

**University of Bristol  
Minutes of Council**

**27 November 2008**

Present: Mr Jim Foulds (Chair), Mrs Alison Bernays, Professor Paula Booth, Mr John Bramhall, Mr Denis Burn, Professor David Clarke, Mr Chris Curling, Professor Rosemary Deem, Mr Robert Dufton, Mr Stuart Goldsmith, Mr Colin Green, Councillor Royston Griffey, Ms Ruth Jackson, Dr Stephen Lyne, Mr Tony Macdonald, Mr Robert Massie, Mrs Dinah Moore, Mr Bob Morton, Mr George Morton, Dr David Newbold, Mr David Ord, Mrs Cindy Peck, Mr Tim Stevenson, Professor Eric Thomas, Mrs Cathy Waithe, Mr James Wadsworth, Professor Avril Waterman-Pearson and Mr Tobin Webb.

In Attendance: Mr Derek Pretty, Dr Moger Woolley (sessions 1 and 2 only), Professor Len Hall, Mr Patrick Finch, Ms Alison Alden, Mr Ian Crawford, Mr Andrew Nield, Ms Helen Galbraith, Ms Kelly Archer, Mr Guy Gregory, Ms Jane Bridgwater, Mr Steven Fish (External Auditor).

Apologies: Professor Malcolm Anderson, Mr Tim Ross.

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**Session 1**

**University Residences Strategy**

Council received two presentations. The first was given by the Registrar, Derek Pretty, and the Deputy Registrar, Alison Alden, and outlined the University's Residential Strategy Programme. The presentation highlighted the drivers for the programme, the work undertaken by the Residential Strategy Board, and the options that the University was considering in terms of taking the programme forward.

Members were presented with a list of questions that the Chair wished them to consider in relation to the presentation that they had received. Members were asked to forward their answers to the questions to the Clerk to Council as soon as possible after the meeting. The Chair stressed how important Council's feedback was to the Registrar and his team.

**Financial Results and Forecasts**

The second presentation was given by the Finance Director, Mr Ian Crawford. Mr Crawford outlined the University's financial results and forecasts.

Members were given an opportunity to ask questions. Both presentations were extremely well received. The Chair thanked the presenters for the detailed and informative accounts of the issues and thanked all of the presenters for the excellent presentations.

## **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. The Chair welcomed Professor Paula Booth, an elected member of the Professorial staff to her first formal meeting of Council.
- 1.2 The Chair reported that the University had two new Deans in post: Professor Clive Orchard, Dean of the Faculty of Medical and Veterinary Science; and Professor Peter Mathieson, Dean of the Faculty of Medicine and Dentistry.

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

- 2.1 CONFIRMED: The minutes of the meeting held on 24 October 2008.

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

#### Action Register

- 3.1 There were no outstanding actions.

#### Matters Arising

- 3.2 The Chair thanked those members who had completed and returned the questionnaire on Council's Effectiveness. Comments received had been positive about the way in which Council was functioning. Respondents had indicated that they felt it would be appropriate to allow the significant changes that the Chair had introduced (for example the new meeting format, revised committee structure etc), to embed over the coming year and to undertake a fuller survey in 2009/10.

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

- 4.1 RECEIVED: The Chair's draft report from Council to Court 2008, reference **CN/08/404** (tabled paper, copy in the minute book). Members noted that this report would form the basis of the address that the Chair would present to Court at its meeting on 12 December 2008. The report covered four key areas: the issues that Council had tackled over the past 18 months; some plans and strategies for the coming year; the impact of the current financial crisis on the University's and Council's proposed programme; and some significant risks that the Chair felt that Council should be aware of. The Chair urged members to forward any comments on the report to him in advance of the meeting of Court so that he could make any appropriate amendments/additions.
- 4.2 RECEIVED: The Chairman's Report, reference **CN/08/375** (previously circulated, copy in the minute book).
- 4.3 NOTED:
  - (i) The proposed programme for this year's meeting of Court;
  - (ii) That Court, at its meeting on 12 December 2008, would be asked to reappoint Mr James Wadsworth to the position of University Treasurer for a further year from 1 January 2009.

(iii) That Court, at its meeting on 12 December 2008, would be asked to (re)appoint the following individuals as lay members of Council (all appointments would be with effect from 1 January 2009):

- (a) Mrs Cathy Waithe (for a further period of three years).
- (b) Mr George Morton (for a further period of three years).
- (c) Mr Tim Stevenson (for a further period of three years).
- (d) Mrs Alison Bernays (for a further period of one year).
- (e) Ms Anne Stephenson (for a period of three years).
- (f) Mr James Wetz (for a period of three years).

(iv) That Court, at its meeting on 12 December 2008, would be asked to ratify Mr James Foulds' appointment as Pro-Chancellor for the period December 2007 to December 2010 (This should have been undertaken at the 2007 meeting of Court but had been overlooked in error).

(v) The outcomes of the recent Council skills survey. It was noted that this information would be considered by the Nominations Committee of Court at a meeting in January 2009. This information would be used to form the strategy for recruiting new lay members of Council to take up office in 2010.

