

CONFIDENTIAL

University of Bristol Minutes of Council

22 October 2010

Present: Mr Denis Burn (Chair), Mr James Ashton-Bell, Professor Tim Bond, Professor Paula Booth, Professor David Clarke, Mr Roy Cowap, Mr Chris Curling, Mr Colin Green, Professor Len Hall, Professor Sally Heslop, Mr Ron Kerr, Ms Pru Lawrence-Archer, 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 Tim Ross, Ms Anne Stephenson, Mr Tom Steward, Professor Eric Thomas, Mr James Wadsworth, Mrs Cathy Waithe and Professor Avril Waterman-Pearson.

In Attendance: Mr Derek Pretty, Mr Patrick Finch, Mr Andy Nield, Ms Kelly Archer, Mr Guy Gregory, Professor Guy Orpen, Ms Sue Paterson, Ms Helen Galbraith, Professor Jon Keating (for discussion on Life Sciences Building).

Apologies: Mr John Bramhall, Councillor Christopher Davies, Mr Andy Hollingsworth and Mr James Wetz.

Session 1

(i) Presentation on Student Issues

Council received a presentation from Professor Waterman-Pearson (Pro Vice-Chancellor (Education), Ms Lynn Robinson (Deputy Registrar) and Mr James Ashton-Bell (President, UBU). The presentation outlined the work that the University was undertaking with the Students' Union to continually improve the student experience. It addressed how the University was responding to National Student Survey (NSS) outcomes, its widening participation objectives and other key student issues. Mr Ashton-Bell outlined the Union's strategy for the coming year, including an account of the key implications of funding cuts and/or tuition fee increases for Bristol students.

Council thanked the presenters for the informative account and applauded the positive relationship that had developed between the University and the Union.

(ii) Presentation on the Financial Challenges facing the University

Mr Andy Nield, Finance Director, outlined the University's current financial situation. He presented a review of financial performance in 2009/10; outlined the immediate prospects for 2010/11; detailed the potential implications of the Government's Comprehensive Spending Review (CSR) and the outcomes of the Browne Review of Tuition Fees. He then set out the potential implications for the University's future financial strategy. He noted that Finance Committee had, prior to the publication of the Browne Review, considered the issues in some detail.

Mr Nield then outlined the University's capital financing capacity and expenditure plans, and assessed the University's financial capacity to proceed with the new Life Sciences Building, and the financial implications of doing so. The conclusion was that although the University had considerable financial uncertainties at present, a ten year capital financing 'envelope' of £400m (at current prices) was considered appropriate. The senior executive team, Finance Committee and Estates Committee had considered the overall capital expenditure programme in the context of the £400m 'envelope' and had concluded that the proposed £50m Life Sciences project was affordable. Whilst recognising that this would limit the University's ability to fund other desirable projects. Mr Nield explained that the £400m 'envelope' and, therefore, "capacity" to fund the Life Sciences project was subject to both Council and subsequently, HEFCE, agreeing to remove the current £150m net debt financing limit that applied to the University.

Council thanked Mr Nield for his detailed and comprehensive account of the University's financial situation and the challenges and decision that it would need to tackle over the coming year. This information would provide Council with the knowledge and information that it needed to make informed decisions about key issues.

The Vice-Chancellor outlined to Council the importance of the proposed new Life Sciences Building. Life Sciences constituted the area of Science that was currently the most rapidly developing. If Bristol wished to compete in this key area of research (and for the associated funding) it needed to be exceptional in the associated areas of fundamental Biology, Medical Science, Mathematics and Bioengineering, and achieving this would require internationally competitive facilities. The current Biology building was not fit for purpose as a place to do internationally competitive science.

The knock-on consequences of creating a new Life Sciences Building were also noted to be very significant. For example, the old Biology Building would provide space to accommodate the School of Mathematics. The School of Mathematics is, academically and financially, one of the most successful in the University although it is currently housed in extremely poor accommodation that significantly impacts upon the student experience and its opportunities for growth. The opportunity to locate the School of Mathematics in the current Biology Building would therefore be very attractive. This in turn would allow for a freeing up of space for a number of other key accommodation issues across the Building.

