

Minutes of Council 2 July 2010

- Present: Mr Denis Burn (Chair), Professor Tim Bond, Professor Paula Booth, Mr John Bramhall, Mr Roy Cowap, Councillor Christopher Davies. Ms Emma Di'lorio, Mr Colin Green, 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, Professor Eric Thomas, Mr James Wadsworth, Mrs Cathy Waithe, Professor Avril Waterman-Pearson and Mr James Wetz.
- In Attendance: Mr Derek Pretty, Mr Patrick Finch, Mr Andy Nield, Ms Kelly Archer, Mr Guy Gregory, Professor Guy Orpen, Ms Sue Paterson, Ms Samantha Budd (Observer), Mr Pete Adams (Health and Safety Annual Report only) and the incoming University of Bristol Union (UBU) Sabbatical Officers: President, James Ashton-Bell; Vice-President; Education, Andy Hollingsworth; and Vice-President; Welfare & Equality, Tom Steward.
- Apologies: Professor David Clarke, Mr Bob Morton, Mr Ron Kerr and Mr Chris Curling.
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Session 1

(i) Faculty of Science

Council received a presentation from Professor Jon Keating, Dean of the Faculty of Science, outlining the Faculty's key achievements, challenges and objectives. This was Professor Keating's first presentation since he had taken up the post of Dean.

(ii) Research and Enterprise Strategy

Professor Guy Orpen, Pro Vice-Chancellor (Research) outlined to Council the progress made towards delivering the University's Research and Enterprise Strategy.

The Chair thanked both presenters for their informative accounts and asked that Council's thanks be passed onto their respective teams.

Session 2

1. Apologies for Absence / Announcements

- 1.1 The Chair welcomed colleagues to the meeting and noted the apologies received. He introduced and welcomed the three new UBU Sabbatical Officers who would be joining Council for the 2010/11 academic session: James Ashton-Bell, Andy Hollingsworth and Tom Steward. The Chair went on to thank the outgoing Sabbatical Officers: Owen Peachey, Emma Di'lorio and Ruth Jackson for the valuable contributions that they had made to Council and for their unstinting efforts to represent and support the student community over the past year. Council wished them well for their future careers and hoped that they would remain in contact with the University.

2. Minutes of the Last Meeting

- 2.1 CONFIRMED: The minutes of the meetings held on 7 and 14 May 2010.

3. Actions Register

- 3.1 Members had previously received a copy of the Action Register which had been updated to incorporate actions agreed at the Council meetings on 7 and 14 May 2010.

4. Matters Arising

- 4.1 RECEIVED: A detailed Equality Impact Assessment (EIA) of the proposal to close the Deaf Studies programme, reference **CN/10/061** (previously circulated, copy in the minute book).
- 4.2 The Faculty of Social Sciences and Law had put forward a proposal to close the School of Applied Community and Health Studies and to redistribute its academically and financially-sustainable work. Council had considered this proposal, together with a summary EIA for these proposals at its meeting on 14 May 2010. The full EIA expanded upon the identified impacts of the proposal, outlined how the University had assessed the impacts and how it had sought to mitigate them. The detailed report had been presented to Council for information. Council NOTED the content of the report.

5. Chair's Business

(i) Letter from Vice-Chancellor and University Secretary on University Business

- 5.1 NOTED: A letter to Council from the Vice-Chancellor and University Secretary confirming that to the best of their belief and after making reasonable and appropriate checks and enquiries, it was their opinion that:

(a) the University had complied with its Charter, Statutes and Ordinances and other regulations governing its affairs; and

(b) That Council at its meetings had taken the final decision on matters of fundamental concern to the University (reference document **CN/10/062**, previously circulated, copy in the minute book).

(ii) Chair's Powers

- 5.2 NOTED: The procedure for requesting and reporting on acts or decisions passed using "Chair's Action" during the summer recess, as outlined in Document **CN/10/063** (previously circulated, copy in the minute book).

(iii) Follow-up of Council Effectiveness Review

- 5.3 At its awayday in March 2010, Council had debated its effectiveness and a summary report of the discussions had subsequently been circulated for information. The Chair had convened a meeting of lay Council Committee Chairs later that day. The objective of that meeting would be to agree some practical next steps that could be implemented in order to improve working practices and overall effectiveness for the future. The outcomes would be communicated to Council in due course.

(iv) Merchants' Academy, Withywood

- 5.4 The Chair reported on progress made at the Merchants' Academy, including the positive results of its recent OFSTED inspection. Members of Council

asked the Chair to write to the Principal of the Academy to congratulate him and his team on this excellent result. The Chair reported that the Academy was keen to introduce local primary schools into its Trust, and it had contacted the Department of Education to express an interest in pursuing this. As a co-sponsor of the Academy, the University wished to express its support.

6. Vice-Chancellor's Report

- 6.1 NOTED: The Vice-Chancellor's Report, reference **CN/10/064** (previously circulated, copy in the minute book).

Annual Enterprise Dinner

- 6.2 The Vice-Chancellor together with a number of Council members had recently attended the University's Enterprise Dinner. He reported that it had been a highly enjoyable and well-attended event.

Future of the Regional Development Agencies (RDAs)

- 6.3 The anticipated restructure of the RDAs, in particular the South West Regional Development Agency (SWRDA), which had been a significant investor in a number of University initiatives, would have implications for the University of Bristol. Further updates would be given to Council when the outcomes of the restructure had been announced.