4.4 AGREED (TO RECOMMEND TO COURT): (i) The appointment of Alison Bernays as a University Pro-Chancellor for a period of three-years from 1 January 2009; and (ii) The reappointment of PriceWaterhouse Coopers as the University's External Auditor for a further year from 1 January 2009.

4.5 The Chair reported that the recent Council visit to the new Merchants' Academy, Withywood had been very enjoyable and informative. The Council members who attended the visit had all been extremely impressed with what the Academy had already achieved. The Chair asked that Council's thanks be passed onto Mr Stephen Kings, Principal of the Academy, who had led the Council visit and tour; and also to Mr Denis Burn, lay member of Council, who had been the Chair of the Board and supporter of the Academy from the beginning of the project.

## 5. **Matters for Discussion** **Vice-Chancellor's Report**

5.1 RECEIVED: The Vice-Chancellor's Report, reference **CN/08/365** (previously circulated, copy in the minute book).

### (i) Adult Stem Cell Research

5.2 The Vice-Chancellor reported that a pan-European team from the Universities of Barcelona, Bristol, Padua and Milan had successfully transplanted the first tissue-engineered trachea, utilising the patient's own stem cells, into a young woman with a failing airway. This pioneering work, which included contributions from Professor Anthony Hollander, Arthritis Research Campaign Professor of Rheumatology and Tissue Engineering at the University of Bristol, demonstrated the potential of adult stem cells to save lives. The Vice-Chancellor would be working with Professor Hollander and the University Research and Enterprise Development team to ensure that the future potential of this important research would be maximised as far as possible.

(ii) Proposal for Honorary Degrees

5.3 APPROVED: The following recommendations for the award of Honorary Degrees, proposed by the Honorary Degrees Committee at its meeting on 19 November 2008:

- (i) Dr Philip Bell, Science Writer; Bristol graduate: D.Litt.
- (ii) Mr Daniel Day-Lewis, Actor: D.Litt.
- (iii) Professor Caroline Gipps, Vice-Chancellor, University of Wolverhampton, Bristol graduate: LL.D.
- (iv) Dr Andrew Garrad, Engineer in sustainable technology and renewable energy: D.Eng.
- (v) The Very Rev. Robert Grimley, Dean of Bristol since 1997: LL.D.
- (vi) Professor Geoffrey Hill, Poet, literary scholar, theologian: D.Litt.
- (vii) Mr William Lewis, Editor, The Daily Telegraph; Bristol graduate: LL.D.
- (viii) Mr Mike Pierce, Chief Executive, Southmead Drugs Project, Bristol: LL.D.
- (ix) Mr Ian Percy, Double Olympic Gold Medallist; Bristol graduate: LL.D.
- (x) Mr Louis Sherwood, Businessman; former Chairman, Gateway Foodmarkets, HTV West, Clerical Medical: LL.D.
- (xi) Ms Alison Smale, Managing Editor, International Herald Tribune; Bristol graduate: LL.D.
- (xii) Mr Trevor Smallwood, Chairman, Advanced Transport Systems and Swiftpass Digital; former Executive Chairman of FirstGroup plc; Master, Society of Merchant Venturers: LL.D.
- (xiii) Dr Alison Taunton-Rigby, Founder, President and Chief Executive Officer, Ribonovix; Bristol graduate: D.Sc.
- (xiii) Professor Shirley Tilghman, President, Princeton University, LL.D.
- (xiv) Mr Matthew Warchus, Theatre Director; Bristol graduate: D.Litt.
- (xv) Lady Molly Wood, Bristol graduate; centenarian: M.A.

5.4 APPROVED: The Honorary Degrees Committee's proposal that the University, as part of its Centenary celebrations, award four additional honorary 'People's Degrees' to members of the community who were distinguished by excellence and who had made a sustained contribution to society and had brought direct benefit to the city and people of Bristol. It was noted that a similar scheme, run by the University of Leeds, had been received very positively by the local community.

(iv) Meningitis Case

5.5 NOTED: That a University of Bristol student had sadly died from meningitis during the preceding week. The University had initiated its meningitis management plan and had contacted all students to inform them of the situation and to advise them of signs to look out for and the action that they should take if they became concerned about themselves or fellow students. The University was liaising with local hospitals and doctors' surgeries and the Health Protection Agency in relation to the case. The Health Protection

Agency had commended the University on the thorough procedures that it had in place to deal with meningitis cases.

(v) Update on Collective Pay Negotiations

5.6 NOTED: The University was approaching the end of a three-year pay deal agreed in 2006. The final element of that deal had been the higher of 2.5% or September RPI to be paid from 1 October 2008. The outcome had been an RPI based payment of 5%. A significant part of the 2006 deal had been agreement to revise the national negotiating arrangements in the light of the difficult dispute that preceded the agreement and new arrangements had subsequently been agreed with all trade unions apart from UCU. Council, at its October 2008 meeting, had agreed that the University would, in principle, stay within national pay negotiations for the forthcoming pay round and it was accepted that this agreement placed an obligation on the University to act collectively with other HE employers as necessary, in particular in relation to withholding pay if faced with industrial action. Staff had been informed of this decision and a copy of the relevant staff communication had been appended at **Annex A**.