Although there were risks associated with any project of this scale, the Vice-Chancellor, the Dean of Science, and the senior executive team were confident that the project was financially viable and furthermore, that the University had a solid track record in effective decision-making in relation to its investment and project management programmes.

Mr David Ord, Chair of the Finance Committee, and Mr Roy Cowap, Chair of the Estates Committee, both confirmed their respective Committees' support for proceeding with the programme as outlined.

Session 2

Formal Meeting of Council

1. Apologies for Absence / Announcements

- 1.1 The Chair welcomed colleagues to the first meeting of the 2010/11 academic session.
- 1.2 The Chair welcomed the new Union Sabbatical Officers to their first meeting as formal members of Council. He also welcomed Professor Jon Keating, Dean of Science, who would be willing to respond to any questions regarding the Life Sciences building.

2. Minutes of the Last Meeting

- 2.1 CONFIRMED: The minutes of the meeting held on 2 July 2010.

3. Matters Arising and Action Register

Action Register

- 3.1 Members had previously received a copy of the Action Register which had been updated to incorporate actions agreed at the 2 July 2010 Council meeting.

Matters Arising

- 3.2 There were no matters arising that would not be covered elsewhere on the agenda.

4. Election of Chair and Vice-Chair of Council

- 4.1 In accordance with the provisions of Statute 16, Council was required each year to elect a Chair and Vice-Chair. The Vice-Chancellor nominated Mr Denis Burn as Chair (seconded by Mr Tim Ross) and Mr Bob Morton as Vice-Chair (seconded by Professor Len Hall), both for a further year.
- 4.2 APPROVED: The election of Mr Denis Burn as Chair and Mr Bob Morton as Vice-Chair of Council for a further year.

5. Chairman's Report, Council Matters and Correspondence

(i) Decision-Making Processes

- 5.1 The Chair expressed thanks to the Vice-Chancellor and his senior team for their commitment and efficiency in dealing with a number of difficult and complex issues in a very short time-frame. This had been necessary in order for the University to respond appropriately to the need to make significant cost-savings, in a rapidly-changing financial environment.
- 5.2 The Chair assured Council that the University was committed to engaging the expertise and advice of Council wherever it was possible to do so but noted that the traditional cycle of five Council meetings per year did, and would, make this challenging. He suggested that it may be more effective on occasion to convene smaller sub-groups of Council members to debate specific issues on an ad hoc basis over the coming months. He was particularly keen to bring together smaller informal groups which included Council members, staff, alumni and students to debate challenges and ideas.

5.3 The Chair was keen to hold a discussion session for Council members to consider the key challenges and opportunities at the November 2010 Council meeting. He stressed however, that the timing of the release of information about the CSR and the Browne Review of Tuition Fees meant that it would not be possible to present Council with formal position papers at that stage. The outcomes of this discussion would inform the Executive Team's strategic and operational planning.

(ii) Vacation Powers

5.4 RECEIVED: A report on the Vacation Powers exercised by the Chair of Council on behalf of Council between July and October 2010, reference **CN/10/089** (previously circulated, copy in the minute book). NOTED: that the Chair of Council had used Vacation Powers on behalf of Council to approve the following during summer 2010:

- (i) The appointment of Professor P Hillyard, Emeritus Professor of Sociology, Queen's University Belfast, as a Visiting Professor in the Schools of Law and Policy Studies, Faculty of Social Sciences & Law.
- (ii) The findings and recommendations of the Appeal Committee in the case of the appeal of Ms Rebecca Hinks (see also document **CN/10/95**)*.
- (iii) The following promotions, with effect from 1st August 2010:
 - (a) Faculty of Medical & Veterinary Sciences: Dr Mike Adams, Professor of Biomechanics.
 - (b) Faculty of Social Sciences & Law: Dr Ruth Deakin Crick, Reader.
- (iv) Amendments to the Regulation of Academic Schools and the Regulation of Primary Units Designated as Academic Departments to reflect late decisions on titles for names of certain Schools and Primary Units.
- (v) Two new academic offerings in the Faculty of Arts, together with associated changes to Regulations, as follows:
 - (a) Master of Arts in Philosophy of Biological and Cognitive Science.
 - (b) Master of Arts in Logic and Philosophy of Mathematics.
- (vi) A new undergraduate programme in the Faculty of Social Sciences & Law: Bachelor of Science Management.

