

**University of Bristol
Minutes of Council**

27 May 2011

- Present: Mr Denis Burn (Chair), Professor Tim Bond, Professor David Clarke, Mr Roy Cowap, Councillor Chris Davies, Mr Andy Hollingsworth, Dr Moira Hamlin, Professor Sally Heslop, Sir Ronald Kerr, Ms Pru Lawrence-Archer, Dr John Manley, Mr Robert Massie, Mr Bob Morton, Dr David Newbold, Mr David Ord (attended session 1 only), Professor Guy Orpen, Mrs Cindy Peck, Mr Mohammed Saddiq, Ms Vikki Stace, 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, Mr Guy Gregory, Ms Helen Galbraith and Ms Kelly Archer.
- Apologies: Mr James Ashton-Bell, Professor Paula Booth, Mr Colin Green, Mr David Ord (attended session 1 only), Ms Anne Stephenson, Mr James Wetz, Mr Bill Ray, Mr George Morton and Ms Dinah Moore.

Session 1

Presentation on the University Budget 2011/12

Council received a presentation from Mr Andy Nield, Finance Director outlining the proposed University budget for 2011/12. The presentation aimed to inform Council about the detail of the budget and the financial context within which the University was operating so that members could make an informed decision when asked to approve the budget in the formal meeting of Council. Council thanked Mr Nield for his very clear and detailed account.

Session 2: Formal Meeting of Council

1. Apologies for Absence / Announcements

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

2. Minutes of the Last Meeting

- 2.1 CONFIRMED: the minutes of the meeting held on 1 April 2011.

3. Matters Arising and Actions Register

- 3.1 Outstanding actions on the Action Register were being taken forward.

4. Chair's Business

Provisional Council Meeting dates 2011/12

- 4.1 NOTED: The following provisional dates for Council meetings in 2011/12:
- (i) Friday 30 September 2011
 - (ii) Friday 25 November 2011
 - (iii) Friday, 10 February 2012
 - (iv) Thursday, 22 March 2012

- (v) Friday, 23 March 2012
- (vi) Friday, 25 May 2012
- (vii) Friday, 6 July 2012

Nominations Committee of Court

- 4.2 The Nominations Committee was in the process of reviewing its membership and proposed changes would be presented for Council's consideration in due course.
- 4.3 The recruitment process for new lay members of Council who would take up office from 1 January 2012 had been initiated. The Nominations Committee would oversee this process and would make a final recommendation to Council in October and to Court in December 2011.
- 4.4 The Chair of Council and Mrs Alison Bernays, Pro Chancellor and Chair of the Nominations Committee of Court, had recently met with the heads of Bristol City Council (BCC) and the Society of Merchant Venturers (SMV) to discuss an appropriate mechanism through which each institution could select its nominee to the University Council. A protocol would be drafted and agreed with BCC and SMV.

Election of Academic Staff Representatives on Council

- 4.5 Elections were currently being held for new academic members of staff to replace Professor Booth and Dr Newbold on Council. The outcome of the elections would be announced in July 2011.

Merchants' Academy

- 4.6 Mr Burn reported that the Merchants' Academy's Board of Trustees had recently sought permission from the Department of Education to merge the Academy School with Gay Elms Primary School. Council, on behalf of the University, which was a co-sponsor of the Merchants' Academy, supported the merger.
- 4.7 Mr Burn reported that he would be standing down as Chair of the Merchants' Academy Board of Trustees at the end of 2011. Mr Chris Curling, a recently retired lay member of the University Council, would take up the Chair of the Academy in Mr Burn's place.

5. Vice-Chancellor's Matters

- 5.1 RECEIVED: The Vice-Chancellor's report, reference **CN/11/036** (previously circulated, copy in the minute book).

Fair Access, fees and finances: Bristol's submission to the Office for Fair Access (OFFA)

- 5.2 NOTED: That on 19 April 2011, the University had submitted its proposed Access Agreement to OFFA, for students entering the University in 2012/13. A copy of the Vice-Chancellor's all staff communication had been forwarded to Council members by email on 19 April and a copy of that communication had been attached to the Vice-Chancellor's report at **Appendix A**. OFFA had not yet responded.

- 5.3 Publication of the Government's Higher Education White Paper, which had been scheduled for March 2011, had been delayed until June 2011. This would be followed by a period of extensive consultation.