5.7 The UCU, at its national conference in November 2008, had considered its position in relation to the 2009 pay round and concluded that it would remain outside of the new negotiating arrangements and, furthermore, would prepare a separate pay claim to present to employers before Christmas 2008. The pay element of this claim would seek a pay increase of RPI plus 5% or 8%, whichever was higher, with effect from 1 August 2009. UCU also made it clear that it expected employers to respond, and that it would initiate a dispute in the event of no response or an unsatisfactory response. In the light of these developments, it appeared inevitable that the sector would be in some form of dispute with UCU in 2009.

5.8 NOTED: That the local branch of UCU had attended the national conference in November 2008 and had attempted to lobby against the decision to stay outside of the negotiating arrangements. The strength behind the national decision had, however, been strong and the opposing motion had been overturned.

(v) Queen's Building Fire

5.9 NOTED: That a fire had occurred in a room in the Queen's Building on the morning of Tuesday 15 July 2008. A failed temperature regulating thermostat had caused the fire. The Fire Brigade had subsequently called their fire investigation team to the site because latex gloves had been found covering a number of detector heads in the vicinity of the fire. The act of covering the detectors was considered to be a deliberate attempt to affect the performance of systems installed with the purpose of providing early warning in case of fire, and hence to protect life. The Health and Safety Office had not been able to identify who had been responsible for covering the detectors. The Avon Fire and Rescue Service were taking the matter very seriously and undertaking its own investigation into the incident.

- 5.10 The senior management team had been extremely concerned to learn of further incidents of covered detectors and had, as a result, emailed every member of staff to remind them of their responsibilities in terms of fire safety. The staff communication stated that it was imperative that all systems installed to protect everyone's safety were able to operate as intended. Furthermore, the communication explained that the act of deliberately disabling fire precautions without proper authority would be regarded as an act of gross misconduct under the University's disciplinary procedures which could lead to dismissal and might also constitute a criminal offence for which an individual could be prosecuted.
- 5.11 A full report on the fire and lessons learned would be taken to UPARC for discussion in due course.

(vi) 2008 Research Assessment Exercise

- 5.12 HEFCE had announced that the results of the RAE 2008 would be released to institutions on 17 December 2008. HEFCE would release that data to league table providers on 15 December 2008, embargoed until they appeared in the *Times Higher* on Thursday 18 December 2008. The implications of the outcome for universities on their HEFCE block grant for research (QR) for 2009/10 onwards would be very difficult to predict at this stage. HEFCE would not be announcing the funding formula until January or February 2009. The grant announcement would be made in March 2009.

(vii) Postgraduate Admissions 2008

- 5.13 NOTED: That final registration numbers for 2008 entry were still being finalised, however initial figures suggested a shortfall against postgraduate taught and research intake targets in a number of areas. There were shortfalls in postgraduate research numbers in all faculties except Medical and Veterinary Sciences. The postgraduate taught student numbers undershoots fell in the same faculties with the most significant reductions being in Drama, Computer Science, and Economics, Finance and Management.
- 5.14 The University received 8% more applications for taught postgraduate programmes and 5% more applications for postgraduate research programmes in the 2007/8 admissions cycle than in the 2006/7 admissions cycle. The number of offers made during the 2007/08 cycle had not increased for research programmes, but had increased marginally for taught programmes (0.5%). Firmly accepted offers had fallen by 8%.

(viii) Degrees Awarded

- 5.15 NOTED: The data regarding the award of first degrees in 2007/08.

(ix) International Student Barometer

- 5.16 NOTED: That the University had performed extremely well in the International Student Barometer (ISB), a survey of overseas students conducted for the first time in 2007. The ISB was the largest survey of international students in the world, with over 100,000 students surveyed in both UK and overseas institutions. The University scored at or above the Russell Group average in all areas.

- 5.17 Areas in which Bristol scored particularly highly in relation to Russell Group counterparts included the quality of IT support and internet access, support from the Finance and Student Funding Offices and support from the International Office. However, the University had performed poorly in areas including access to language support, library facilities, levels of financial support and University transport links. Work was under way to analyse the results in more detail, alongside the result of the National Student Survey, and to consider the actions that needed to be taken to address areas of concern.

(x) Recent Grants/Awards

- 5.18 Since Council's last meeting in October 2008, the University and its staff and students had secured a number of high-profile grants and awards. These included:

(i) The team at the University's Centre for Quantum Photonics, led by Professor Jeremy O'Brien, had won a global award for innovation in the annual Innovation Engineering Awards made by the Institution of Engineering and Technology (IET). The award recognised the Centre's excellence in the development of silicon chips for optical quantum technologies.

(ii) Professor David Murphy, of Clinical Science South Bristol, and Professor Julian Paton in the Department of Physiology and Pharmacology had been awarded a grant of £1.2m from the Biotechnology and Biological Sciences Research Council (BBSRC) for a project entitled 'Gene networks involved in hypothalamic plasticity in response to dehydration'.

