

**CONFIDENTIAL**

**University of Bristol  
Minutes of Council**

**23 October 2009**

Present: Mr Jim Foulds (Chair), Mrs Alison Bernays, Professor Tim Bond, Mr John Bramhall, Mr Denis Burn, 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 George Morton, Dr David Newbold, Mr David Ord, Mr Owen Peachey, Mrs Cindy Peck, Mr Bill Ray, Mr Tim Ross, Ms Anne Stephenson, Mr Tim Stevenson, Mrs Cathy Waithe, Professor Avril Waterman-Pearson.

Apologies: Professor Eric Thomas, Professor Paula Booth, Mr Bob Morton, Mr James Wetz.

In Attendance: Mr Derek Pretty, Ms Helen Galbraith, Ms Kelly Archer, Ms Fiona Ford, Professor Guy Orpen, Ms Sue Paterson, Mr Andrew Nield.

**Session 1**

**(i) Presentation on Sustainability**

Council received a presentation from the Head of Sustainability, Mr Martin Wiles. Mr Wiles outlined the terms of the new Policy and Strategy for Sustainability 2009-16, and drew Council's attention to the key challenges faced by the University in seeking to attain the environmental targets identified.

Council thanked Mr Wiles for his thought-provoking presentation and asked that he convey Council's appreciation to all those involved in drafting and implementing the policy.

**(ii) Presentation on the Charities Act**

Council received a presentation from the Registrar on the terms of the 2006 Charities Act and the implications for the University of Bristol.

Actions required by the University in response to the act included revisions to the format of the annual report and financial statements to meet new public benefit reporting requirements from 2010; the inclusion of a briefing on Council members' responsibilities as charitable trustees as part of the Council induction programme; the completion of a review of corporate structures to ensure that substantive non-charitable activities are undertaken by subsidiaries rather than the University itself. The Registrar was involved in consultation with the Higher Education Funding Council, as the universities' principal regulator, and would report further to Council in due course.

## **Session 2**

### **Formal Meeting of Council**

#### **1. Apologies for Absence / Announcements**

- 1.1 The Chair welcomed colleagues to the first meeting of the 2009/10 academic session. Apologies had been received from the Vice-Chancellor, Professor Paula Booth, Mr Bob Morton and Mr James Wetz.
- 1.2 The Chair welcomed a number of people to the meeting:
- (i) Ms Pru Lawrence-Archer and Dr Sally Heslop, who were attending their first meeting as newly-elected staff members of Council.
  
  - (ii) Professor Guy Orpen, who was attending his first meeting in the capacity of Pro Vice-Chancellor for Research.
  
  - (iii) Ms Fiona Ford, Head of Organisational Development and Deputy Personnel Director, who was deputising for Guy Gregory.

#### **2. Minutes of the Last Meeting**

- 2.1 CONFIRMED: The minutes of the meeting held on 3 July 2009.

#### **3. Matters Arising and Action Register**

##### Action Register

##### *Minute 6.32: Independent Safeguarding Authority*

- 3.1 The Registrar noted that any Council members barred from working with children or vulnerable adults by the Independent Safeguarding Authority would no longer be eligible members of Council. The Secretary's Office would write to Council members confirming this.

##### Matters Arising

##### *Update on pay negotiations*

- 3.2 It was noted that a national pay offer of 0.5% had been rejected by four of the five Trades Unions with one union, Unite, being formally in dispute. The Universities and Colleges Employers Association (UCEA) had advised institutions not to implement any pay increase at the present time, and further negotiations would continue.

##### *Update on Fire Authority negotiations*

- 3.3 The Registrar noted that the University would shortly be signing a Fire Authority caution: once signed, a full report on the terms and implications would be made to Council. An action plan in response to the issues identified, including both process and system improvements, was already being implemented.

##### *Update on Swine 'Flu Pandemic*

- 3.4 Helen Galbraith updated Council on the University's preparations for a swine 'flu pandemic amongst University staff and students. The numbers of cases occurring were still relatively small and absence levels had not yet caused significant disruption to normal business, but this situation would continue to be monitored carefully.