Personnel Matters

(i) Voluntary Severance/Early Retirement

- 5.4 Cost-reduction measures in the faculties had continued. A small number of redundancies had been identified in the Faculties of Medicine and Dentistry and Arts. The Personnel and Staff Development Director was optimistic that most if not all of these redundancies could be made on a voluntary basis.
- 5.5 As the new Support Process Review (SPR) structures had become populated, a "redeployment pool" had been established. The pool consisted of members of staff who had been deemed to be 'at risk' of redundancy. The pool currently contained approximately 20 members of staff but was expected to grow to around 40. The University was doing all that it could to find suitable redeployment opportunities for staff in the redeployment pool.

(ii) Pay

- 5.6 National pay negotiations for 2011/12 had commenced. The Trade Unions had indicated that they would lobby for an inflation-based pay award. If agreed, this would clearly put pressure on the University's budget and further negotiations would, therefore, be necessary.

(iii) Pensions

- 5.7 The recent impasse between the USS Trustees and UCU in relation to proposed changes to the structure of USS had been overcome. On the 10th May 2011, the proposed changes and associated regulations were approved by the USS JCNC after the use by the Chair of his casting vote. UCU had not been content with this outcome and would be re-balloting its members with a view to further industrial action.

(iv) SPR

- 5.8 Helen Galbraith's detailed progress report on SPR had been attached for Council's information at **Appendix B**. The report highlighted the key objectives/challenges for the SPR programme which included: delivering the target savings whilst ensuring sufficient resources to maintain core business; managing the transition to new structures; shifting focus from restructuring to process improvement; and embedding cultural change. The programme was currently in a critical phase as the SPR team was working to implement the agreed structures. The new support structure for Finance Services was now largely in place. Staff from Research & Enterprise Development and from Communications and Marketing (including additional support for web, marketing and new media development) were now hot-desking within the relevant faculty centres. Appointments to the remaining process structures were currently underway. Revised structures for Personnel, Estates and IT would be in place by late June/early July, and structures for Education and Students and faculty and school-specific administration would be implemented by August/September 2011.

- 5.9 Feedback from staff about the changes had been mixed. Transition to the new structures had resulted in inevitable morale and workload pressures, and a significant degree of uncertainty remained for a number of staff. The SPR team was working hard to respond to concerns and to ensure that those affected were kept informed about progress. It was noted, however, there had also been some very positive feedback from staff about the development opportunities that the SPR had presented for staff working in certain areas/activities.
- 5.10 The success of SPR would be dependent upon the delivery of changes in organisational culture and, in particular, the simplification of support processes. It would not be possible to accommodate all existing custom and practice within a standard model and the University would aim to allow minimal exceptions to standardised processes.
- 5.11 The successful implementation of new systems across the University would also be a critical component of the SPR in the longer term. Staff working on key systems programmes would be invited to update Council about the progress with systems implementation at the July Council meeting.

Admissions

- 5.12 Initial projections for home undergraduate applications indicated that the University was on track to end up marginally below its target in August 2011. This undershoot had been planned as it minimised the risk of accidentally overshooting the target and becoming liable for fines from HEFCE.
- 5.13 The overseas recruitment cycle was at a much earlier stage and a large proportion of applicants had not yet responded to offers.
- 5.14 This year's new online admissions system for postgraduate applications had appeared to significantly improve the applicant experience and streamline the admissions process for staff. At this point in the cycle, applications for postgraduate programmes were 25 per cent higher than last year, and this was considered to be a direct result of the new online admissions system. Similarly, the new requirement for postgraduate taught programme applicants to pay a deposit upon acceptance of an offer had been working well. Deans had commented that this had provided faculties with much greater certainty about conversion rates and had therefore been very helpful in terms of student number planning.

League Tables

- 5.15 Bristol's performance in both the Guardian and the Independent league tables had improved this year. Council noted the increasing importance that prospective international students placed on league tables when selecting where to study.

National Composites Centre (NCC)

5.16 UMECO had now been accepted as a Tier 1 industrial partner and Hexcel and McLaren had been accepted as Tier 2 partners. The acquisition of major equipment from Airbus had now been agreed and its installation into the new NCC building would commence in June 2011. Practical completion of the NCC building was expected on 6 June 2011. The transfer of responsibility for administration of European Regional Development Fund (ERDF) grants to the Department of Communities and Local Government had now been confirmed by the South West Regional Development Agency. This presented a level of risk to the University as a significant proportion of the ERDF grant was geared by other public funds. The Pro Vice-Chancellor reported that overall, the project was progressing well and the associated risks were being managed appropriately.