HEFCE Funding and Budget Implications

- 6.4 Following the General Election in May, the Government had announced cuts of around £200 million to the Higher Education budget. This included a £118m reduction in previously announced additional 'modernisation' funding, together with an £82m reduction in existing funding. The situation from April 2011 to July 2011 was not yet clear. The recently announced increase in VAT from 17.5 per cent to 20 per cent was expected to add an additional £1m to £2m per annum to the University's costs. Although the Government's emergency budget had not specifically addressed funding for Higher Education, the Government's target to save 25% from its public sector spending budget over the next four years, was expected to result in a significant funding reduction for the University over the coming years.

- 6.5 The quantum of the funding cuts and cost increases had not been known at the time that the University's budget for 2010-11 had been agreed and although the budget provided for cost-reductions in the region of £15m, these additional costs would now also have to be absorbed.

- 6.6 The University had been involved in ongoing discussions with the Trade Unions about how it could achieve reductions in costs without compulsory redundancy. At that time, the discussions had been based on an anticipated need to reduce overall costs by £15m. In the light of the anticipated additional cuts, the University had concluded with regret that the specific suggestion by the Trade Unions that the University should agree, in exchange for staff taking unpaid leave, not to implement compulsory redundancies until July 2012, was not now a viable option.

- 6.7 The Director of Personnel and Staff Development had formally communicated the University's conclusion to the Trade Unions and the University and College Union (UCU) had now confirmed that it was formally in dispute with the

University in relation to proposed job losses. The University and UCU had entered into a formal dispute procedure which meant that neither party could take action (either to make redundancies or to take industrial action) for a period of 20 days. A series of negotiating meetings would be held between the two parties to try to reach agreement during this period.

- 6.8 It was hoped that more information about the quantum of future funding cuts would be announced by HEFCE in July 2010, although the detail would not be known until the results of the Government's Comprehensive Spending Review had been announced in October 2010.
- 6.9 The Vice-Chancellor assured Council that the senior executive team were considering all of the options and strategies that could be used to address these financial challenges. Work on the Support Process Review (SPR) and the Academic Reviews were continuing, the aim of which was to reduce the overall cost base and to run the University as efficiently as possible. The senior-team had scenario-planned for a range of outcomes, including the possibility of significant cuts in the immediate, mid and long-term. Much effort was being put into increasing revenue from overseas and postgraduate students and work was being undertaken to reduce the burden of the ongoing maintenance costs of the University estate, with a view to releasing funds which would enable the University to invest in activity which would ultimately allow it to grow its estate.
- 6.10 Council noted that, at its meeting in October 2010, once the detail of the proposed funding cuts was expected to be much clearer, it would be asked to make fundamental decisions about the University's future strategy.

Support Process Review (SPR) Update

- 6.11 The SPR owners were working towards the deadline of 30 June 2010 to submit detailed proposed structures for their areas of activity. A high level consultation with senior staff would then take place followed by consultation with the Trade Unions and communications with staff more widely.

League Tables

- 6.12 NOTED: The University of Bristol's position within the recently published Independent, Guardian and Times League Tables. In broad terms, although the University's position in global League Tables had increased, its position in some of the national tables had fallen. It was acknowledged that the decreased national position had largely been the result of falling National Student Survey (NSS) scores. Although the University's NSS scores had been very positive in some departments, poor scores in a small number of academic areas had significantly reduced the University's overall score.
- 6.13 The Vice-Chancellor confirmed that the University was committed to tackling those areas which had underperformed and to delivering the highest standards of teaching and learning to all of its students. Each Faculty's Education Director had been asked to develop an action plan aimed at tackling weakness in departments and to ensure that appropriate resources were channelled into the action plans.

- 6.14 AGREED: That a detailed breakdown of the League Tables would be circulated to Council as background information so that members could better understand the methodology behind them.

National Composites Centre (NCC)

- 6.15 The legal agreements underpinning the provision of funding for the NCC had all been signed. The building and land work was proceeding to schedule. The main contract had been put out to tender with deadline for return on 13 July 2010. Caterpillar had joined the Tier 1 members of the NCC and had signed a letter of intent. Other industrial partners had offered fixed term secondments to support the delivery of the NCC, including an Interim Operations Director and a post to support the NCC's outreach activities.

Queen's Birthday Honours 2010

- 6.16 NOTED: The list of University staff, alumni and honorary graduates who had been recognised in the 2010 Queen's Birthday honours as attached at Annex A to the report.

University Admissions

(i) Undergraduate Admissions

- 6.17 Latest projection reports had indicated that the University was expected to be slightly under its overall home recruitment targets once the A Level results were announced in August. This has been a deliberate strategy which would enable Faculties to top up to target selectively with 'near-miss' applicants, and so to avoid HEFCE fines for over-recruitment. Most faculties anticipated being under target by around 30 students, with the exception of Arts which was anticipating an overshoot of ca. 30 students. Arts staff were working to reduce this by accepting requests from offer-holders to defer their year of entry. Science was currently expecting to be considerably under target (by over 100 students). This was due to a lower than expected conversion rate which had been exacerbated by the late award of additional student numbers from HEFCE for strategically important and vulnerable subjects. The Faculty, in conjunction with the Undergraduate Admissions Team, was considering ways that it could reduce the undershoot.

(ii) Postgraduate Admissions

- 6.18 The application numbers for postgraduate programmes were 21% higher than at the same point in 2009. The University had made more offers and the number of students accepting an offer from Bristol was up by 14%. Applications from overseas students were up by 22%, and 23% more overseas applicants had accepted an offer. The overall picture was positive, Council was cautioned that the growth in postgraduate application numbers last year did not translate into an overall increase in postgraduate student numbers.
- 6.19 The new online postgraduate application system would be available from September 2010. The introduction this year of compulsory deposits for self-funded overseas postgraduate taught applicants was hoped to provide greater confidence in student number planning.