- Update on voluntary severance and early retirement programme*
- 3.5 Fiona Ford reported that 108 members of staff had left the University under the terms of the scheme, producing recurrent savings in the region of £4m.

#### **4. Chairman's Report, Council Matters and Correspondence**

##### (i) Vacation Powers

- 4.1 RECEIVED: A report on the Vacation Powers exercised by the Chair of Council on behalf of Council between July and October 2009, reference **CN/09/001** (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 2008:

##### *Visiting Professors*

(a) The appointment of Professor J Laybourn-Parry, Pro Vice-Chancellor for Research, University of Tasmania, as a Visiting Professor in the School of Geographical Sciences.

(b) The appointment of Mr G N Hobbs, Chairman of Motorola UK, as a Visiting Industrial Professor in the Department of Electrical & Electronic Engineering.

(c) The appointment of Dr G Clemo, Research & Development Manager at the Office of Communications (Ofcom), as a Visiting Industrial Professor in the Department of Electrical & Electronic Engineering.

##### *Emeritus Professors*

(d) The award of Emeritus Professor status to:

- Professor D Dugdale, Professor of Management Accounting, Faculty of Social Sciences & Law
- Professor E L Dagless, Imperial Group Professor of Microelectronics, Faculty of Engineering
- Professor D Muir Wood, Professor of Civil Engineering, Faculty of Engineering

##### *Potential Redundancy within the Department of Oral and Dental Science*

(e) The institution of redundancy procedures in relation to a potential redundancy case within the Department of Oral and Dental Science, Faculty of Medicine and Dentistry, in accordance with Ordinance 27, following a discussion at a Council Chair's Advisory Group meeting on Wednesday, 2 September. The Chair of Council asked the Vice-Chancellor to appoint a panel to oversee the procedures and to make decisions. Council encouraged the University to consider how it might improve the way in which it communicated such matters with staff and students and with the Trades Unions.

Professor Hall confirmed that the students affected by the situation had now been informed and alternative arrangements for teaching and

supervision had been identified where necessary. It was acknowledged that, should other similar cases arise in future, the identification of and communication to any affected students should occur earlier in the process.

#### *Examination Regulations*

(f) An amendment to Section 10.2 of the Examination Regulations to ensure consistency with the recently revised guidance on student absence due to illness.

#### *Student Disciplinary Regulations*

(g) Amendment of Section 3 of the Student Disciplinary Regulations to reallocate the responsibilities of the role of the Director of Student Services following the retirement of the incumbent of that post without recruitment of a replacement. Those aspects relating to student welfare and discipline have been allocated to the Academic Registrar.

#### *Statute 19*

(h) Minor amendment to the proposed revisions to Statute 19 (Membership of Senate) as approved by Senate at its last meeting, to reflect the associated changes agreed to Ordinance 6.

#### *Academic Programme Regulations*

(i) Change of faculty ownership of the BSc/MSc Mathematics and Computer Science programme from the Faculty of Science to the Faculty of Engineering, together with consequential changes to Regulations.

(j) Change of programme title for the MSc in Science Understanding, Research and Education to MSc in Science and Education, in the Faculty of Social Sciences & Law, together with consequential changes to Regulations.

(k) Adoption of Regulations for the Foundation Degree in Counselling.

#### *Guidelines for the Recruitment of Students/Current Students who have Criminal Convictions*

(l) Adoption of Guidelines for the Recruitment of Students who have Criminal Convictions and of Guidelines for Current Students with Criminal Convictions.

#### *Policy and Procedure on Bullying and Harassment*

(m) Approval of a University Policy and Procedure on Bullying and Harassment.

#### *Purchase of 33 Colston Street*

(n) Approval to proceed with the purchase of 33 Colston Street for use as a student residence. The Registrar noted that contracts had not yet been exchanged as certain matters were still being resolved: he would report further to Council in due course.