(iii) A book by Professor Christine Macleod in the Department of Historical Studies, entitled 'Heroes of Invention', had been awarded the Society for the History of Technology's Edelstein Prize for 2008. The prize was awarded to the author of an outstanding scholarly book in the history of technology published during the last three years.

(iv) Professor Jeremy Henley in the Department of Anatomy had been awarded a five-year European Research Council Advanced Grant worth over €2.1m for a project entitled 'Mechanisms and consequences of synaptic SUMOylation in health and disease'. The award was one of only 15 Life Sciences awards made to UK institutions.

(v) The Economic and Social Research Council (ESRC) had awarded three significant grants to the Department of Experimental Psychology, worth over £820k in total and covering research in working memory, vision and children and autism.

(vi) Dr Maurizio Marinelli in the Centre for East Asian Studies and Professor Robert Bickers from the Department of Historical Studies had been awarded over £660k from the ESRC, in collaboration with the University of Swansea, for a three-year research project entitled 'Colonialism in comparative perspective: Tianjin under nine flags, 1860-1949'.

## 6. Financial Reports

- 6.1 RECEIVED: The financial report, including the financial results for the three months to 31 October 2008 and the full year forecast, reference **CN/08/377** (previously circulated, copy in the minute book).

### Income and Expenditure Account

- 6.2 NOTED: That the income and expenditure account for the three months to 31 October 2008 was slightly above budget. However, two areas of significant adverse variance would need to be dealt with in year and both had significant implications for the University's forward financial planning:
- (i) Student Fee Income – based upon the October registrations, student fee income was approximately £4 million below the annual budget, with the majority of the shortfall in postgraduate taught fees. Additional registrations during the year were expected to take the adverse variance down to £2.9 million.
  - (ii) October Pay Award – the 5% pay award had contributed significantly to an estimated total additional salaries cost of £4.5 million (although there was an expectation that £1.5 million could be recovered through external funding). The staff cost line reflected a forecast adverse variance of £3 million.

- 6.3 NOTED: That income for postgraduate taught fees had fluctuated significantly over the past five years. It was recognised to be a volatile and unpredictable market.

### Management Information

- 6.4 The University's net contingency of £2.5 million had offset some of the adverse variance, leaving £3.4 million to be dealt with in year.
- 6.5 NOTED: (i) That research income for the first quarter of the year showed direct income to be broadly in line with budget, although indirect income was circa £740k below budget.
- (ii) That all Faculties, with the exception of Arts, were currently under budget.
  - (iii) That funding applications totalling £118m had been submitted in the first quarter of the year with an average value of £295k (compared with an average value of £272k for the same period in 2007/08).
  - (iii) Awards totalling £27.8 million had been received in the first quarter, which represented an 8% increase in value when compared to the same period in 2007/08.

### Capital Expenditure, Cash Flow and Balance Sheet

- 6.6 NOTED: (i) That capital expenditure for the three months to 31 October was just over £10 million. The Sifting Group was carrying out a review of all projects both approved and being planned.



(ii) That cash at the end of October stood at £141 million. Net debt as at 31 October was £58 million. Cash generated in the quarter was £10 million; £5 million below the period in the previous year and was mainly due to timing of cash receipts not major adverse movements on debtors.

6.7 RECEIVED: A paper from the Finance Director outlining the Financial Forecasts 2008, reference **CN/08/378** (previously circulated, copy in the minute book).

6.8 NOT AVAILABLE

6.9 The outcome of the income and expenditure forecasts and the necessity of maintaining surplus generation would necessarily put pressure on staff costs. The University recognised that this area would require a strategic co-ordinated approach and was currently putting together plans to ensure that the budgeted staff costs were delivered.

6.10 NOTED: That the University had identified the following key risks to its financial health and sustainability over the forecast period:

- (i) the general position of the economy and the potential effect that this might have upon income sources;
- (ii) potential changes in Government/HEFCE funding;
- (iii) increasing difficulty in securing research funding given the general economic environment'
- (iv) increasing staff costs (through the introduction of Reward and a generous UCEA national pay settlement).
- (v) dependency upon achieving planned surpluses to meet an ambitious capital programme.

External Auditors Report and Management Letter / Financial Statements

6.11 CONSIDERED (i) the External Auditors Report for the year ended 31 July 2008, reference document **CN/08/379**, (previously circulated, copy in the minute book).

(ii) The External Auditors draft letter of representation in connection with the audit (included at **Appendix C** of **CN/08/379**, previously circulated, copy in the minute book).

(iii) The draft Financial Statements of the University and its subsidiaries for the year ended 31 July 2008 (document **CN/08/380**, previously circulated, copy in the minute book)

6.12 NOTED: That the Finance Committee, at its meeting on 21 October 2008, had considered a draft of the External Auditors Report and the draft Financial Statements; and the Audit Committee, at its meeting on 5 November 2008, also considered (with the External Auditors present) the External Auditors Report and the draft Financial Statements. Both Committees had agreed to recommend to Council that it approve the above documents.