Recent Grants/Awards

- 6.20 NOTED: Details of significant new research grants and awards secured by the University since the Council's last meeting in May 2010.

7. Financial Report

- 7.1 RECEIVED: A report by the Finance Director outlining the University's progress against its financial strategy, the outcome of the triennial University of Bristol Pension and Assurance Scheme (UBPAS) actuarial valuation as at July 2009; progress on the proposed restructure of UBPAS and an update on negotiations on potential changes to USS, reference **CN/10/065** (previously circulated, copy in the minute book).

UBPAS

- 7.2 After further discussions with Trades Union representatives, the University had now made a formal proposal to them in relation to changes to the structure of UBPAS. Key elements of the proposal were:

(i) closure of UBPAS to new members with new and existing employees who had opted not to join USS being offered membership of a new Defined Contribution Scheme.

(ii) Movement of existing UBPAS members to one of the following three structures:

(a) A reduction in the future service accrual rate from 1/80 to 1/90 of pensionable salary.

(b) An increase in employee contributions from the current 6.07% to 9%.

(c) A combinations of a reduction in the future service accrual rate from 1/80 to 1/85 and an increase in employee contributions to 7.5%.

- 7.3 The Unions were consulting with their members. Current indications were the Unions would support (i) and (ii)(b) of the proposal as set out above. The next stage would be to move into the formal 60 day consultation process with staff generally.

Universities Superannuation Scheme (USS)

- 7.4 After a significant period of discussion, on 30 April 2010, both the employer and employees sides had submitted formal proposals for changes to USS to the Joint Negotiating Committee (JNC). No agreement has yet been reached. The next JNC meeting would take place on 7 July 2010.

Capital Investment Programme Board

- 7.5 RECEIVED: A report from the Capital Investment Programme Board outlining decisions taken at its meetings on 27 April and 17 May 2010, reference **CN/10/73** (previously circulated, copy in the minute book).

- 7.6 NOTED: That the Vice-Chancellor, on the advice of UPARC, had approved the following:

(i) The support of two bids to the Royal Society-Wolfson Laboratory refurbishment scheme (for the Green Electrical Technologies Laboratory in Engineering and the high pressure Laboratory for catalysis in Chemistry) on the understanding that, if successful, c.

£375k and c.£334k respectively would be allocated to these projects as the University's contribution to the projects.

(ii) The allocation of up to £350k of capital funding to essential maintenance works in the existing drama building during 2010/11.

(iii) The allocation of up to £1m of capital funding to the refurbishment of the top floors of the Arts and Social Sciences Library to improve conditions for quiet and silent study.

(iv) The allocation of £450k of capital funding for High Performance Computing (HPC) in 2010/11.

(v) The allocation of a further £500k (maximum) of capital funding to the project associated with the relocation staff from the School of Social and Community Medicine.

(vi) The allocation of up to £272k of capital funding for conversion of the necessary parts of the small animal building at Langford into an archive store for the University's theatre collection. This approval was subject to the University securing the Mander and Mitchenson (M&M) theatre collection – the third most significant theatre history collection in the UK, which has now been secured in principle.

7.7 NOTED: That the CIPB had approved the following:

(i) The Queen's Road Building project proceeding to Stage 2 – detailed design (at a cost of £400k) - with an understanding that the revised budget for Phases 1 and 1A stood at £13.55m.

(ii) The University securing a six-year lease of the second floor of Howard House at a cost of £160k p.a. (inclusive of rent, rates and VAT).

(iii) Allocation of the following capital funding to the Faculty of Arts in 2010/11:

(a) £27k for music facilities

(b) £35k for equipment for the theatre collection

(c) £120k for equipment for drama

(iv) Allocation of capital funding in the region of £40k - £70k to create two new school offices for Engineering: the Queen's School of Engineering office and the Merchant Venturers' School of Engineering office.

(v) Subject to the confirmation of costs, allocation of capital funding in the region of £200k to the refurbishment of the second floor of 1 Priory Road for the ESRC Doctoral Training Centre.

(vi) Allocation of £1.2m to the minor capital budget for 2010/11, with £150k per faculty and £300k for central allocation.

(vii) Activation of the Equine Surgery project at a cost of £3m - £3.3m. This project had been approved by Finance Committee in November 2006.

(viii) The long-term strategy for the refurbishment of the remainder of Senate House and authorised the Bursar to move ahead with planning the first phase of this refurbishment. It had not yet decided what the first phase would include.

(ix) Using Chair's Powers, the Chair had authorised the allocation of £35k to fund improvements to 4 Priory Road (in the first instance for the School of Sociology, Politics and International Studies).

7.8 NOTED: That the following University bids for external funding had been unsuccessful and as such capital funding that had been allocated to these projects had been removed from the capital control schedule:

(i) The bid to the Wellcome-Wolfson Capital Awards for the Bristol Institute for Membrane and Cytoskeletal Dynamics (£400k of University capital funding had been allocated)

(ii) The bid to the EPSRC for the Energy Efficient Computing and Communications Innovation and Knowledge Centre (£1.32m of capital funding had been allocated).

8. Matters for Discussion and/or Approval

Senate Report to Council

8.1 RECEIVED: The Report of the meetings of Senate on 10th May and 14th June 2010, reference **CN/10/66** (previously circulated, copy in the minute book).