(ii) Appointment of Chair and Vice-Chair of Council

- 4.2 APPROVED: the appointment of Mr Denis Burn as Chair of Council for a three-year term, confirmed on an annual basis, with effect from 1 January 2010.
- 4.3 APPROVED: the appointment of Mr Bob Morton as Vice-Chair of Council for a one-year term in the first instance, with effect from 1 January 2010.
- 4.4 As Mr Burn was unable to make the November meeting of Council, he took the opportunity to express his personal thanks to the current Chair and Vice-Chair of Council for their immense contributions and hard work during their respective periods of office.

**5. Matters for Discussion**

(i) Vice-Chancellor's Report

- 5.1 RECEIVED: The Vice-Chancellor's report, reference **CN/09/002** (previously circulated, copy in the minute book).

*Reappointment of Pro Vice-Chancellor*

- 5.2 APPROVED: the extension of Professor Waterman-Pearson's term of office as Pro Vice-Chancellor from 31 July 2010 to 31 July 2011, as permitted by Ordinance 11.

*Queen's Road Building Fire*

- 5.3 On the morning of Tuesday 15 September 2009 a fire occurred at the Queen's Road (Students' Union) Building. The cause of the fire was unknown but thought to be accidental from a discarded cigarette, setting fire to the Students' Union Canoe Store. The initial findings of the investigators were that University fire safety management measures were in place within the building, although inappropriately stored camping gas cylinders in the stores were a cause for concern. An interim report on the fire was considered by the Health and Safety Committee on 9 October. Given the changed status of the relationship between the University and the Students' Union, the new Chief Executive of the Students' Union had been invited to join the Health and Safety Committee to ensure appropriate application of health and safety procedures in the Queen's Road Building. Areas for improvement identified as a result of the fire included the need to review other storage areas in close proximity to main buildings, to ensure that similar incidents did not occur in future; the need to review the policy for the location of gas cylinders, and the importance of ensuring up-to-date and readily available plans for all University buildings. The President of the Students' Union confirmed that health and safety issues for the Union were already under review.
- 5.4 Due to smoke damage, the swimming pool was being drained, cleaned and refilled and a high-level deep clean of all lighting and ventilation systems was being undertaken. As a result, the pool would be closed until the end of the Autumn term. The University had been in negotiations with other pool providers and had offered alternative venues to members.

### *National Student Survey*

- 5.5 The results of the fifth annual National Student Survey (NSS) had been published in August 2009. The University's overall results had improved in all areas compared to the previous year, with the 'overall satisfaction' score having increased from 83% to 84%, comparing well with a national median of 82% and placing the University in 13<sup>th</sup> place out of the 18 Russell Group institutions that had taken part in the Survey. The section which had seen the most improvement over the most subject areas was 'assessment and feedback', reflecting the implementation of the University Code of Practice for Assessment and related actions. Bristol received the highest satisfaction scores in the sector in three subject areas (Dentistry, Civil Engineering and Geography) but also the lowest scores in the sector for three other areas (Archaeology, History and Italian). Scores for the 'learning resources' question area remained relatively low. The recent refurbishments of the Arts and Social Sciences Library and other branch libraries had not yet had an impact on student opinion.
- 5.6 Professor Waterman-Pearson and the Director of the Education Support Unit were working with Faculty Education Directors and Faculty Quality Assurance Teams to address student concerns, to formulate specific action plans for underperforming areas and to spread best practice identified in high-performing areas. Actions already planned included an ongoing programme of workshops to help disseminate and embed the Code of Practice for Assessment, further refurbishment of branch libraries and substantial additional investment in library books and journals.

### *Publication of National and International League Tables*

- 5.7 Council were advised of the University's performance in two recent national and international league tables. In the *Sunday Times 2010 University Guide*, published in September 2009, the University had risen six places from 16<sup>th</sup> to 10<sup>th</sup> position. Bristol was now ranked as the top institution in the South West (being outranked by Bath and Exeter last year). In the *Times Higher Education-QS World University Rankings*, published in October 2009, the University had fallen two places from 32<sup>nd</sup> in 2008 to 34<sup>th</sup> in 2009. Bristol had maintained its position as 8<sup>th</sup> in the UK for a third consecutive year and is placed 10<sup>th</sup> in Europe. UK universities placed higher than Bristol, in rank order, included Cambridge, UCL, Oxford, Imperial College, Edinburgh, King's College and Manchester.