Code of Ethical Fundraising Practice

5.17 The Code had been refreshed in light of the recent problems experienced by the London School of Economics in relation to its acceptance of funding from Libya. The changes included the addition of a new paragraph outlining the process that the University would follow in the event that it wished to decline funding. The section "Acceptable Source of Funding" had also been expanded and revised. The revised Code was felt to present a robust and defensible set of principles for the University to follow.

5.18 The University had recently undertaken an audit of funds/donations that it had accepted over recent years to check that they had been in accordance with the revised Code and had concluded that there were no transactions that raised concern.

5.19 Council noted that the University of Bristol Students' Union had a separate policy in place which related to its acceptance of sponsorship/donations. This policy had been reviewed by the University's internal auditor who had concluded that the policy and associated processes were appropriate and robust.

5.20 It was agreed that the wording of paragraph 2 of the section "Fundraising Practices" should be revised as the term "hired solicitors" was ambiguous.

5.21 APPROVED (subject to the revision outlined in minute 5.20 above): The revised Code of Ethical Fundraising Practice as set out in **Appendix C** of the report.

HEFCE Annual Visit

5.22 On 25 May 2011, staff from HEFCE had made their annual visit to the Vice-Chancellor and his senior team. The visit had been a useful opportunity to discuss key issues and forthcoming challenges. There was much uncertainty about how HEFCE might be structured in the medium to long term. In the meantime, the University welcomed HEFCE's consultative approach in relation to future funding of the sector.

Health and Safety Matters

- 5.23 There were no significant health and safety matters which the University felt Council should be made aware of.

Recent Grants and Awards

- 5.24 NOTED: A number of high-profile grants and awards made to University staff and students, detailed in paragraph 9 of the report.
- 5.25 Council's attention was drawn to the news that Professor Ian Manners and Professor Mervyn Miles from the Faculty of Science had been elected Fellows of the Royal Society. Outside of Oxford and Cambridge, Bristol had the highest number of Fellows of the Royal Society of any UK university. Council asked that its congratulations be passed on to Professors Manners and Miles for this outstanding achievement.

6. Finance Report

- 6.1 RECEIVED: A report from the Finance Director outlining: the current financial position; an update on the capital programme; and the proposed operating budget for 2011/12, reference **CN/11/037** (previously circulated, copy in the minute book).

Financial Position 2010/11

- 6.2 An operating surplus of £12m (before any further voluntary severance/early retirement costs) was now forecast, an increase of £7m compared to budget. A detailed "Finance Dashboard" for March 2011 was attached at **Appendix C**.

Budget 2011/12

- 6.3 The draft budget was for an operating surplus of £2m. This was substantially lower than the latest forecast for 2010/11, but significantly better than the £2m deficit reported to HEFCE within the December 2010 financial forecast submission.
- 6.4 £6m of contingency funds was included within the budget to allow the University to respond to a number of key financial uncertainties, including:
- (i) any in-year cuts to the HEFCE funding grant;
 - (ii) the outcome of negotiations about the August 2011 pay award;
 - (iii) whether or not the planned net savings in support staff costs from implementation of the SPR were achieved in year;
 - (iv) student number levels, particularly overseas undergraduate and overseas postgraduate;
 - (v) any trading loss by the NCC; and
 - (vi) possible reductions in research income from Research Councils as a result of the Wakeham Review and general funding provisions.
- 6.5 The capital programme had been developed over the past year and incorporated the planned Lifesciences project (£50m) and the Queen's Road building (£26m). The overall core capital programme funding envelope for the ten year period from 2010/11 remained at £400m. A detailed schedule of the proposed ten year capital programme was attached at **Appendix B**.

- 6.6 The cashflow position for the current year was positive and presented an opportunity to utilise headroom within the Barclays loan interest cover ratio by advancing cash payments. The University planned to advance a further £6m advance payment in respect of its UBPAS deficit recovery plan.
- 6.6 The draft operating budget for 2011/12 was set out in detail in **Appendix A**. The budget had been considered and approved by Finance Committee at its meeting on 11 May 2011.
- 6.7 APPROVED: The University's draft operating budget for 2011/12 as set out in the report.