(vii) Correction of various anomalies in the list of academic programmes published within the Official Record, as identified in the course of annual scrutiny.

(vii) The following relocations of component units of the School for Applied Community & Health Studies (SACHs):

(a) Department of Exercise, Nutrition & Health Science to the School for Policy Studies.

(b) Norah Fry Research Centre to the School for Policy Studies.

(ix) The following appointments to Council Committees:

Equality and Diversity Committee

(a) Professor Charles Martindale's appointment as Dean to the Committee for a period of one year to 31 July 2011.

(b) Professor Jan Noyes' appointment to the Committee as a Faculty Education Director for a period of three years to 31 July 2013.

Health & Safety Committee

(c) Professor Nick Lieven's re-appointment as Dean to the Committee for a period of one year to 31 July 2011.

(e) Professor Tim Gallagher and Professor Robert Richardson's reappointment to the Health & Safety Committee for a further period of one year to 31 July 2011. After this date, the vacancies would be advertised to other Heads of Department/Departmental Safety Advisors from alternative faculties.

Personnel and Staff Development Committee

(f) Professor Judith Squires' appointment as Dean to the Committee for a period of one year to 31 July 2011.

Finance Committee

(g) Dr Stuart Goldsmith's re-appointment as a co-opted member of the Finance Committee for a further year to 31 July 2011. Dr Goldsmith would have served for nine years as a member of the Finance Committee on 31 July 2011 and would not, therefore, be eligible for re-appointment after that date.

Ethics of Research Committee

(h) Following Dr Moger Woolley's decision to stand down as Pro Chancellor on this Committee, the Chair, in consultation with the Chair of Council, had concluded that

given the extensive experience of the remaining members of the Committee, it would not be necessary to seek a replacement for Dr Woolley. It is, therefore proposed that the position of Pro Chancellor be removed from the Committee's constitution.

(i) The appointment of Dr Jon Wakerley from the Centre for Comparative and Clinical Anatomy, as a co-opted member onto the Committee for a period of three years from 1 August 2010.

(j) The appointment of Ms Cindy Peck as a lay member of the Committee with immediate effect until 31 December 2012.

(iii) Nominations Committee of Court

5.5 The Nominations Committee of Court had shortlisted a number of prospective lay members of Council for interview. The field of candidates had been strong and the Nominations Committee of Court would meet on 5 November 2010 to agree its final recommendations to Court.

5.6 The Nominations Committee had also agreed that it would be appropriate in governance terms for the Chair of Council to be formally elected by Court. Mr Burn was currently a member of Council as a nominee of the Society of Merchant Venturers. If Court approved his change of category at its meeting in December 2010, the Society of Merchant Venturers would be invited to nominate a new nominee to sit on Council. Council confirmed that it was supportive of this action.

(iv) Follow-up of the Review of Council's Effectiveness

5.7 Following the recent review of Council's effectiveness, a number of changes had been proposed by the Chair and Vice-Chair of Council. These included the restructuring of: the Information Systems and Services Committee, the Health and Safety Committee and the Equality and Diversity Committee. Consultation with the relevant committees and, where appropriate, the trades unions, were ongoing and a final report would be made to the Nominations Committee of Council for formal approval in early November 2010. A detailed report would be made to Council at its meeting on 19 November 2010.

6. Vice-Chancellor's Report

6.1 RECEIVED: The Vice-Chancellor's report, reference **CN/10/090** (previously circulated, copy in the minute book).

(i) Bristol Life Sciences Building

6.2 Council's attention was drawn to two key documents, setting out the case for proceeding with the commencement of the Bristol Life Sciences Building: Appendix A set out the academic case for the programme; Appendix B set out the financial case. The detail of the overall capital programme had been outlined by the Finance Director and the Vice-Chancellor as part of their earlier presentation to Council (presentation 2). Council confirmed that it was

satisfied that both the academic and financial case for the programme were credible and that it was supportive of the action outlined within the reports.

6.3 Council was reminded that:

(i) The decision to proceed with the Life Sciences building would limit the University's ability to finance other desirable capital projects.