### *Report on 2009/10 Student Admissions: Undergraduate*

- 5.8 This cycle, the University had received 35602 home applications (a 4% reduction of last year) and 5872 overseas applications (an increase of 5% since last year). The decline in home applications to Bristol was against the general trend (e.g. UCAS reported an 8.1% increase in home applications this year). Reasons for the decline might include increased entry requirements for some programmes, the delayed impact of last year's reduction from 6 to 5 applicant choices, or the impact of National Student Survey outcomes (which were now available to applicants on the course search pages of the UCAS website). New centrally-managed controls on offer numbers had been

introduced in order to avoid the overshoots seen in the previous two years, and registration statistics suggested that the University would be just under target for both home and overseas undergraduate students.

- 5.9 'Adjustment' had been a new recruitment opportunity that was made available this year, which enabled applicants who had exceeded the terms of their firm choice offer to seek a place at an alternative University. 17 students were accepted via this route, for programmes in Modern Languages, Theology & Religious Studies, Earth Sciences, Geography, Mathematics and Sociology.
- 5.10 The Accommodation Office had been able to accommodate in University housing all accepted candidates who met the terms of their offers and applied for accommodation by the deadline of 5<sup>th</sup> September. The small number of students who missed this deadline had been temporarily accommodated in Burwalls, and all were offered permanent accommodation by October 6th. The fall in undergraduate admissions compared to the overshoots of previous years together with an increase in the number of students electing to live at home or in the private sector, and excess vacancies at Unite House, led to voids in university owned residences. The decision had been taken to close one accommodation block of 96 rooms, resulting in a loss of income of over £400,000 for 2009/10.

*Report on 2009/10 Student Admissions: Postgraduate*

- 5.11 Overall, the University had seen an increase in applications, offers and acceptances for postgraduate programmes compared to the previous year. Applications and the number of offers made were 20% higher, and the numbers firmly accepting an offer were up by 19%. However, it was still too early to report on registration statistics for postgraduate students, and Professor Waterman-Pearson noted that early trends indicated that conversion rates had been substantially lower than expected in some areas. Home postgraduate taught students were expected to be over target, but overseas postgraduate taught and both home and overseas postgraduate research numbers were expected to be under target. Further reports would be made to Council once final registration statistics had been confirmed.

*Degrees Awarded*

- 5.12 NOTED: The data regarding the award of first degrees in 2008/09.

*Recent Grants/Awards*

- 5.13 Since Council's last meeting in July 2009, the University and its staff and students had secured a number of high-profile grants and awards. Recent successes included:
- Two grants totalling almost £830k had been awarded by the Arts and Humanities Research Council (AHRC) to Professor Neville Morley of the Department of Classics, for a project on the reception, reinterpretation and influence of the Greek historian Thucydides, and to Professor James Ladyman of the Department of Philosophy for a project on The Foundations of Structuralism. In addition, four other research projects in

the Faculty of Arts had received awards from the latest round of the ARHC Research Leave scheme.

- Dr Jon Fox from the Department of Sociology had been awarded a grant of £75k from the Economic and Social Research Council (ESRC) for research into the racism faced by Hungarian and Romanian migrant workers in the UK.
- A team from the Department of Computer Science had won a grant of £800k from the Engineering and Physical Sciences Research Council (EPSRC) for research into the design of computer processors and their security against code breaking.
- The University had won a 2009 Global Human Resource Development Award in performance management for its Positive Working Environment (PWE) initiative. The initiative was also the overall winner across all award categories. The awards, made by the International Federation of Training and Development Organisations (IFTDO) recognised outstanding practice in human resources at an international level. This success added to the Times Higher Education Leadership and Management Award for the PWE initiative won earlier in the year.

5.14 Council congratulated all those who had secured grants and awards, and particularly asked Fiona Ford to pass on its congratulations to Christian Carter and other members of the Personnel team involved in the PWE initiative.