6.13 APPROVED: (i) The External Auditor's Report for the year ended 31 July 2008.

(ii) The External Auditors draft letter of representation in connection with the audit (**Appendix C** of **CN/08/380**).

(iii) The draft Financial Statements of the University and its subsidiaries for the year ended 31 July 2008.

6.14 NOTED: That the Financial Statements would be presented to University Court at its meeting on 12 December 2008, after which they would then be submitted to HEFCE.

#### Investment Unit Values

6.15 CONSIDERED: A report by the Finance Director proposing reviewed investment unit values of the endowment funds of the University (reference **CN/08/381**, previously circulated, copy in the minute book).

6.16 NOT AVAILABLE

6.17 NOT AVAILABLE

#### Debt Management and Tuition Fee Instalments

6.18 CONSIDERED: A paper proposing amendments to the University's Tuition Fee Instalments. Principally, it was proposed that tuition fees were collected in two instalments on 24 October and 24 January, rather than three instalments (as per current arrangements), reference **CN/08/403** (previously circulated, copy in the minute book). The rationale for this change was the improvement of credit control functions in relation to student debt. The amendment was considered to be beneficial for both the University and the students. The proposal had been considered by the Tuition Fees Working Group and had the support of the President of the Students' Union and his team. It was NOTED that these new arrangements would largely affect international students, as the majority of home students' fees were dealt with by the Student Loan Company.

6.19 APPROVED: The recommendation that tuition fees, from the beginning of the 2009/10 academic session, are collected in two instalments on 24 October and 24 January.

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

#### **Capital Priorities Report**

7.1 CONSIDERED: A report on Capital Priorities, reference **CN/08/383** (previously circulated, copy in the minute book).

7.2 At a meeting on 11 June 2008, the Sifting Group met to consider proposals for capital investment. These proposals were also reported to UPARC on 8 July 2008 and Finance Committee on 21 October 2008. The report summarised the conclusions of this meeting:

- 7.3 NOTED: That the Vice-Chancellor, on the advice of UPARC, had approved the following:
- (i) Animal Services Unit  
Funding of £445,000 for urgent improvements to the Critical Service Facility.
  - (ii) Relocation of Experimental Psychology  
Expenditure of £50,000 for a feasibility study to explore how to maximise the footprint on the 'Old Maths' site, considering both new build and refurbishment options.
  - (iii) Project Phi+
- 7.4 NOTED: That in 2006, Finance Committee and Council had approved funding of £44million for Project Phi. An updated and revised case (Project Phi+) sought an additional £18million for an expanded version of this project to cater for the recent growth and future expansion of Physics, and particularly to avoid the disruption and high cost of providing external decant space.
- 7.5 The Sifting Group was supportive of this case and agreed that Project Phi+ was, in principle, a good solution for Physics for the long term. The Group recognised the reasons that had led to the need for a larger project and supported the concept that University funding would be better spent over a longer period on an expanded building which fulfilled the decant needs of Physics and provided further adaptive space for use by other departments, rather than a costly off-campus decant solution (as the previously envisaged decant into "Old Science" was not possible in the foreseeable future).
- 7.6 Both the Sifting Group and UPARC had recommended the case for approval. However, concerns that the plans did not align with the University Masterplan and that this would reduce the likelihood of gaining planning permission prevented Estates Committee from fully supporting this case. Further liaison between the Bursar, members of Estates Committee and the Department of Physics is ongoing to consider how these concerns can be addressed.
- 7.7 Sifting Group, at its 26 September 2008 meeting, also noted that the cash flow implications of the higher expenditure, at a time when cost pressures were rising sharply, would need careful prioritisation. Further updates would be presented to Council in due course.
- 7.8 NOTED: Progress with the following cases which were funded by the University's systems budget:
- (iv) Postgraduate Admissions Improvement Project
- 7.9 Sifting Group had approved £96,000 for this project from the 2007/08 systems budget, and subsequent funding in future years as set out in the business case.
- (v) Financial Management
- 7.10 Sifting Group had approved £57,500 from the 2007/08 systems budget for an improved and integrated financial management system, and subsequent funding in future years as set out in the business case.