7. Matters for Discussion and/or Approval
Proposed Amendments to the University's Ethics of Research Policy and Procedure

- 7.1 RECEIVED: A report setting out a number of proposed amendments to the University's Ethics of Research Policy and Procedure, reference **CN/11/038** (previously circulated, copy in the minute book).
- 7.2 The amendments included specific changes made in response to feedback from users of the Policy. The amendments ensured that the Policy continued to represent the full spectrum of research undertaken by the University. The Faculty Ethics Officers had been consulted about the proposed changes and the Ethics of Research Committee had reviewed and approved them.
- 7.3 APPROVED: The proposed amendments to the University's Ethics of Research Policy and Procedure as outlined in the report.

Senate Report

- 7.4 RECEIVED: A report of the meeting of Senate on 9 May 2011, reference **CN/11/039** (previously circulated, copy in the minute book).

Ordinance 16

- 7.5 APPROVED BY SPECIAL RESOLUTION: the amendment to Ordinance 16 (Awards and Distinctions) (as detailed in Annex A) to provide for a change of name on University certificates in cases of gender reassignment, in compliance with the Gender Recognition Act 2004.

Regulations

- 7.6 APPROVED: For purposes of simplification and clarification, the relocation of the 'General Regulations for First Degree Programmes in Modular Form' and the 'Regulations for Specific Programmes' from the University's Official Record into a third and separate document named 'Regulations & Code of Practice for the Assessment, Progression & Award of a Qualification for Students on Taught Programmes' ("the Code") (formerly named the 'Regulations & Code of Practice for the Assessment, Progression & Award of a Qualification for Students on Taught Programmes').

- 7.7 APPROVED: The associated amendments to the Undergraduate Regulations as outlined in Annex B. The purpose of the amendments was to clarify and enforce current legislation, ensure consistency and complementarity between sets of regulations and to locate all regulations related to assessment, progression and the award of the qualification into one document. The updating of the Regulations would, in future, be managed by Education Committee, although any changes would still require the approval of Senate and Council.
- 7.8 APPROVED: The proposed revisions to the “Student Choice” section of the ‘Regulations and Code of Practice for the Assessment and Progression of Students on Taught Programmes’, as detailed in Annex C. The changes reflected a need to introduce greater flexibility in programmes to broaden the types of units that were available to students. It was envisaged that the changes would encourage Schools to think creatively about how they might offer the opportunity to broaden students’ education by way of both optional and open units as part of their approved programme of study (it was felt that the current obligation on programmes to offer provision for open units, sometimes placed undue pressure on an already full curriculum).
- 7.9 APPROVED: Adoption of Common Rules for Calculating the Final Programme Mark and Award of a Degree with Merit or Distinction for students on the Professional Programmes (as detailed in Annex D) and their inclusion in the Code.
- 7.10 APPROVED: Incorporation of rules on Unit Marks into the Code (as detailed in Annex E).
- 7.11 APPROVED: The term dates for 2012/13 as set out in the Almanac at Annex F.

Undergraduate Programmes

- 7.12 APPROVED: (i) A new Certificate of Higher Education in Companion Animal Behaviour, together with corresponding addition of this title to the list of Undergraduate programmes available in the Faculty of Medical & Veterinary Sciences.
- (ii) Withdrawal of the following Undergraduate programmes in the School of Applied Community & Health Studies, including removal of their titles from the list of undergraduate programmes available in the Faculty of Social Sciences & Law when all current candidates had concluded their studies:
- (a) BSc Deaf Studies.
 - (b) BSc Audiology.
 - (c) Foundation Degree in Counselling.
- (iii) Withdrawal of the following Undergraduate programmes within Cellular Molecular Medicine, including removal of their titles from the list of undergraduate programmes available within the Faculty of Medical & Veterinary Sciences when all current candidates had concluded their studies:
- (a) Cancer Biology.

(b) Cancer Biology & Virology and associated Study in Industry.

Postgraduate Programmes

7.13 APPROVED: (i) A new MSc in Environmental Policy & Management, and inclusion of the programme title in the list of Postgraduate programmes available in the Faculty of Social Sciences & Law.