## **6. Matters for Discussion and Approval**

### (i) Draft Annual Review from Council to Court

6.1 RECEIVED and NOTED: The draft Review of the Year 2008/09, reference **CN/09/003** (previously circulated, copy in the minute book).

6.2 Council members were asked to send any comments on the draft Review to Barry Taylor, Communications Director, by 30 October 2009.

### (ii) Financial Report

6.3 RECEIVED: A report from the Finance Director, reference **CN/09/004** (previously circulated, copy in the minute book).

6.4 The financial statements for 2008/09 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 deficit for the year of £3.9m, in line with previous forecasts to Council. The performance against the key Barclays debt service ratio was better than anticipated, reflecting positive working capital movements at the end of the year. Key issues being finalised were the valuation of fixed assets, where falls in property market values and construction prices had reduced the net value of the University's assets, and the accounting valuation of the deficit in UBPAS.

6.5 The paper set out the actions being taken to address the financial pressures faced by the University. These included a review of support processes, a review of faculty strategy and performance and the identification of potential



actions to reduce costs and increase income, and consideration of a further voluntary severance and early retirement programme. A key aim was to quantify the level of savings that could be achieved by such actions by the end of the calendar year. However, The Finance Director noted that further reductions in Government funding could still be announced, which could necessitate larger reductions in the University's cost base and staff numbers.

6.6 Council was reminded that the University was in the process of agreeing amendments to the Barclays loan agreements to reflect the deferment of the March 2009 drawdown and correction of covenant wording anomalies. The amendments were now in agreed form.

6.7 APPROVED: authority up to the end of July 2010 for the Finance Director together with any one of the Vice-Chancellor, Deputy Vice-Chancellor and Registrar to sign the amendments to the Barclays loan agreements and any subsequent amendments which might arise.

6.8 APPROVED: the addition of Professor Guy Orpen, Pro Vice-Chancellor as a signatory on the University's bank accounts.

#### (iii) Pension Matters

6.9 RECEIVED: A report from the Finance Director updating Council on pensions matters and noting the conclusions reached at the recent Chair's Advisory Group meeting on pensions, reference **CN/09/006** (previously circulated, copy in the minute book).

6.10 AGREED: that it was in the best interests of the University to seek to make fundamental changes to the structure of UBPAS in order to significantly reduce the risk inherent in the scheme and to reduce the cost of future employer contributions to the scheme.

6.11 AGREED: that there should be an open and constructive dialogue with all appropriate parties about possible changes. The Executive Team were asked by Council to start such dialogue immediately. The precise timing and process for implementation of changes would be left to the Executive Team to determine.

6.12 The Registrar confirmed that the Joint Trades Unions (JTU) had been advised of the paper being presented to Council and had received previous briefings on the issues raised therein. A further JTU briefing would take place shortly, as would a communication to all staff on pensions matters. It was noted that the actions being taken at a national level with regard to USS must also be emphasised in such communications.

#### (iv) Capital Priorities Report

6.13 RECEIVED: a report from Sifting Group, reference **CN/09/007** (previously circulated, copy in the minute book).

6.14 AGREED: to support the revised framework for the proposed Queen's Road Building project, as recommended by Sifting Group, UPARC and Finance

Committee, based on a revised and more holistic scope for the project. It was expected that the overall cost of this project would be approximately £26m. It was NOTED that detailed proposals for phased work within this framework would be developed and brought forward for approval of funding in due course.

- 6.15 NOTED: the approval of the Vice-Chancellor, on the advice of UPARC, for additional funding of up to £256k for the University Card project and £100k for investment in the High Performance Computing facility in 2009/10.
- 6.16 NOTED: the agreement of Sifting Group to an increase in the residences capital maintenance budget for 2009/10, in order to allow all necessary priority work to be carried out including those works required to comply with fire safety regulations. It was also noted that Sifting Group would be changing its name to the Capital Investment Programme Board (CIPB) in order to better reflect its role.

