new MSc programme “Using Creative Writing for Therapeutic Purposes” with effect from 2010/11, subject to final Faculty approval in the light of reviews of Schools within the Faculty of Social Sciences & Law; including addition of this title to the list of Taught Masters programmes available in the Faculty of Social Sciences & Law, as recorded on pages 237-239 of the Charter, Acts, Statutes, Ordinances and Regulations, 2009/10.

(ii) Withdrawal of the MSc Entrepreneurship in the Faculty of Engineering, including deletion of the programme title from the list of Taught Masters programmes available in the Faculty of Engineering, as recorded on page 235 of the Charter, Acts, Statutes, Ordinances & Regulations, 2009/2010. Recruitment to this programme was suspended in 2007 and there were no longer any candidates registered on the programme.

(iii) Minor revisions to the Regulations and Code of Practice for Research Degree Programmes as follows:

a) Addition to the Regulations within Section 4.1:

Applicants whose first language is not English are required to satisfy the University’s Language Entry Requirements Policy:

<http://www.bristol.ac.uk/university/governance/policies/admissions-english-lang-regs.html>

b) Addition to the Regulations within Section 4.5:

International students with student visa or immigration questions must only discuss these with staff in the International Office (based in the University of Bristol Union). Staff are specially trained to advise international students with any queries. They are also responsible for providing general support and guidance to international students.

c) Addition to the Regulations within Section 6.2:

Any suspension or extension to the period of study of a visa-holding student must be reported to the relevant Faculty Office as soon as it is known, for report to the UK Border Agency.

### Visiting Professors

4.70 APPROVED: The appointment of the following Visiting Professors:

(i) Professor M I Friswell, Professor of Aerospace Structures at Swansea University, as a Visiting Industrial Professor in the Department of Aerospace Engineering.

(ii) Professor A W B Simpson, Clyne Professor of Law, University of Michigan, as a Visiting Professor in the School of Law.

(iii) Dr S Casale, Chair, UN Subcommittee on Prevention of Torture, as a Visiting Professor in the School of Law.

(iv) Professor R Kicker, Associate Professor at the Institute of International Law and International Relations, Karl-Franzens University, Graz, as a Visiting Professor in the School of Law.

(v) Professor J Elwood, Professor of Education at Queen's University Belfast, as a Visiting Professor in the Graduate School of Education.

(vi) Mr H G Sillitto, Chief Systems Architect for Thales UK Land & Joint Systems, as a Visiting Professor in the Systems Centre, Faculty of Engineering.

#### **Appointment of the University of Bristol Students' Union Legal Advisor**

4.71 RECEIVED: A report by the Director of Legal Services, proposing the appointment of a new Legal Advisor to the Union, document reference **CN/09/043** (previously circulated, copy in the minute book).

4.72 The University proposed that Laura Trescothick-Martin, University Lawyer, be appointed to this position. The Union Trustees had endorsed this appointment at their meeting on 10<sup>th</sup> November 2009.

4.73 APPROVED: the appointment of Laura Trescothick-Martin, University Lawyer, as Legal Advisor to the Union.

4.74 NOTED: That both the University and the Union extended thanks to Professor Gerard McMeel in the School of Law who had undertaken this role for a number of years before the Union was incorporated.

#### **5.0 Reports for Information**

5.1 RECEIVED and NOTED: The following reports for information:

(i) Ethics of Research Annual Report, reference **CN/09/040** (previously circulated, copy in the minute book).

(ii) See Reserved Business

(iii) Equality and Diversity Annual Report, reference **CN/09/042** (previously circulated, copy in the minute book).

#### **6.0. Any Other Business**

##### **6.1 Farewells**

###### *(i) Councillor Royston Griffey*

This would be Councillor Royston Griffey's last meeting as a member of Council. Bristol City Council had yet to name Councillor Griffey's replacement but this would be communicated to Council as soon as possible. The Chair expressed thanks to Councillor Griffey for all of the advice and support that he had provided to Council since he joined in July 2008. Council wished him well for the future and hoped that he would stay in touch with the University.

###### *(ii) Mrs Alison Bernays*

Members noted that Alison Bernays would be standing down from Council at the end of December after nine years. In addition to her role as Vice-Chair of Council, Alison had served on the Student Affairs Committee since 2001 (in the Chair since 2002) and more recently had been the University's nominee on the Union Board of Trustees. Alison has also been a valued member of the Careers Advisory Committee, the Personnel Committee and the University's Nominations Committees. The Chair reported that she had been a wonderful ambassador for the University at so many engagements and had played a crucial role in developing a positive and strong relationship between the Students' Union and the University. Her contribution to Council would be greatly missed and Council was very pleased that she would continue to work with the University in her capacity as Pro-Chancellor.

*(iii) Mr James Foulds*

The Vice-Chancellor reported that this was also to be Jim Foulds' last meeting of Council before he stood down as Chair at the end of the year. Jim had been actively involved with the University for many years. He had joined Council in 1997 and became Chair of the University Staff Committee (now known as Personnel and Staff Development Committee) in 1999. He became Chair of Council in December 2006. Jim has been a Pro Chancellor for five years and would continue to do so. In addition to his work at the University of Bristol, Jim had been an active member of UCEA and the CUC and in both capacities had been an excellent ambassador for the University. The Vice-Chancellor thanked Jim on behalf of Council and of the senior team for all that he had done to support the University. Jim had been an outstanding Chair and had dedicated given his time selflessly to the University for many years. The Vice-Chancellor thanked Jim personally for being an esteemed colleague and a valuable source of support and advice.

**7.0 Dates of Next Meetings:**

Friday, 5 February 2010  
Thursday, 18 March 2010 (pm consultation day)  
Friday, 19 March 2010  
Friday, 7 May 2010  
Friday, 2 July 2010

\* Reserved Business