(ii) Before proceeding it was essential that both Council and HEFCE agreed to remove the current £150m net debt financing limit that applied to the University.

6.4 APPROVED (*nem con*):

(i) That the University should proceed with £50m of capital investment for the Life Sciences Building as outlined in the reports.

(ii) Removal of the current Council-approved £150m net debt limit, followed by a request to HEFCE for removal of the corresponding HEFCE limit for the University.

(ii) Outcomes of the Browne Review of Tuition Fees and the Comprehensive Spending Review

6.5 A copy of the full report of the Browne Review had been appended to the Vice-Chancellor's report at Appendix C for Council members' information.

6.6 Although the broader outcomes of the CSR for the sector had been outlined in the Government announcements, the specific implications for Bristol were not yet clear. The recommendations of the Browne Review had included the lifting of the current cap on fees of £3,290 per year, allowing universities to charge accordingly, although a tapered levy on institutions charging more than £6,000 per year would be imposed. Council was reminded that these recommendations were yet to be adopted by the Government and then had to be approved by parliament and were, therefore, subject to modification. The outcomes when considered in the context of the CSR would clearly have highly significant implications for the HE sector as a whole. Bristol would need to consider seriously its future pricing, branding and market positioning strategy in the light of the legislation that was ultimately enacted.

6.7 Given the lengthy lead-in time that Bristol, together with other universities, required to prepare and distribute its 2012/13 prospectus, the timetable for responding to legislative changes would be very short. It would be necessary for the University to act quickly and decisively about its future pricing, market positioning and branding strategies.

(iii) Update on Pay Negotiations

6.8 While the national pay negotiations had not yet been completed, there was a strong expectation of a low national settlement. A consolidated offer of 0.4% had been made by the employers to the joint trades unions. The offer had been rejected by UCU, who had initiated the national dispute process, but the position of the other unions was not yet confirmed.

- (iv) Voluntary Severance/Early Retirement (VS/ER) Applications*
- 6.9 Academic and Technical Staff Scheme: 71 applications from academic and technical staff had been received to date. Of these, 66 had been accepted. General; Support Staff Scheme: 355 support staff had applied and to date, 28 had been approved. The majority had not yet been assessed as it had been necessary to consider complex restructuring / possible redeployment issues across support services arising from Support Process Review (SPR) before final decisions on individual cases could be made. The last SPR structures had been published the previous week and as staff now had access to all the proposed new structures it was expected that this would have a bearing on whether or not further support staff opted to apply for VS/ER before the 8 November 2010 closing date. It would also be prudent for the University to await further information about future income before taking decisions on many cases.
- (v) Support Process Review*
- 6.10 Considerable progress had been made since the previous Council meeting in July 2010. Key milestones included:
- (i) All Process Owners had now submitted and published their process structures (Finance; Personnel; Research and Enterprise; Education and Students; Faculty and School Administration; IT; Estates; and Marketing Web and New Media) which included summary descriptions of roles within each of the structures.
 - (ii) Briefing sessions for process owners to meet with staff allocated to their process had now all taken place.
 - (iii) Formal consultation with the trades unions had continued and a Personnel Protocol, which outlined the criteria for redeployment and/or appointment of staff within SPR had now been agreed with the trades unions.
 - (iv) Strong Faculty teams were now in place with confirmed Faculty Managers, School Managers and Faculty Education Managers.
 - (v) The SPR website had proved to a key conduit for communicating news and plans with staff, as had the fortnightly bulletins.
- 6.11 The implementation phase would be both complex and challenging. It would be critical to ensure that operational delivery was maintained to the highest possible standard throughout the period of extensive change. The University was developing a package of support to assist line managers in dealing with the change.
- 6.12 The aim of SPR was to deliver £4m p.a. savings by July 2011, with a longer-term goal of £6m p.a. While a significant proportion of the target savings had already been identified, it would not be possible to implement all of the planned changes by July 2011.
- 6.13 It had been and would continue to be a challenging and uncertain time for staff and this had had an inevitable effect upon staff morale. The University

was doing all that it could to ensure that the transitional periods were as smooth and well-communicated as possible.