(v) Elections of Council members to the Nominations Committee of Council

- 6.17 NOTED: the vacancies for four lay members of Council to sit on the Nominations Committee, for three-year terms from 1 January 2010. All members of Council were eligible to vote: ballot papers were distributed at the meeting and members were asked to return their forms to Kelly Archer. The results would be announced in due course.

(vi) Library Endowment Variation

- 6.18 RECEIVED: A paper from the Director of Library Services requesting Council's approval for a variation in use of the Maria Mercer Bequest, reference **CN/09/009** (previously circulated, copy in the minute book).
- 6.19 APPROVED: the proposed variation in use of the Maria Mercer Bequest, to enable it to be used in future as a general endowment supporting library provision in all science subjects.

(vii) Sustainability Policy

- 6.20 RECEIVED and APPROVED: a new University Sustainability Policy and Strategy, reference **CN/09/010** (previously circulated, copy in the minute book).

(viii) Report from Nominations Committee of Court

- 6.21 Sir James Tidmarsh, Chair of the Nominations Committee of Court, reported that the Committee had interviewed five prospective candidates for appointment as lay members of Council, and would be making recommendations to the Nominations Committee of Council that the two strongest candidates be appointed to Council from 1 January 2010. Opportunities for the three unsuccessful candidates to sit on various committees of Council would be pursued.

(ix) Report from Nominations Committee of Council

6.22 RECEIVED: a report from the meeting of the Nominations Committee of Council on 17 September 2009, reference **CN/09/011** (previously circulated, copy in the minute book).

6.23 NOTED: the following appointments of academic staff members of Council to Council committees, all for three-years to 31 July 2012:

- Dr Sally Heslop (Non-Professorial Academic Staff member of Council) to the Nominations Committee of Council.
- Professor Paula Booth (Professorial Academic Staff member of Council) to the Nominations Committee of Council.
- Professor Tim Bond (Academic Staff member of Council) to the Finance Committee.
- Dr David Newbold (Academic Staff member of Council) to the Information Systems and Services Committee.

6.24 APPROVED: the following appointments to Council committees and amendments to committees' terms of reference:

*Equality and Diversity Committee*

- The appointment of Dr Sonia Bhalotra and the reappointment of Dr Sarah Cornell as 'members of academic staff nominated by Senate' for a period of three years to 31 July 2012.

*Estates Committee*

- The appointment of Professor Guy Nason as a member of 'academic or professional and administrative staff' for a period of three years to 31 July 2012 (subject to approval by Senate).
- The deletion of the Director of Estates Development as an Estates Committee attendee, following a restructure in the Estates Division.

*Ethics of Research Committee*

- The appointment of Professor Ruud ter Meulen as the 'member of the Faculty of Medicine and Dentistry appointed by Senate'.

*Health and Safety Committee*

- The appointment of Professor Mark Horton as a 'member of University staff' for a period of three years to 31 July 2012.
- The reappointment of Dr Chris Willmore as a 'member of University staff' for a period of three years to 31 July 2012.
- The addition of a second lay member of Council to the constitution of the Health and Safety Committee (who would take up the chair in the Chair's absence).
- The appointment of Mr James Wetz as that second 'lay member of University Council' with immediate effect to 31 December 2011.

*Honorary Degrees Committee*

- The reappointment of Mrs Cathy Waithe for a further period of three years from 1 January 2010.

*Information Systems and Services Committee*

- The appointment of Professor Alexander Bird to the Committee in his capacity as Research Director (in place of Professor Canagarajah), for a period of three years to 31 July 2012.
- The reappointment of Mr George Morton for a further period of three years from 1 January 2010.
- The reappointment of Dr Steven Brown for a further period of three years from 1 January 2010.

*Remuneration Committee*

- The reappointment of Dr Moger Woolley for a further three years to 31 December 2012 (subject to Court's approval of his reappointment as a University Pro-Chancellor on 11 December 2009).

*Student Affairs Committee*

- The appointment of Ms Cindy Peck as Chair of the Committee from 1 January 2010 following Mrs Alison Bernays' departure. Mrs Peck would serve a further three-year term to 31 December 2012.