8.2 The Chair informed Council that as the 'Part B' items of the Senate Report contained a very large number of annexes, they had not been circulated with the hard copy report. Instead, they had been posted on the Senate website and Council members had been provided with the relevant weblink to access them online. In addition, the proposed changes to Statutes, Ordinances and Regulations resulting from the change in nomenclature of Academic Departments to Academic Schools, continued a very large number of pages of technical amendments and so these had also been posted on the website.

8.3 The Chair invited Council to comment on the new approach of posting detailed regulatory and non-contentious changes on the website instead of circulating in hard copy. Council endorsed this approach.

8.4 APPROVED BY SPECIAL RESOLUTION: Proposed amendments to **Statutes 11, 15, 19, 21, 22 and 32 and Ordinances 6, 8, 9, 12, 25, 30 and 33**, arising from the decision made at Council's meeting on 5 February 2010, that with effect from session 2010/11 all Academic Departments, as currently defined within Ordinance 8, should be known as Academic Schools, including a number of editorial amendments which reflected current University practice. The amendments had been detailed within the online Senate Papers (SN/10/12 and SN/10/29).

8.5 APPROVED BY SPECIAL RESOLUTION: (i) Provision of three new undergraduate awards at Trinity College and Bristol Baptist College, a Certificate of Higher Education in Theology, a Diploma of Higher Education in Theology and a Graduate Diploma in Theology, and the consequential revisions to **Ordinance 19**, Summary of Academic Awards.

(ii) Change of award title from Masters of Law by Research (LLM) to Master of Philosophy (MPhil) to reflect the research based orientation of this degree. Consequential amendment to the Regulations and Code of Practice for research degree programmes will be required, and removal of the LLM Research title from the list of Postgraduate Research awards available in the Faculty of Social Sciences & Law as recorded in **Ordinance 19**.

Emeritus Professors

8.6 APPROVED: Award of the title Emeritus Professor to the following members of Staff on their retirement:

Faculty of Arts

(i) Professor D Brookshaw, Department of Hispanic, Portuguese and Latin American Studies.

(ii) Professor G Clark, Department of Classics & Ancient History.

(iii) Professor D Hopkins, Department of English.

(iv) Professor C MacLeod, Department of Historical Studies (History).

(v) Professor R Sampson, Department of French.

(vi) Professor T Unwin, Department of French.

(vii) Professor P Williams, Department of Theology and Religious Studies.

Faculty of Medicine and Dentistry

(i) Professor E Gale, Clinical Science at North Bristol.

Faculty of Medical & Veterinary Sciences

(i) Professor M Brown, Department of Anatomy

(ii) Professor S Lawson, Department of Physiology and Pharmacology

Faulty of Science

(i) Professor N Connelly, School of Chemistry

(ii) Professor P Smart, School of Geographical Sciences

Faculty of Social Sciences & Law

(i) Professor H Bradley, Department of Sociology

(ii) Professor K Etherington, Graduate School of Education

(iii) Professor R Kerridge, School of Law

(iv) Professor P Rea-Dickins, Graduate School of Education

(v) Professor B Sufrin, School of Law

Visiting Professors

8.7 APPROVED: The appointment of the following Visiting Professors:

(i) Dr D M Baguley, Consultant Audiological Scientist and Head of Audiology, Addenbrookes's Hospital, Cambridge, as a Visiting Professor in the Centre for Hearing & Balance Studies, School of Applied Community & Health Studies.

(ii) Professor R O Jozsa, holder of the Leigh Trapnell Chair in Quantum Physics at the University of Cambridge, as a Visiting Professor in the Department of Computer Science.

(iii) Professor P M Rea-Dickins, University of Zanzibar, as a Visiting Professor in the Graduate School of Education.

(iv) Dr A G Howard, Infrastructure and Urban Development/Climate & Environment Advisor, Department for International Development, as a Visiting Professor in both the Department of Civil Engineering and the School of Geographical Sciences.

(v) Dr S A Allpress, CTO/VP, Co-Founder and Board Member of Icera Inc., as a Visiting Professor in the Faculty of Engineering.

(vi) Professor A McCaw-Binns, Professor Reproductive Health Epidemiology, University of the West Indies, as a Visiting Professor in the Faculty of Medicine & Dentistry.

(vii) Professor B Jullien, Adjoint Director, Toulouse School of Economics and Director of Research, CNRS, as a Visiting Professor in the Faculty of Social Sciences & Law.

(viii) Dr A Thyagaraja, Senior Theoretical Physicist, UKAEA, as a Visiting Professor in the Faculty of Science.

8.8 APPROVED: The re-appointment of Sir John Kingman, FRS, as a Visiting Professor in the Department of Mathematics.

Headships of Schools

8.9 APPROVED: The appointment of the following Headships of Schools for the periods of office indicated:

School		Period of Office
Arts	Professor S Banfield	Aug 2010 - 2014
Biochemistry	Professor L Brady	2009 - 2013
Biological Sciences	Professor I C Cuthill	2008 – 2012
Cellular and Molecular Medicine	Professor A Hollander	2009 - 2013
Chemistry	Professor T C Gallagher	2006 - 2013
Clinical Sciences	Professor T J Peters	Aug 2010 - 2014
Clinical Veterinary Science	Professor J Price	2009 - Sept 2014
Earth Sciences	Professor JM Kendall	2009 – 2013
Economics, Finance and Management	Dr S R Lyne	2004- 2012
Education (Graduate School of)	Professor T N Bond	2008 - 2012
Engineering (Merchant Venturers School of)	Professor CN Canagarajah	Aug 2010 - 2014
Engineering (Queen's School of)	Professor AR Champneys	Aug 2010 - 2014
Experimental Psychology	Professor P J Rogers	2008 – 2012