- (vi) University Card
- 7.11 Sifting Group had considered a revised case justifying the allocation of funding from the systems budget to the University Card project. Allocation of funding for this project had been approved in Spring 2006, but since then work on improving the card systems had revealed the need for a more expansive system to maximise benefits and time and cost savings. The Sifting Group did not, however, feel that the case presented contained sufficient information about the benefits of moving to a new system compared to continuing to use the present system and requested a revised case be presented to the Group in Autumn 2008. It was further agreed that work should continue on the project with the current spend considered as phase one of a larger project, rather than the stand alone project for which funding allocation has already been approved.
- (vii) Sustainable E-Assessment
- 7.12 Sifting Group had been supportive of an early stage proposal for the Sustainable E-Assessment project which would support education, and teaching and learning, and would offer considerable savings by translating elements of education into a business process or workflow and which would help the University with its commitment to introduce Personal Development Planning, a HEFCE requirement introduced in 2005. The Group did not feel able to approve funding at this stage but suggested that a further request for funding should be presented at a later date.
- (viii) Capital Programme Review
- 7.13 NOTED: That changes to the capital programme would, unless moderated, result in borrowing in 2010/11 in excess of the net debt target at circa £158 million. At a special meeting of the Sifting Group in December 2008, the Group would consider how best to prioritise approved projects and what levels of capital expenditure would be possible with agreed and prudent borrowing limits. Sifting Group would make recommendations on this matter to Finance Committee and UPARC.
- (ix) Criteria for use of space in the Queen's Road building
- 7.14 NOTED: That the Group had agreed the following criteria for allocation of space in the refurbished Queen's Road Building:
- (a) Student-centred activity.
  - (b) Not high security.
  - (c) Compatibility with the presence of trading outlets.
  - (d) Compatibility with the consequences of and requirements of extended hours operations.
  - (e) Discrete unit or extension of unit already on site.
  - (f) Activity which intensifies the use of other facilities on site.
  - (g) Generates the release of space elsewhere to the high priority activity.
  - (h) Short to medium location only.
  - (i) Compatible with open plan use or office type demountable partitions.
  - (j) Does not require highly serviced space.

(x) Centre of Excellence in Microelectronics

- 7.15 NOTED: That the Group had received a positive progress report on the Centre, from Professor Nick Lieven, Dean of Engineering.

(xi) MathsBio Project

- 7.16 NOTED: That, although funding of £90m had previously been approved for the MathsBio project, concerns about the impact of such significant expenditure in the context of the current financial climate combined with uncertainty about the timing of obtaining the required planning permission, had resulted in a need to develop a contingency plan for this project. Council was asked to NOTE that it may be more appropriate for the University to take the project forward in a phased manner. The Executive was currently in discussion with the relevant Deans and Heads of Departments.

**Proposed Site Infrastructure Project**

- 7.17 CONSIDERED: A report from Estates Services outlining a project proposal to deliver a services infrastructure which would have the necessary capacity to support the new facilities which would be delivered through the University's capital investment programme, reference **CN/08/384** (previously circulated, copy in the minute book).
- 7.18 The proposal had been scrutinised and supported by the Estates Committee on 10 October 2008 and approved by the Finance Committee on 24 November 2008. The Registrar noted that approval of this expenditure actually fell within the Finance Committee's remit, not Council's, as incorrectly stated on the paper although Council's support would be welcomed.
- 7.18 ENDORSED: Progression of the Site Infrastructure Project, as outlined in the paper (**CN/08/384**).

**8. Matters for Formal Decision or Approval**  
**The University Vision & Strategy**

- 8.1 CONSIDERED: The most recent draft of the University Vision & Strategy which represented the culmination of a long and wide-ranging period of consultation with key stakeholders, reference **CN/08/385** (previously circulated, copy in the minute book).
- 8.2 This document would be considered by Senate on 1 December 2008 and by Court on 12 December 2008.
- 8.3 APPROVED: The draft University Vision and Strategy, subject to any comments made by Senate and Court.

**Corporate Planning Statement**

- 8.4 CONSIDERED: The University's Corporate Planning Statement (CPS), for submission to HEFCE as part of HEFCE's new 'single conversation', in which all key accountability documentation was submitted around the same time, reference **CN/08/386** (previously circulated, copy in the minute book).

8.5 The information for the CPS had been taken from the annual reports produced by each Faculty and Support Service, and from the University's Annual Report.

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

**Annual Report of the Audit Committee for 2007/08**

8.7 CONSIDERED: The Annual Report of the Audit Committee to Council and the Vice-Chancellor for 2007/08, reference **CN/07/387** (previously circulated, copy in the minute book). The report included a copy of the Internal Auditors' Report 2007/08 and Internal Audit Plan 2008/09.

8.8 NOTED: That the Audit Committee Annual Report was produced annually to satisfy a requirement of HEFCE. The report outlined the key work undertaken by the Audit Committee during the year, in particular its work on internal audit, external audit, risk management and value for money. It was approved by the Audit Committee at its meeting on 5 November 2008.

8.9 NOTED: That the report contained the following opinion from the Audit Committee:

“The Committee is of the opinion that overall the University has adequate and effective arrangements for:

(i) risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts); and

(ii) achieving economy, efficiency and effectiveness ('Value for Money').”

8.10 APPROVED: The Annual Report of the Audit Committee for 2007/08 for onward submission to HEFCE.

**Reappointment of Chair and Vice-Chair of Council**

8.11 APPROVED: In accordance with Statute 16, the reappointment of Mr James Foulds and Mrs Alison Bernays respectively as Chair and Vice-Chair of Council for a further period of one year to 31 December 2009.

**Report from the Nominations Committee of Council**

8.12 CONSIDERED: A report from the Nominations Committee of Court, following its meeting on 14 November 2008, reference **CN/08/388** (previously circulated, copy in the minute book).

8.13 APPROVED: The following recommendations for membership of Council committees:

(i) The reappointment of Mr John Bramhall to the Chair of the Information Systems and Services Committee, for a three-year period to 31 December 2011.