(ii) A new MSc in Communications, including addition of the programme title to the list of Postgraduate programmes available in the Faculty of Engineering.

(iii) A new MA in Religion, including the addition of the programme title to the list of Postgraduate programmes available within the Faculty of Arts.

(iv) A new MSc in Physics, including addition of the programme title to the list of Postgraduate programmes available in the Faculty of Science.

(v) Withdrawal of the following Postgraduate programmes in the School of Applied Community & Health Studies (SACHS), including removal of their titles from the list of Postgraduate programmes available in the Faculty of Social Sciences & Law when all current candidates have concluded their studies:

- (a) MSc Advanced Clinical Audiology.
- (b) MSc Rehabilitative Audiology.
- (c) MSc Counselling.
- (d) Postgraduate Diploma Counselling.

Joint Doctoral Awards

7.14 The development of Joint Doctoral Awards, using the educational partnership approval model to develop overarching strategic agreements at institutional level; underpinned by individual supervision arrangements.

Closure of Two Centres SACHS

7.15 Council, at a special meeting on 14 May 2010, considered strategic faculties' proposals for staffing cost reductions. At that meeting, Council endorsed a number of proposals, including those which related to the Faculty of Social Science and Law's SACHS. At that time, Council (and Senate) had agreed the following:

(i) The Centre for Personal and Professional Development (CPPD) would not be relocated at that point in time, but further options would be explored with CPPD staff.

(ii) The Centre for Hearing and Balance Studies (CHBS) would not be relocated within the University of Bristol. The Faculty would work with CHBS to seek to relocate the unit to another HEI.

7.16 Annex G outlined the progress made since the May 2010 meeting of Council. In relation to the CPPD, the Faculty had successfully negotiated the transfer of the Foundation Degree in Counselling and the MSc in Using Creative Writing for Therapeutic Purposes. It had not, however, been possible to find a

new location for the Centre following the teaching out of current programmes. It was, therefore, recommended that the CPPD should be closed on 31 October 2013.

7.17 Despite protracted negotiation, it had not been possible to secure the transfer of the CHBS or its current programmes to another HEI. The discussion had come during a particularly difficult time for HEIs as radical changes were taking place in relation to degree structures for health qualifications in England, in particular, the move from specialist Audiology degree programmes to more broadly based Integrated Healthcare degrees, funded by HEFCE rather than the Strategic Health Authority. It was therefore recommended that the CHBS should be closed from 1 August 2014.

7.18 APPROVED: The closure of: (i) the CPPD from 31 October 2013; and (ii) the CHBS from 1 August 2014.

Visiting Professor

7.19 APPROVED: The appointment of Dr K O'Hara as a Visiting Professor in Computer Science, Faculty of Engineering.

Promotions

7.20 APPROVED: The following promotions with effect from 1st August 2011:

Faculty of Arts

Dr James Clark Professor of History

Faculty of Engineering

Dr Dawei Han Professor of Hydroinformatics
Dr Fabrizio Scarpa Professor of Smart Materials & Structures
Dr Hinke Osinga Professor Of Nonlinear Mathematics

Faculty of Medicine and Dentistry

Dr Astrid Linthorst Professor of Neuroscience
Dr Kate Tilling Professor of Medical Statistics
Dr David Lockey Honorary Professor of Trauma & Pre-hospital Emergency Medicine

Faculty of Medical and Veterinary Sciences

Dr Ian Collinson Professor of Biochemistry
Dr Rebecca Sitsapasan Professor of Pharmacology

Faculty of Science

Tannie Liverpool Professor of Theoretical Physics
Dr Paul Wyatt Professorial Teaching Fellow in Chemistry

Faculty of Social Sciences and Law

Jane Speedy Professor of Education
Ashley Cooper Professor of Physical Activity & Public

Health

Faculty of Arts

Dr Matthew Brown Reader in Latin American Studies

Faculty of Engineering

Dr Erdin Ibraim Reader in Geomechanics
Dr Rafal Bogacz Reader in Computational Neuroscience
Dr Julian Booker Reader in Design & Manufacture
Dr Stephen Hallett Reader in Composite Structures
Dr Simon Neild Reader in Dynamics & Control
Dr Mike Barton Reader in T & L in Digital Systems
Dr Naim Dahnoun Reader in T & L in Signal Processing
Dr Raphael Clifford Reader in Algorithm Design