Geographical Sciences	Professor P Valdes	2009 - 2013
Humanities	Professor R Middleton	2009 - 2013
Law	Professor C K Wells	Aug 2010 - 2014
Mathematics	Professor G P Nason	2008 – 2012
Modern Languages	Professor M Basker	Aug 2010 - 2014
Oral and Dental Science	Professor J R Sandy	2007-2011
Physics	Professor R Evans	2006 -2011
Physiology and Pharmacology	Professor B M Lumb	2008-2012
Policy Studies	Professor A D Marsh	2007-2011
Social and Community Medicine	Professor J L Donovan	Aug 2010 - 2014
Sociology, Politics and International Studies	To be confirmed	

Promotions

8.10 APPROVED: The following promotions with effect from 1 August 2010:

Faculty of Science

Dr Richard Bancost	Professor of Biogeochemistry
Dr Paul Mayer	Professor of Biological Chemistry
Dr Fred Manby	Professor of Theoretical Chemistry
Dr Philip W. Dooloughue	Professor of Dynamics
Dr Andy Rodwell	Professor of Earth-System Modelling
Dr Sarah Mattys	Professor of Aerospace Materials
Dr Markus Otterman	Professor of Composites Manufacture
Dr Marc Davis	Professorial Teaching Fellow
Dr Sally Heslop	Professorial Teaching Fellow

Faculty of Social Sciences and Law

Dr Sarah George	Professor
Dr Matthew Duran	Professor of Cardiovascular Signalling
Dr Sarah Payne	Professor of Education, Health & Epidemiology
Dr Jutta Weldes	Professor in Health Policy & Gender
Dr John Macleod	Professor of Clinical Epidemiology & International Relations
Dr Costanza Emanuelli	Primary Care Professor

Faculty of Medical and Veterinary Sciences

Dr Mark Szczelkun	Professor of Biochemistry
Dr Harry Mellor	Professor of Biochemistry
Dr David Stephens	Professor of Cell Biology

Faculty of Arts

Dr Alistair Pike Reader

Faculty of Engineering

Dr Sriram Subramanian Reader
Reader in Applied Electromagnetics &
Photonics
Dr Martin Cryan Reader in Theoretical Neuroscience
Dr John Terry

Faculty of Medicine and Dentistry

Dr William Hamilton Reader
Mr Gavin Murphy Reader in Cardiac Surgery
Dr Athimalaipet Ramanan Reader

Faculty of Medical and Veterinary Sciences

Dr Mark Jepson Reader in Cell Biology

Faculty of Science

Dr Jeroen van Duijneveldt Reader in Physical Chemistry
Dr Jim Freer Reader
Dr Alexander Gorodnik Reader in Research in Pure Mathematics
Dr Francesco Mezzadri Reader in Applied Mathematics
Dr Mark Dennis Reader in Research

Faculty of Social Sciences and Law

Dr Philip Syrpis Reader in Law
Dr Paul Higate Reader in Gender & Security
Mr David Abbott Reader in Disability, Policy & Practice
Reader in Exercise Nutrition & Health
Sciences
Dr Russ Jago Reader in Deaf Studies
Dr Rachel Sutton-Spence Reader in Disability, Policy & Practice
Dr Val Williams Reader in Economics
Dr Silvia Sonderegger

- 8.11 The Chair congratulated Dr Sally Heslop on her promotion to Professor. Although Dr Heslop had been elected to Council as a 'non-professorial member of the academic staff', she had been elected for a three-year term and it was the University's wish that she completed this three-year term on Council. Council endorsed this decision.

Tuition Fees for 2011/12

- 8.11 The following schedule of Tuition Fees for 2011/12:

(i) Home/EU, undergraduate students who started on programmes in 2006/07 it is estimated would be charged £3,370. Home/EU, undergraduate students who started a programme prior to 2006/07 it is estimated would be charged £1,340 (these fees were subject to confirmation by the government).

(ii) The minimum fee for home/EU taught postgraduate programmes would continue to be increased by 6% to £4,700 in 2011/12 (£4,450 in 2010/11).

(iii) The full range of taught postgraduate fees would be increased at a rate of 6% for the majority of programmes.

(iv) It was unknown at what rate Research Councils UK would continue to increase the Home/EU postgraduate research fees, however, the fee was estimated to be set at £3,520 in 2011/12 (estimated to be £3,440 in 2010/11 and had been set at £3,390 in 2009/10)

(v) It was proposed that the fees for overseas, undergraduate and taught postgraduate programmes be increased by approximately 4% as follows:

	2009/10	2010/11	2011/12
Minimum	£11,450 (6%)	£11,900 (4%)	£12,400 (4%)
Medium	£14,740 (6%)	£14,950 (1.5%)	£15,550 (4%)
High	£26,600 (6%)	£27,600 (4%)	£28,700 (4%)

(vi) It was proposed that the fees for overseas, research postgraduate programmes increased by approximately 6% for arts and science rate programmes, and by 2.5% for clinical rate programmes as follows:

	2009/10	2010/11	2011/12
Minimum	£9,800 (4%)	£10,200 (4%)	£10,800 (6%)
Medium	£12,900 (4%)	£13,420 (4%)	£14,200 (6%)
High	£23,700 (4%)	£24,300 (2.5%)	£24,900 (2.5%)

(vii) Overseas students entering on the incoming Study Abroad Programme would be charged £10,220 in 2011/12 (£10,100 in 2010/11).