(vi) National Student Survey

- 6.14 A report detailing the outcomes of, and actions arising from, the 2010 NSS had been included at Appendix D. Council was assured that the University took feedback from its students very seriously and was committed to making improvements in those areas which were not performing as well as they might. The University was working closely with the Students' Union and the Educational Support Unit to ensure that its action plans were appropriately developed and implemented.

(vii) Publication of National and International League Tables

- 6.15 During August and September 2010, three global University League tables were published. The University of Bristol had performed consistently well, both in relation to the position of other UK institutions, and in relation to leading global competitors. The Sunday Times had also released its own domestic league table for Universities; Bristol had fallen one place to 11th, and was placed 8th out of all Russell Group institutions.

(viii) National Composites Centre

- 6.16 Five industrial partners (GKN, Airbus, Rolls Royce, Vestas and AgustaWestland) had signed membership contracts for the NCC, committing £300k pa for three years from 1 August 2011. The NCC Building and Land work were proceeding to schedule and to budget.

(ix) Admissions Data

- 6.17 NOTED: The detailed admissions data set out in paragraph 9 of the report. The headlines were noted to be:
- (i) 34,147 home undergraduate applications had been received during the cycle (a 4% reduction on last year).
 - (ii) 5,701 overseas undergraduate applications (a 3% reduction on last year).
 - (iii) The University had entered the Registration period expecting to be under its home target of 3,279 by 36 accepted applicants (about 1%), and over its overseas target of 416 by 103 accepted applicants (25%), with no individual faculty significantly above or below target.
 - (iv) At the end of the admissions cycle, 14,528 applications had been received for Postgraduate Taught programmes, which represented a 21% increase in application numbers in comparison with September 2009.
 - (v) Overseas applications had increased by 26% this year, with a total of 10,440 overseas applicants applying to study at Bristol.
 - (vi) The number of students accepting an offer had also risen, by 17% overall, and by 46% for overseas applicants. 1,094

overseas applicants had accepted an offer, which compared favourably with the target for overseas PGT numbers which had been set at 670. A substantial proportion of the overseas increase had been focused on the School of Economics, Finance and Management.

(vii) 2,233 applications had been received for PG research programmes this year, an increase of 16% on the previous year. 11% more students had accepted an offer to study at Bristol (a total of 643 applicants), although the increase in PG research programmes had been more evident from the UK/EU than overseas.

(x) First Degree Awards 2009/10

- 6.18 NOTED: The data regarding First Degrees awarded for the 2009/10 academic year, as outlined in paragraph 10 of the report.

(xi) Significant Health and Safety Incidents

- 6.19 NOTED: That there had been no significant Health and Safety incidents within the University since the previous meeting of Council that the Executive considered needed to be brought to Council's attention.

(xii) Recent Grants and Awards

- 6.20 NOTED: The list of grants and awards secured by University Staff and Students since July 2010, as outlined in paragraph 12 of the report.

7. Financial Report

- 7.1 RECEIVED: A report from the Finance Director, reference **CN/10/091** (previously circulated, copy in the minute book).
- 7.2 The financial accounts for 2009/10 were currently being finalised, and would be reviewed by Finance Committee and Audit Committee in November prior to being presented for approval to the next meeting of Council. The draft results showed an operating surplus for the year (pre exceptional items) of £9.8m, £1.6m better than budget and a substantial turnaround of some £11m from the previous year. An exceptional charge for restructuring costs of £7.5m had been made to reflect the costs of the current restructuring programme. Post the restructuring provision, a net surplus of £2.3m was anticipated.
- 7.3 A detailed paper setting out an analysis of the current financial challenge and the capital funding environment had been appended to the Finance Report. This paper, which had been considered in detail by Finance Committee at its meeting on 8 October 2010, highlighted:
- (i) The conclusions on the capital funding position with respect to the proposed £50m Life Sciences capital project.
 - (ii) A recommendation to remove the current Council £150m net debt limit and to seek removal of the corresponding HEFCE limit for the

University (approved by Council as part of the Life Sciences Building report (see minute 6.4 above)).