Faculty of Medicine and Dentistry

Dr Finbar O'Callaghan Reader in Paediatric Neurology
Dr David Evans Reader in Biostatistical Genetics
Dr Alastair Hay Reader in Primary Health Care
Dr Richard Huxtable Reader in Medical Ethics & Law
Dr Sarah Purdy Reader in Primary Health Care
Dr Pat Kehoe Reader in Translational Dementia Research
Dr Robert Tulloh Honorary Reader in Congenital Cardiac Physiology

Faculty of Medical and Veterinary Sciences

Dr Stuart Mundell Reader in Pharmacology
Dr Ariel Blocker Reader in Microbiology
Dr Anthony Pickering Reader in Neuroscience
Dr Elizabeth Warburton Reader in Cognitive Neuroscience
Dr Andrew Mumford Reader in Haematology
Dr Paul Verkade Reader in Cell Imaging
Dr David Main Reader in Animal Welfare & Behaviour
Dr Bevis Miller Reader in Teaching & Learning

Faculty of Science

Oliver Johnson Reader in Information Theory
Jonty Rougier Reader in Statistics
Jonas Rademacker Reader in Physics
Nic Shannon Reader in Research In Physics
Dr Craig Butts Reader in Mechanistic & Structural Chemistry

Faculty of Social Sciences and Law

Neslihan Ozkan Reader in Finance
Helene Turon Reader in Economics

Paddy Ladd	Reader in Deaf Studies
Elke Krahnmann	Reader in International Relations
Angie Page	Reader (full title to be confirmed)
Paula Hill	Reader in Finance
Misa Izuhara	Reader (full title to be confirmed)

- 7.21 NOTED: That Senate had received the following reports for information:
- (i) Financial Matters.
 - (ii) Students' Union Election Results.
 - (iii) Degree Congregation July 2011.
 - (iv) Dean's Report on the Faculty of Science.
 - (v) University's Support Services Annual Report.

Student Appeals, Complaints and Disciplinary Matters

- 7.22 Reserved Business Removed reference **CN/11/040** (previously circulated, copy in the minute book).

Staff Grievances and Appeals against Dismissal

- 7.23 Reserved Business Removed reference **CN/11/041** (previously circulated, copy in the minute book).

Capital Investment Programme Board (CIPB)

- 7.24 RECEIVED: A report outlining the decisions made at the CIPB meeting on 28 March 2011 together with the allocation of capital funding that had been approved by the Vice-Chancellor on the advice of UPARC and CIPB, reference **CN/11/042** (previously circulated, copy in the minute book).

- 7.25 NOTED: That Finance Committee had approved the following allocation of capital funding:
- (i) Up to £800k to the Bursar for Phase 2 of Wyndhurst Farm.
 - (ii) Up to £1.5m for a suite of projects in Priory Road (1 Priory Road, 11 Priory Road and 8 Woodland Road).
 - (iii) Up to £1,4m to the Stoke Bishop Road project to support the bus service between Stoke Bishop and the Precinct.

- 7.26 NOTED: That CIPB had agreed to allocate the following smaller amounts of capital funding:
- (i) £75k for early survey and procurement work for the refurbishment of the Old Biological Sciences Building.
 - (ii) £130 to support a bid to the Medical Research Council for the purchase of a leica SP5 microscope.

- 7.27 NOTED: That CIPB had also taken the following decisions:
- (i) Not to support proposals for improvements to Royal Fort Lodge to provide more space for the issuing of U-cards as it was deemed to be an unsuitable location.
 - (ii) To allow the bid to the Barnsby Trust for an equine scanner at Langford to remain, although, if successful, the money may have to be declined if the required matched funds could not be found.

- 7.28 The Vice-Chancellor informed Council that on 17 May 2011, the University had received a letter from Robert Woolley, Chief Executive of the UBHT NHS Trust, expressing concern that the demolition phase of the Lifesciences Building presented an increased risk of the release Aspergillus spores into the atmosphere. The Trust currently sub let residential accommodation on Royal Fort Road to a charity which provided accommodation for the families of children undergoing cancer treatment. The NHS Trust was concerned about the health risks that the Aspergillus spores might present to immunosuppressed children who were staying in the accommodation on Royal Fort Road. The University was in discussions with the Trust and the Charity about how these issues could best be resolved. Further updates would be made to Council in due course.