(viii) Part-time Tuition Fees: Part-time undergraduate students who started pre-2009/10 would be charged pro-rata to the basic undergraduate fee level i.e. the pre-2006 standard fee level, inflated, £1,340 (subject to confirmation by the government). New students starting as of 2011/12, and all students who started from 2009/10 onwards, would be charged at an estimated rate of £1,080 in recognition that part-time students pay their fees up-front and were eligible for only limited financial support (set at £1,030 in 2010/11; fee for 2011/12 to be confirmed once the undergraduate and bursary rates had been set)

(ix) Fees for students with an Equivalent of Lower Qualification (ELQ) would be £6,740 for full time students and £2,690 for part time students in 2011/12 (£6,360 and £2,540 respectively in 2010/11)

(x) Home students on a full Erasmus year abroad would continue to be charged no fee. Students away on Erasmus for 6 months or less and studying in Bristol for the remainder of the year would be charged the full fee. Students away on Erasmus for 6 months or less and who were on a Study Abroad programme for the remainder of the year would be charged half the full time

fee. Overseas students on an exchange year in 2011/12 would be charged the full tuition rate.

(xi) Fees for a year in industry would continue to be charged at half the undergraduate tuition fee rate for home students, and one quarter of the undergraduate tuition fee rate for overseas students.

(xii) Fees for students on a year of non-Erasmus, outgoing study abroad would continue to be charged at the half the tuition fee rate for home students and the full tuition fee rate for overseas students. Home students who study half a year abroad and half the year in Bristol would pay the full tuition fee rate.

(xiii) Fees for second Degree Veterinary students would continue to increase by 3% to £18,250 in 2011/12, subject to further consultation with the relevant Departments (£17,720 in 2010/11).

(xiv) Fees for postgraduate research students continuing research on part time basis for a fourth year of study would be charged pro-rata to the full time fee.

(xv) Writing up fees for PhD students would be £400 in year 5 in 2011/12 (£380 in 2010/11). Students in year 4 would not be charged.

(xvi) Re-submission fees for a research degree had been recommended for review. To be confirmed (£480 in 2010/11).

(xvii) Submission Fees for Published Work would be as follows in 2011/12:

	Non-staff	Staff
Registration fee	£1,260	£625
Submission fee (payable to the Exams Office)	£625	£625

(xviii) Bench fees would be charged at the discretion of the relevant department or faculty.

(xix) Other: fees for modular programmes would be increased at a rate of 6% for the majority of programmes.

(xx) Recommended: That the following premium fee programmes be permitted to not increase their home tuition fees by the standard rate of increase:

- (a) Composition of Music (MA).
- (b) Archaeology for Screen Media (MA).

(xxi) Recommended: that the decision to approve fees which were not yet finalised be devolved to the Academic Registrar.

(xxii) Recommended: the continuation of the 2010/11 tuition fee guidance to 2011/12.

(xxiii) The following rates for instalment tuition fees for all undergraduate and postgraduate programmes:

(a) 25 October 2011 – 50%.

(b) 24 January 2012 – 50%.

University Almanac 2012/13

- 8.12 APPROVED: The University Almanac 2012/13 (as outlined in Annex C of the report).

Committee Nominations

- 8.13 APPROVED: The following nominations to Committee memberships:
(i) Re-appointment of Professor J A Ladyman as a member of Academic Staff to the Estates Committee for a three-year period to 31 July 2013.

(ii) Re-appointment of Professor I C Cuthill as the Faculty of Science's representative on the Ethics of Research Committee for a three-year period to 31 July 2013.

Education Strategy 2010-16

- 8.14 APPROVED: The University's Education Strategy for 2010 – 16, as outlined in Annex D of the report.

Student Agreement

- 8.15 APPROVED: The University's 'Student Agreement' which set out the terms and conditions that would form the basis of the relationship between the student and the University, as outlined in Annex E of the report.

Report from Senate to Council: Review of Senate Effectiveness

- 8.16 APPROVED: The report on the review of Senate's Effectiveness together with the associated Action Plan for 2010/11, as outlined in Annex F of the report.

- 8.17 APPROVED: Various amendments to the Regulations or Higher Doctorates; Regulations for Masters Degrees by Research; Regulations and Code of Practice for Research Degree Programmes; Regulations and Code of Practice for Taught Postgraduate Programmes; and Code of Practice for the Assessment of Students on Taught Programmes, as outlined in the online Senate paper (**SN/10/33**).

- 8.18 APPROVED: Various undergraduate and postgraduate programme changes including: the establishment of new programmes; transfer of certain programmes between faculties; programme withdrawals; and changes of award and of programme titles, as outlined in the online Senate paper (**SN/10/33**).

- 8.19 APPROVED: Revisions to the Examination Regulations in respect of use of dictionaries in examinations in order to ensure consistency of practice across the University, as outlined in the online Senate paper (**SN/10/33**).

- 8.20 APPROVED: The International Student Strategy which would provide direction for the University's activity in relation to the recruitment, admission and support for non-UK students studying at the University and University of Bristol students studying outside the UK, as outlined in the online Senate paper (**SN/10/33**).

English Language Entry Requirements

- 8.21 In response to a request from Council, Professor Waterman-Pearson clarified that the decision to reduce the required English Language entry score would be supported by increased participation of overseas students in the University's pre-sessional languages and 'English for Academic Purposes' courses. The usual intake was approximately 150 students per year, this year 500 students had enrolled. The University was recruiting additional staff to manage the increased intake.
- 8.22 It was noted that the Language Centre would need to liaise with the Accommodation Office to ensure that the increased intake of international students arriving pre-session could be accommodated.
- 8.23 APPROVED: An amendment to the University's Policy on English Language Entry Requirements to reflect that many faculties had taken advantage of their discretion to lower the requirements, as it had been felt that the requirement to reach a score of 6.5 in all bands had been unduly limiting. (As outlined in the online Senate paper (**SN/10/33, Annex B**)).