(ii) The co-option of Mr Paul May to the Estates Committee for a period of one year to 31 December 2009.

#### **Staff Grievances, Appeals against Dismissal and Employment Tribunal Hearings\***

- 8.14 RECEIVED and NOTED: A report on staff grievances, appeals against dismissal and employment tribunal proceedings, reference **CN/08/389** (previously circulated, copy in the minute book).

#### **Student Appeals, Grievances and Disciplinary Matters\***

- 8.15 CONSIDERED: A report on student appeals, grievances and disciplinary matters, reference **CN/08/390** (previously circulated, copy in the minute book).
- 8.16 NOTED: The summary report which listed the recommendations made by a committees hearing appeals (**Appendix A**).
- 8.17 APPROVED: The findings and recommendations of appeal panels as outlined in Appendix B and Appendix C.

#### **Report of Senate to Council**

- 8.18 CONSIDERED: A report from Senate to Council, reference **CN/08/392** (previously circulated, copy in the minute book).

#### Undergraduate Programme Regulations

- 8.19 APPROVED: (i) Removal from the list of undergraduate programmes available in the Faculty of Social Sciences and Law as published in the Official Record of the title "Early Childhood Studies" and addition to that list of the title "Childhood Studies".

(ii) Withdrawal from the list of undergraduate programmes available in the Faculty of Engineering as published in the Official Record of the titles "Avionic Systems" and "Avionic Systems with Study Abroad".

(iii) Removal from the lists of undergraduate programmes available in the Faculty of Social Sciences and Law as published in the Official Record of the following titles, all with immediate effect:

- (a) Accounting with Economics and a Language
- (b) Economics and Econometrics with Study in Continental Europe
- (c) Social Work with Social Welfare
- (d) Sociology with Study in Continental Europe
- (e) Sociology with International Study

#### Postgraduate Programme Regulations

- 8.20 APPROVED: The addition of the following titles to the list of Taught Postgraduate Programmes (Level M) in Modular Form available in the Faculty of Engineering, as published in the Official Record:
- (a) Communication Networks in Signal Processing
  - (b) Image and Video Communications in Signal Processing
  - (c) Optical Communications and Signal Processing

(d) Wireless Communications and Signal Processing

Visiting Professors

- 8.21 APPROVED: The appointment of the following Visiting Professors:
- (i) Dr M A C Perryman, Senior Scientist at the European Space Agency (ESA) and adjunct Professor at the University of Leiden, Netherlands, as a Visiting Professor in the Department of Physics.
  - (ii) Professor M C McIntosh, Professor of Human Security and Director of the Applied Research Centre in Human Security, Coventry University, as a Visiting Professor in the Department of Civil Engineering.
  - (iii) Dr R A Jewell, Senior Consultant of the International Consulting Engineers Fugro, as a Visiting Industrial Professor in the Department of Civil Engineering.
  - (iv) Dr P S Luke, Director of the Rail Structures Business Unit, Mouchel Consulting Engineers, as a Visiting Industrial Professor in the Department of Civil Engineering.

- 8.22 NOTED: For information, the items reported in section B of the Senate Report, in particular:

(i) University's Financial Circumstances

The Deputy Vice-Chancellor had briefed Senate on the impact on the University's finances of the higher than expected October pay settlement.

(ii) University Vision & Strategy

Senate had received an update on progress on development of the refreshed Vision and Strategy document for the University; and had been given an opportunity to comment on the detail.

(iii) Residences Strategy

Senate had received a report from the Deputy Registrar and Director of Information Services on the parameters of the major consultation being conducted on the draft Strategy for the future of the University's residential estate. Senate was of the view that involvement of members of the mainstream academic community was essential.

(iv) Deans

NOTED: That Deans for the 2008/09 session were as follows:

Arts:	Professor R L H Fowler
Engineering:	Professor N A J Lieven
Medical & Veterinary Sciences:	Professor C H Orchard
Medicine & Dentistry:	Professor P W Mathieson
Science:	Professor A G Orpen
Social Sciences & Law:	Professor M D Evans

(v) Committee Membership



NOTED: That Senate had ratified the following nominations to Senate representation on committees:

*Appointment Committee for Pro Vice-Chancellor in succession to Professor M G Anderson:* Professor A R Champneys, Department of Engineering Mathematics; and Professor E F Prettejohn, Department of History of Art

*Ethics of Research Committee:* Dr G Clarke, School of Medical Sciences, as Medical & Veterinary Sciences Faculty representative.

(vi) Union AGM

NOTED: That, in accordance with Section 11 of Ordinance 24, the University of Bristol Union Annual General Meeting would be held on the afternoon of the Thursday of Week 14 of the teaching year (5 February 2009). Senate members were reminded that the Ordinance required the afternoon to be free of teaching.