*Personnel and Staff Development Committee*

- Amendment of the terms of reference of the Committee to the following more flexible wording: "at least two lay members of Council plus additional members as recommended by the Nominations Committee of Council."

6.25 NOTED: that Mrs Cathy Waithe had informed the Nominations Committee that she wishes to stand down from the Personnel and Staff Development Committee after 31 December 2009. Mrs Alison Bernays would be retiring from Council on 31 December 2009. In light of this, it was agreed that given the relatively large size of the Personnel and Staff Development Committee membership, it would not be necessary to replace Mrs Waithe or Mrs Bernays once they had stood down at the end of December 2009.

(x) Report on the University of Bristol Students' Union

6.26 RECEIVED: a progress report on the incorporation of the University of Bristol Students' Union, reference **CN/09/012** (previously circulated, copy in the minute book).

6.27 NOTED: that the Union had been incorporated as a charitable company limited by guarantee on 30 July 2009, and the unincorporated association had subsequently transferred its charitable undertaking to the company. The Union staff, who had previously been employed by the University, became employees of the Union. Consequent changes to the Memorandum and Articles of Association were also noted.

6.28 APPROVED: by SPECIAL RESOLUTION, the revisions to Ordinance 24 as laid out in the paper.

(xi) Potential Redundancy Cases

6.29 APPROVED: the institution of redundancy procedures (Ordinance 27) in relation to the need to manage income reduction risks in the Avon Longitudinal Study of Parents and Children (ALSPAC), reference **CN/09/013**

(previously circulated, copy in the minute book). The Vice-Chancellor would therefore appoint a panel to oversee the redundancy process and to make the necessary decisions.

(xii) Council Members' Skills Audit

- 6.30 RECEIVED and NOTED: a request for members of Council to complete a skills audit form to allow the Nominations Committee of Council to establish the skills base of Council and evaluate prospective new/co-opted members of Council, reference **CN/09/014** (previously circulated, copy in the minute book). Council members were asked to return audit forms to Kelly Archer, Clerk to Council before Friday 6 November 2009.

(xiii) Staff Grievances, Appeals against Dismissal and Employment Tribunal Proceedings\*

- 6.31 NOTED: The information relating to the proceedings in the Bristol Employment Tribunal, Appeals and Grievances for the cases outlined (*Reserved Business*)

(xiv) Student Appeals, Complaints and Disciplinary Matters\*

- 6.32 NOTED: The progress report on Student Appeals, Complaints and Disciplinary Matters (*Reserved Business*)

6.33 RESERVED BUSINESS

6.34 RESERVED BUSINESS

(xv) Chair Appointments

- 6.35 RECEIVED and NOTED: an update report on Chair appointment activity, reference **CN/09/017** (previously circulated, copy in the minute book).

**7. Committee Reports**

- 7.1 RECEIVED and NOTED: The following reports from committees outlining the key business discussed at their last meetings.

(i) Personnel and Staff Development Committee (meeting on 16 October 2009), reference **CN/09/018** (tabled at the meeting, copy in the minute book).

(ii) Estates Committee (meeting on 9 October 2009), reference **CN/09/019** (previously circulated, copy in the minute book).

(iii) Audit Committee (meeting on 9 September 2009), reference **CN/09/020** (previously circulated, copy in the minute book).

(iv) Remuneration Committee (report for the year to 31 July 2009), reference **CN/09/021** (previously circulated, copy in the minute book).

(v) Ethics of Research Committee (meeting on 21 October 2009), reference **CN/09/022** (previously circulated, copy in the minute book).

7.2 Professor Waterman-Pearson gave an oral report from the last meeting of Senate on 12 October 2009, which had included a presentation from the Finance Director on the financial pressures facing the University and discussion of a review of degree classifications. A full written report would be made to Council at its next meeting.

**8.0 Reports for Information**

8.1 RECEIVED and NOTED: The Annual report of the Faculty of Medical and Veterinary Sciences, reference **CN/09/023** (previously circulated, copy in the minute book).

**9. Date of next meeting**

Friday, 20 November 2009 (consultation day)

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