Procedures for Dealing with Suspected Fraud in the Application Process

- 8.24 APPROVED: The Policy and procedure for dealing with suspected fraud in the application process, as outlined in the online Senate paper (**SN/10/18, Annex C**).

Revised Credit Framework

- 8.25 APPROVED: The revised Credit Framework with effect from 2010/11, to ensure alignment with the new National Higher Education Credit Framework as outlined in the online Senate paper (**SN/10/18, Annex D**).
- 8.26 NOTED: The information items contained within the rest of the Senate Report (paragraphs 10-15).

Proposed Closure of the Bristol Colloid Centre

- 8.27 RECEIVED: A report setting out the case for the closure of the Bristol Colloid Centre (BCC), and the redundancy of the staff it employed, reference **CN/10/67** (previously circulated, copy in the minute book). The BCC which for the past three years had been located within the School of Chemistry, had become financially unviable as it had become reliant on a subsidy from the School. The School of Chemistry had researched a number of other options for the BCC, including spinning it out as a separate company, but it had not found a practicable alternative. In view of this, Council was being asked to institute the redundancy procedure outlined in Ordinance 27 in relation to the need to cease the activities of the BCC.
- 8.28 This proposal had originally been presented to Council in conjunction with the Faculty of Science's Strategic Response to the request to reduce staffing costs, at its meeting on 14 May 2010. This resubmission had been made in response to a request from the local branch of UCU.
- 8.29 AGREED: To institute the redundancy procedure in accordance with Ordinance 27 in relation to the need to cease the activities of the BCC. The

Vice-Chancellor would now appoint a panel to oversee the redundancy process and to make the necessary decisions.

Potential Redundancy in Personnel Services

- 8.30 RECEIVED: a report setting out the case for instituting the redundancy procedure in accordance with Ordinance 27 in relation to the need to manage a potential financial liability arising from a consultancy activity within Personnel Services, reference **CN/10/68** (previously circulated, copy in the minute book).
- 8.31 AGREED: To institute the redundancy procedure in accordance with Ordinance 27 in relation to the need to manage the potential financial liability arising from a consultancy activity within Personnel Services. The Vice-Chancellor would now appoint a panel to oversee the redundancy process and to make the necessary decisions.

Annual Risk Review

- 8.32 RECEIVED: The University's Annual Risk Review 2010/11, reference **CN/10/69** (previously circulated, copy in the minute book). The objective of the Review had been to present to Council a picture of the overall risk environment in which the University was operating. It had drawn upon the detail included within completed risk evaluation forms, discussions that had taken place at the Risk Review group and at a special Divisional Heads awayday, as well as on discussions with individual risk owners. The report sought to link key risks with specific sections of the University's Vision and Strategy.
- 8.33 Council endorsed the report and confirmed that it was content with the way in which the University was monitoring and managing its risks.

Annual Report of the Health & Safety Office

- 8.33 RECEIVED: The Annual Report of the Health & Safety Office, reference **CN/10/86** (previously circulated, copy in the minute book).
- 8.34 Members noted that 2009, largely as result of the serious fire in the Queen's Building, had been a very challenging year for the Health & Safety Office. The incident had concluded with the issue of a Caution from the Avon Fire and Rescue Service, under the Regulatory Reform (Fire Safety) Order 2005. This had prompted a significant fire safety improvement programme across the University, with funding of ca £10m being invested. The University's fire prevention and safety systems had been rapidly improved and upgraded since the fire. The Chair of Health & Safety Committee, Mr Tim Ross, confirmed that he was confident that the University now had robust and effective fire safety policies and procedures in place and that Council could take comfort from this. Mr Ross advised Council that, notwithstanding the significant fire safety improvements made across the University, the issue of the Fire Authority Caution did mean that the University would be subject to continued scrutiny and any further breaches were likely to result in prosecution.
- 8.35 The report highlighted a number of key trends, including: a significant downward trend in the reportable accident incidence rate; a stabilised number of fire incidents, and a rising number of unwanted alarms. Overall, Council felt that the report was very positive and congratulated the Director of Health and Safety, Mr Peter Adams and his team, on the implementation and

development of a successful and robust health and safety strategy across the University. The University's relationship with the Trades Unions on health and safety-related issues was now considered to be very healthy and constructive.

Memorandum of Understanding between the University and the Students' Union

- 8.36 RECEIVED: A report from Sue Paterson, Chair of the Working Relationship Group, outlining developments associated with the drafting of the a joint Union / University Memorandum of Understanding (MOU), which set out a framework for the working relationship between the Union and the University following the formal incorporation of the Union, reference **CN/10/071**, previously circulated (copy in the minute book).
- 8.37 The report outlined the development process for the draft MOU, the approval process and the proposed wording of the MOU. Council noted that the process of developing the MOU had proved to be very positive and constructive and had given opportunity for both the Union and the University to consider and discuss a wide range of issues that had arisen out of the new legal relationship. It was hoped that the exercise would help to cement and maintain excellent working relationships for the future.
- 8.38 The Director of Legal Services reported that subsequent to production of the report, the University had agreed to permit the Union to rent out rooms to third parties for non-educational purposes with the prior consent of the University. A Tenancy at Will for the occupation of the Queen's Road Building by the Union would be annexed to the MOU, together with other operational documents. The Board of Union Trustees had approved the MOU in principle at its meeting on 1 July 2010, subject to final agreement of the Appendices to the MOU.
- 8.39 The President of the Union, Mr Owen Peachey, thanked Ms Sue Paterson and her team for the support and advice that they had provided to the Union throughout this project. Ms Paterson's excellent leadership of the Working Group had meant that the project had been successfully concluded with relationships between the University and the Union in a very strong and healthy position.
- 8.40 APPROVED: The final draft MOU for signature by the Registrar and University Secretary on behalf of the University, with any minor consequential amendments that may be required prior to signature in the light of final agreement of the Appendices to the MOU.