- 7.4 A deficit recovery plan for the UBPAS pension scheme had been agreed with the UBPAS Trustees at their May 2010 meeting. The plan had been based on an additional deficit-related cash contribution from the University of £5m by July 2011 and the £5m p.a. thereafter. The deficit contribution agreement had incorporated flexibility for the University to advance contributions in order to allow optimisation of its cash flows from a banking covenant perspective. In line with this arrangement the University had made an initial deficit contribution of £9m in July 2010.
- 7.5 Following extensive consultation with the trades unions, their internal consultation with UBPAS members, and the University's formal 60 day consultation with staff, the University had agreed and implemented the following changes to UBPAS:
- (i) An increase in members' contributions from the current 6.07% of pensionable salary to 9% with effect from 1 October 2010.
 - (ii) Closure of UBPAS to new entrants. Employees who would have been eligible to join UBPAS will be offered membership of a new contracted out defined contribution (DC) scheme. DC members will also benefit from death in service and incapacity benefit insurance cover.
- 7.6 UBPAS Trustees had agreed to the above changes and to a corresponding reduction in the employer's normal future accrual contribution rate.
- 7.7 Following an extensive period of discussion and negotiation, the Joint Negotiating Committee (JNC) of USS had approved a series of changes to the contribution/benefit structure of USS. The USS independent chair had voted in favour of the employer's side proposals. The main changes were:
- (i) For existing members:
 - (a) An increase in employee contributions from 6.35% to 7.5% of pensionable salary
 - (b) Some benefit changes including a move to an enforced normal pension age of 65 (increasing over time) compared with the current arrangement which in practical terms would allow retirement at 60 (subject to employee consent). Benefit remained based on 1/80 of pay accrual rate.
 - (ii) For new members:
 - (a) A new section to be created providing benefits on a career average basis with a 1/80 accrual rate for earning in each year.
 - (b) An employee contribution rate of 6.5% of pensionable pay.
- 7.8 From April 2013 members would have the right to receive non actuarially reduced pensions on redundancy/early retirement, effectively removing the obligation on employers to 'buy out' actuarial reductions on early retirement due to redundancy

- 7.9 USS would now run a formal consultation/communication process for members. This would be carried out via employers.
- 7.10 Council had previously approved the granting of authority until the end of July 2010 for the Finance Director together with any one of the Vice-Chancellor, Deputy-Vice Chancellor and Registrar, to sign any amendments and or documents related to the Barclays loans agreements. Council was asked to extend this approval until the end of July 2011 to provide the University with the flexibility that it needed to deal with ongoing detailed changes. Any material commercial change would be reported in advance to Finance Committee and Council.
- 7.11 APPROVED: The granting of authority up to the end of July 2011 for the Finance Director together with any one of the Vice-Chancellor, Deputy-Vice Chancellor and Registrar to sign any amendments and or documents related to the Barclays loans agreements, subject to the advance report of any commercial changes to Finance Committee and Council.

8. Matters for Discussion and Approval

(i) Draft Annual Review from Council to Court

- 8.1 RECEIVED and NOTED: The draft Review of the Year 2009/10, reference **CN/10/92** (previously circulated, copy in the minute book).
- 8.2 Council members were asked to send any comments on the draft Review to David Alder, Communications Director by 29 October 2010.

(ii) Potential Redundancy Cases*

- 8.3 RESERVED BUSINESS

(iii) Proposed Amendments to Ordinances 22 and 23: Associated and Affiliated Institutions

- 8.4 RECEIVED: A report outlining the formal association and/or affiliation of a number of institutions which were working with the University, reference **CN/10/94** (previously circulated, copy in the minute book). Formally 'Associated' and 'Affiliated' institutions were, in accordance with Ordinance 22 and 23, added to existing lists of current institutions which were printed as part of Ordinances 22 and 23.
- 8.5 APPROVED BY SPECIAL RESOLUTION: The following amendments to Ordinances:
- (i) **Ordinance 22**
Addition of the North Bristol NHS Trust to the University's list of 'Associated Institutions'
 - (ii) **Ordinance 23**
Addition of the following NHS Trusts to the University's list of 'Affiliated Institutions':
 - (a) Great Western Hospital NHS Foundation Trust
 - (b) Gloucestershire Hospitals NHS Foundation Trust

- (c) North Bristol NHS Trust
- (d) Royal United Hospital Bath NHS Trust
- (e) Taunton and Somerset NHS Foundation
- (f) University Hospitals Bristol NHS Foundation Trust
- (g) Weston Area Health NHS Trust
- (h) Yeovil and District Hospital NHS Foundation Trust

(iv) Student Appeals, Complaints and Disciplinary Matters*

8.6 RESERVED BUSINESS

8.7 RESERVED BUSINESS

8.8 RESERVED BUSINESS

8.9 RESERVED BUSINESS

(v) Chair Appointments

8.10 RECEIVED and NOTED: an update report on Chair appointment activity, reference **CN/10/089** (previously circulated, copy in the minute book).