(vii) Vacation Powers

NOTED: That Senate had endorsed the Vice-Chancellor's use of Vacation Powers to:

- (a) Approve the appointment of Professor J Bynner, retired Professor of Education at the Institute of Education, and Director of the *Longview* research charity, as a Visiting Professor in the Graduate School of Education.
- (b) Approve the appointment of Dr R Greene, former Senior Lecturer in the Department of Anatomy, as a Visiting Professor in the Department of Anatomy.
- (c) Approve the change of programme title for the MSc in Water and Environmental Management (CIWEM), from 2008/09.
- (d) Approve the change of title for the MEng/BEng in Computer Science and Electronics (and MEng in Computer Science and Electronics with Study Abroad), as well as some structural changes, from 2008/09.
- (e) Approve a change in regulations regarding the maximum allowable period of study for all professional doctorate programmes in the Faculty of Social Sciences and Law, which clarifies the maximum time limit for submission of dissertations.
- (f) Approve a change in title from MA in Legal Studies to MA in Law, with amendments to regulations.

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

- 8.23 CONSIDERED: A report setting out the projected redundancy activity in the University until December 2008, reference **CN/08/393** (previously circulated, copy in the minute book). The report established a need for the University to institute redundancy procedures in respect of cases arising from the application of the Fixed Term Contract Policy (Ordinance 26).

- 8.24 NOTED: That if Council agreed to institute redundancy procedures, the Vice-Chancellor would appoint a panel to oversee the procedures and to make decisions. This panel would sit for approximately 12 months, at which point a further report would be presented to Council.
- 8.25 AGREED: That redundancy procedures be instituted in respect of cases arising from the application of the Fixed-Term Contract Policy (Ordinance 26), as set out in **CN/08/393**.

### **High-Activity Sealed Radioactive Sources and Orphan Sources**

- 8.26 CONSIDERED: A report from the Director of Legal Services outlining the requirement for the University to obtain an Indemnity Bond in relation to its possession of radioactive sources, reference **CN/08/394** (previously circulated, copy in the minute book).
- 8.27 The University's Radiation Protection Officer had advised that under EU legislation legislation (*High Activity Sealed Radioactive Sources and Orphan Sources Directive 2003/122/Euratom*) implemented in UK law as *The High Activity Sealed Radioactive Sources and Orphan Sources Regulations 2005 and the HASS (England) Directions*, the University was required to provide evidence of financial security sufficient to dispose of the source.
- 8.28 Council was, therefore, asked to consider and approve a number of legal documents which would enable the Bond to be issued to the University.
- 8.29 APPROVED: (i) A Counter ("General") Indemnity Form to be signed by the Chair of Council on behalf of the University (attached at **Appendix A**);
- (ii) Legal confirmation to be signed by the Director of Legal Services (attached at **Appendix B** )
- (iii) Draft wording for the Bond (attached at **Appendix C**).

## **9. Committee Reports**

- 9.1 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 17 October 2008), reference **CN/08/395** (previously circulated, copy in the minute book).
- (ii) Estates Committee (meeting on 10 October 2008), reference **CN/08/396** (previously circulated, copy in the minute book).
- (iii) Information Services and Systems Committee (meeting on 6 November 2008), reference **CN/08/397** (previously circulated, copy in the minute book).
- (iv) Student Affairs Committee (meeting on 14 November 2008), reference **CN/08/398** (previously circulated, copy in the minute book).

(v) Equality and Diversity Committee (meeting on 30 October 2008), reference **CN/08/399** (previously circulated, copy in the minute book).

(vi) Ethics of Research Committee (meeting on 14 October 2008), reference **CN/08/400** (previously circulated, copy in the minute book).

## **10. Reports for Information**

10.1 RECEIVED and NOTED: The following reports for information:

(i) Annual Report of the Equality and Diversity Committee, reference **CN/08/401** (previously circulated, copy in the minute book).

(ii) Annual Report of the Ethics of Research Committee, reference **CN/08/402** (previously circulated, copy in the minute book).

(iii) \*Chair Appointments Update Report reference, **CN/08/391** (previously circulated, copy in the minute book).

## **11. Any Other Business**

11.1 NOTED: That Sir Alan Langlands, Principal and Vice-Chancellor of the University of Dundee, had been appointed Chief Executive of the Higher Education Funding Council for England. He would take up the post on 1 April 2009, succeeding Professor David Eastwood.

11.2 NOTED: That there would be a meeting of Council on 6 February 2008. The agenda would be limited to urgent business.

11.3 The Chair informed members that this was to be the final Council meeting to be attended by Mr Robert Dufton, lay member of Council, and Mr Ian Crawford, Finance Director. On behalf of Council, the Chair thanked Mr Dufton for the significant contribution that he had made to Council's debates over the past six years. In addition to his work as a lay member of Council, Mr Dufton had played a very active role with Convocation and, in particular, with the London branch of Convocation. Mr Dufton hoped to continue to maintain links with the University and would be working closely with the campaigns and alumni team on the Centenary activities. The Chair also expressed Council's thanks to Mr Crawford, Finance Director, for his diligence and excellent husbandry of the University's finances over many years.

## **12. Dates of next meetings**

Friday, 6 February 2009  
Thursday, 19 March 2009  
Friday, 20 March 2009  
Friday, 8 May 2009  
Friday, 3 July 2009