Chair Appointments

- 7.29 RECEIVED: A report outlining Chair appointment activity that had taken place since the 1 April 2011 Council meeting, reference **CN/11/043** (previously circulated, copy in the minute book).

Potential Redundancy Cases: Fixed-term Contract Policy

- 7.30 RECEIVED: The twice-yearly report from the Personnel and Staff Development Director setting out the projected redundancy activity related to fixed-term contract policy to June 2012, reference **CN/11/047** (previously circulated, copy in the minute book). The report had also been shared with UCU.
- 7.31 AGREED: That redundancy procedures be instituted in respect of cases arising from the application of the Fixed-Term Contract Policy (as set out in Ordinance 26).

Delegation of Powers by the Registrar

- 7.32 RECEIVED: A report by the Registrar setting out a proposed amendment to Ordinance 14, reference **CN/11/048** (previously circulated, copy in the minute book).
- 7.33 The proposed change would grant the Registrar authority to delegate operational decisions to another appropriate manager, providing that there was no conflict of interest.
- 7.34 APPROVED BY SPECIAL RESOLUTION: The addition of the following paragraph to Ordinance 14:

Delegation of Powers of the Registrar

The Registrar may nominate an alternate member of the University to exercise the powers and functions of the University Registrar as set out in Ordinances: 25 (Initial Service Review), 27 (Redundancy Procedure), 28 (Conduct Procedure for Members of Staff), 29 (Capability and Performance Procedure for Members of Staff), 32 (Staff Grievance Procedure) and 33 (Removal from an additional post). Similar delegation of powers may also be made for any matters that

are specified as the responsibility of the Registrar under the University's academic regulations.

8. Committee Report

Estates Committee

- 8.1 RECEIVED: A report summarising key issues considered by the Estates Committee at its meeting on 14 April 2011, reference **CN/11/044** (previously circulated, copy in the minute book).
- 8.2 The Committee had noted the need to provide an additional 400 beds for Bristol students by 2014. There were costs and benefits associated with private provision of student accommodation but the Committee was concerned that private residence providers would not offer the level of pastoral care that the University was committed to providing for its students.

Audit Committee

- 8.3 RECEIVED: A report summarising key issues considered by the Audit Committee at its meeting on 5 May 2011, reference **CN/11/045** (previously circulated, copy in the minute book).
- 8.4 The Committee had requested reassurance that the Students' Union had appropriate risk management procedures and policies in place to deal with and respond to health and safety issues. Although technically, health and safety within the UBU building was the responsibility of the Union Trustees and Officers, there were clear potential reputational issues for the University. This would be raised with the internal auditors and with the UBU Board.
- 8.5 AGREED: That the Chair of the Audit Committee and the Chair of the Student Affairs Committee would discuss UBU's risk management policies and procedures with the Internal Auditor, and further investigations would be undertaken if necessary before a report and assurances were made to the Audit Committee.

Ethics of Research Committee

- 8.6 RECEIVED: A report summarising key issues considered by the Ethics of Research Committee at its meeting on 18 May 2011, reference **CN/11/049** (previously circulated, copy in the minute book).

9. Reports for Information

Faculty of Science Annual Report

- 9.1 RECEIVED: The Annual Report of the Faculty of Science, reference **CN/11/046** (previously circulated, copy in the minute book).
- 9.2 The Chair asked that Council's thanks be conveyed to the Dean of Science and his team for the outstanding work that had been undertaken across the Faculty over the past year.

10. Any Other Business

Queen's Road Building

- 10.1 Work had now started on the renovation of the Queen's Road Building. Every effort was being made to minimise disruption to staff and students who were occupying the building.

Degree Congregations

- 10.2 Council members were encouraged to attend degree congregations in July. Details about the ceremonies could be obtained from Alison Dawson, Head of the Public and Ceremonial Events Office.

The Students' Union Awards, 21 June 2011

- 10.3 Council members were encouraged to attend the annual Students' Union Awards which would take place at the Queen's Road Building at 7pm on 21 June 2011. Further details could be obtained from Melissa Dunlop, Executive Administrator, UBU.

11. Date of Next Meeting

- 11.1 NOTED: That the next meeting would be held on Thursday 7 July 2011.