(vi) Annual Report of Student Disciplinary Proceedings 2008/09

8.11 RECEIVED: A report containing a review of disciplinary cases in the academic year 2008/09, including comparative figures for 2007/08, reference **CN/10/097** (previously circulated, copy in the minute book).

8.12 Although detailed information about student disciplinary cases was maintained by the University, this had been the first time that this information had been presented in summary form. It had been produced in the context of an increase in the number of students entering into the disciplinary process, with a view to identifying any factors or trends that might be considered in a wider context. It was proposed that in future, the report would be reviewed in detail by the Student Affairs Committee (SAC) each year, with any areas of particular concern or note being reported to Council via the SAC report. Council noted the informative account and confirmed that it was content with this proposed reporting process.

9. Committee Reports

9.1 RECEIVED and NOTED: The following reports from Committees outlining the key business discussed at their last meetings.

(i) *Estates Committee* (meeting on 15 October 2010).

Tenders for the Langford small animal hospital had now been issued. The Committee had spent a considerable amount of time debating the Capital Programme Priorities for 2010-2020, including reviewing the case for the Life Science Building.

(ii) *Audit Committee* (meeting on 8 September 2010), reference **CN/10/089** (previously circulated, copy in the minute book).

(a) Since producing the report, a sub-panel of the Audit Committee, chaired by Cindy Peck, had received presentations

from the four shortlisted external audit companies. Having considered the four firms' track records and the quality of their pitches, the panel had decided to recommend to Council and Court, the reappointment of PricewaterhouseCoopers LLP as the University's external auditor for a further year.

(b) APPROVED: Subject to the Audit Committee's endorsement, a recommendation to Court that PricewaterhouseCoopers be reappointed as the University's external auditor for a further year.

(c) The Treasurer would inform the shortlisted firms of the outcome of the tendering process, noting that it would be subject to Court's formal approval at its meeting in December 2010.

(iii) *Personnel and Staff Development Committee* (meeting on 15 October 2010)

Key issues discussed at the meeting had included: changes to pension legislation (tax changes/raised default retirement age) and links to Reward. Members had also focussed upon change management across the University and had concluded that the University was taking change management and staff morale very seriously and was proceeding in an appropriate way. The SPR had resulted in significant additional workload for many of the senior team and the Committee stressed the importance of supporting these staff through this difficult and stressful time.

(iv) *Student Affairs Committee* (meeting on 20 September 2010), reference **CN/10/099** (previously circulated, copy in the minute book).

(v) *Health & Safety Committee* (meeting on 7 October 2010), reference **CN/10/100** (previously circulated, copy in the minute book). A special meeting of the Committee had been convened for 2 November 2010 to consider the implications of the proposed restructuring/reallocation of responsibilities of the Health and Safety Committee. A report would be presented to Council for information at its November 2010 meeting.

(vi) *Ethics of Research Committee* (meeting on 20 October 2010). A report of this meeting would be presented to Council at its November meeting.

10. Remuneration Committee Annual Report

10.1 RECEIVED: The *Remuneration Committee Annual Report* (for year ending 31 July 2010), reference **CN/10/101** (previously circulated, copy in the minute book).

10.2 During the year, the Remuneration Committee had considered a number of policy issues relating to the remuneration of senior academic officers and the structure of salary bands, and an annual review of remuneration of senior staff.

10.3 It was noted that it had been agreed that the salaries of the Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Pro Vice-Chancellors, Deans, Finance Director and Personnel Director would remain unchanged at 2009-10 levels for 2010-11.

11. Date of next meeting

19 November 2010

11 February 2011

31 March 2011

1 April 2011

27 May 2011

7 July 2011

* Reserved Business