9.0 Matters for Formal Decision or Approval
Student Appeals, Grievances and Discipline

- 9.1 NOTED: The summary report of student complaints and appeals to Council, reference **CN/10/73**, previously circulated (copy in the minute book).

Nominations Committee of Court

- 9.2 The Nominations Committee of Court had met on 30th June 2010 to consider this year's appointment/recruitment process for new lay members of Council. Sir James Tidmarsh, Pro Chancellor and Chair of the Nominations Committee of Court, had, as agreed by the Committee, recently written to the Chief Executive Officers of Bristol's largest 50 companies, inviting them or their

senior colleagues to express interest in joining the University Council. Sir James had received a number of positive responses to his letter, many from very high calibre candidates. Everyone who had expressed an interest would be forwarded an application pack. The Committee would keep the list of possible candidates under review.

Nominations Committee of Council

- 9.3 RECEIVED: A reporting setting out various recommendations for Council committee membership appointments, reference **CN/10/88** (previously circulated copy in the minute book).
- 9.4 APPROVED: The following amendments to terms of reference / membership appointments:
- (i) *Equality & Diversity Committee*
Amendments to the Committee's terms of reference to better reflect the current legal landscape which was more focused on promoting equality of opportunity.
- (ii) *Student Affairs Committee*
- (a) The appointment of Mr Bill Ray as a 'lay member of Council' onto the Student Affairs Committee with immediate effect until 31 December 2012.
- (b) Amendments to the Committee's terms of reference to align with changes that had been made to Ordinance 24 "University of Bristol Students' Union" during the year.
- (iii) *Estates Committee*
The re-appointment of Professor James Ladyman as the 'member of academic or professional and administrative staff, appointed by Senate', to the Committee for a further three-year term until 31 July 2013.
- (iv) *Ethics of Research Committee*
The re-appointment of Professor Innes Cuthill as the Faculty of Science's representative on the Ethics of Research Committee for a further term of three years until 31 July 2013.
- (v) *Remuneration Committee*
The appointment of Mrs Anne Stephenson, as lay member of the Personnel and Staff Development Committee, to serve on the Remuneration Committee with immediate effect until 31 December 2012. [Mr Bob Morton had recently been appointed Vice-Chair of Council. He was also the Chair of Personnel and Staff Development Committee and therefore filled both spaces on the Remuneration Committee. In the interests of balancing the lay and non-lay membership on the Committee, it was proposed that Mrs Anne Stephenson also be appointed].
- (vi) *Military Education Committee*
The re-appointment of Major Jane Thompson as Council's nominee to the Military Education Committee for a further three-year term until 31 July 2013.

Committee Schedule 2010/11

9.5 APPROVED: The University Committee Schedule for the 2010/11 academic session, reference **CN/10/74** (previously circulated, copy in the minute book).

10. Reports for Information

Faculty Annual Reports

10.1 RECEIVED and NOTED: The following reports for information:

(i) The Annual Reports of the following Faculties (all previously circulated, copies in the minute book):

(a) Science, reference **CN/10/075**.

(b) Medical and Veterinary Sciences, reference **CN/10/076**.

(ii) Insurance Report, reference **CN/10/77** (previously circulated, copy in the minute book).

(iii) Progress on Internationalisation at the University of Bristol, reference **CN/10/78** (previously circulated, copy in the minute book).

(iv) Report from the Residential Strategy Board, reference **CN/10/79** (previously circulated, copy in the minute book).

(v) *Chair Appointments, reference **CN/10/80** (previously circulated, copy in the minute book).

11. Committee Reports

Report of the Estates Committee

11.1 RECEIVED: A report from the Secretary to the Estates Committee outlining the discussions that had taken place at the Estates Committee meeting on 4 June 2010, reference **CN/10/82** (previously circulated, copy in the minute book).

11.2 The Bursar reported that progress had been good with the development of the revised Estates Strategy. The Bursar was optimistic that he would be in a position to begin to articulate the key elements of the Strategy to Council at its meeting in October 2010.

11.3 RECEIVED: Reports outlining the discussions that had taken place at the following Committee meetings:

(i) Personnel and Staff Development Committee (11 June 2010), reference **CN/10/83** (previously circulated, copy in the minute book).

(ii) Information Services and Systems Committee (9 June 2010), reference **CN/10/84** (previously circulated, copy in the minute book).

(iii) Student Affairs Committee (21 June 2010), reference **CN/10/85** (previously circulated, copy in the minute book).

(iv) Health & Safety Committee (4 June 2010), reference **CN/10/86** (previously circulated, copy in the minute book).

Remuneration Committee

11.4 NOTED that the Remuneration Committee had met on 22 June 2010. Subsequent to this meeting, the University's senior team had agreed to take no salary increase in 2010/11.

- 12. Dates of Next Meetings:**
Friday, 22 October 2010
Friday, 19 November 2010
Friday, 11 February 2011
Thursday, 31 March 2011
Friday, 1 April 2011
Friday, 27 May 2011
Thursday, 7 July 2011

* Reserved Business