

Minutes of Council **5 February 2010**

Present: Mr Denis Burn (Chair), Professor Tim Bond, Professor Paula Booth, Mr John Bramhall, Professor David Clarke, Mr Roy Cowap, Mr Chris Curling, Councillor Chris Davies, Ms Emma Di'Orio, Mr Colin Green, Professor Len Hall, Dr Sally Heslop, Ms Ruth Jackson, Mr Ron Kerr, Ms Pru Lawrence-Archer, Mr Robert Massie, Mrs Dinah Moore, Mr Bob Morton, Mr George Morton, Dr David Newbold, Mr David Ord, Mr Owen Peachey, Mrs Cindy Peck, Mr Bill Ray, Ms Anne Stephenson, Mr Tim Stevenson, Professor Eric Thomas, Mrs Cathy Waithe, Mr James Wadsworth, Professor Avril Waterman-Pearson and Mr James Wetz.

In Attendance: Mr Derek Pretty, Sir James Tidmarsh, Mr Patrick Finch, Mr Andy Nield, Ms Kelly Archer, Mr Guy Gregory, Professor Guy Orpen, Ms Sue Paterson, Ms Lynn Robinson, Ms Angela Millne (for discussion of Widening Participation Strategy only).

Apologies: Ms Helen Galbraith and Mrs Cathy Waithe.

Session 1

Council received a presentation from Professor Clive Orchard, Dean of the Faculty of Medical and Veterinary Science, outlining the Faculty's key achievements, challenges and objectives. The Chair thanked Professor Orchard for his informative account of the Faculty's work and asked that he took back Council's congratulations and thanks to colleagues in the Faculty.

Session 2

1. Apologies for Absence / Announcements

- 1.1 The Chair welcomed colleagues to the meeting and noted the apologies received.
- 1.2 Three new lay members of Council were welcomed to their first meeting: Mr Roy Cowap and Mr Ron Kerr both of whom had been elected by Court at its meeting on 11 December 2009; and Councillor Chris Davies, who was Bristol City Council's new nominee (in place of Councillor Royston Griffey).
- 1.3 Ms Lynn Robinson was also welcomed to Council. Ms Robinson had recently been appointed to the position of Deputy Registrar (Education and Students) and would, therefore, be attending Council in future to advise on student-related matters.
- 1.4 Mr Tim Stevenson would be standing down from Council and from his role as Chair of the Estates Committee at the end of February 2010. Mr Stevenson had been a lay member of Council for seven years and his contributions and expertise, particularly in the estates field, would be missed. The Chair expressed thanks on behalf of Council and the Estates Committee to Mr Stevenson for all that he had done for the University.

- 1.5 A replacement for Mr Stevenson on Council would be sought through the Nomination's Committee of Court's appointment process later in the year. The Nominations Committee of Council would be consulted in due course about potential candidates to take up the Chair of Estates Committee.

2. Minutes of the Last Meeting

- 2.1 CONFIRMED: The minutes of the meeting held on 20 November 2009.

3. Matters Arising and Actions Register

Matters Arising

(i) Endowment Valuation

- 3.1 NOTED: A report from the Finance Director outlining in detail the University's quoted endowment valuation figures, reference **CN/10/15** (previously circulated, copy in the minute book). The detailed breakdown of figures had been provided in response to a request made at the 20 November 2009 Council meeting.

(ii) UBU Constitution

- 3.2 In March 2009, it had been agreed that the UBU President would ensure that changes to UBU's Constitution were put to the student body at the next quorate UBU AGM in order to permit (i) removal of the restriction on members of University staff becoming co-opted Trustees on the UBU Board of Trustees; and (ii) the inclusion of a second University nominated Trustee from the lay membership of Council on the UBU Board.
- 3.3 NOTED: That the UBU AGM had taken place the previous day, 4 February 2010. Mr Peachy informed Council that although the restriction on members of University staff being eligible for co-option onto the UBU Board had been removed when the Union was incorporated, the student body had voted against Mr Peachey's proposal to permit a second University-nominated Trustee. The Vice-Chancellor expressed his disappointment at this outcome. The addition of a second University nominated Trustee had been suggested as a measure to facilitate communication between the University and the Union. He felt that the University had been extremely supportive of and flexible towards the Union and its objectives throughout its process of constitutional review and regretted that, on this occasion, this had not been reciprocated.

(iii) 33 Colston Street

- 3.4 NOTED: that the University had now purchased 33 Colston Street at a cost of £2.6 million. It was envisaged that the property once developed would provide 141 additional student beds. The University was investigating the feasibility of converting a theatre area within the site into further beds.

4. Chairman's Report, Council Matters and Correspondence

Chair's Business

- 4.1 The Chair, since taking up post on 1 January 2010, had met with many Deans and senior staff across the University to find out more about their areas of work, their key challenges and objectives. He reflected that he had been struck by the high calibre and level of engagement of the senior managers and was confident that the University had in place some excellent leaders to move the University forward. He had recognised that there were challenging issues which would need to be addressed and that many of these issues

would cut across faculties, departments and the University-wide governance framework.

- 4.2 The Chair wished to use the March Council meetings to explore some of the cross-cutting issues in detail. He emphasised the importance of empowering the Executive to make decisions about how best to move the University through such a period of change. A key objective of the March meeting would be to consider how Council could best add value to this process, and how to optimise use of Council's skills and expertise.

5. Vice-Chancellor's Report

- 5.1 NOTED: The Vice-Chancellor's Report, reference **CN/10/001** (previously circulated, copy in the minute book).

(i) HEFCE and Governance

- 5.2 The Vice-Chancellor drew Council's attention to the broad issue of University governance which had featured highly on HEFCE's agenda in recent months. The key driver for this had been HEFCE's clawback of £36 million from the London Metropolitan University following the University's incorrect reporting of drop-out rates over a number of years. HEFCE had issued a formal consultation on its proposals to make fundamental changes to its Financial Memorandum with HEIs; notably, the introduction of new powers for HEFCE to reject a university's nominated 'accountable officer' (usually the Vice-Chancellor). HEFCE had also suggested the addition of a requirement for university governing bodies to assume responsibility for determination of an institution's academic standards. This had significant implications for the sector as many institutions, including Bristol, had traditionally assigned responsibility for academic standards to the Senate. The University of Bristol would be responding accordingly to HEFCE's consultation, the outcomes of which would be reported to Council in due course.

(ii) HEFCE Grant Announcement for Higher Education for 2010/11

- 5.3 On 22 December 2009, HEFCE had received confirmation of the Government HE grant for 2010/11 from the Secretary of State. The headlines of the letter included confirmation that in addition to the £180 million efficiency savings announced in the 2009 budget, further cuts of £135 million would be made to the HEFCE budget. Additionally, there would be a reduction of £83 million to reflect the fact that 20,000 fewer Additional Student Numbers than planned at the beginning of the Comprehensive Spending Review had been allocated.
- 5.4 On 4 February 2010, HEFCE had issued to institutions, a statement setting out the Board's provisional decisions and approach taken in the light of the 22 December 2009 letter. The University's early interpretation of the letter had been that its 2010/11 recurrent grant would be within £0.1m of that which had been allowed within its December 2009 forecasts. The Vice-Chancellor cautioned, however, that there were a number of factors which could affect this calculation, in particular, the level of funding made available to HEFCE during the period April-July 2011 which was currently unknown. Capital funding had been more complicated and difficult to predict at this stage, although significant cuts in the Capital Investment Framework were anticipated, which would be passed on to institutions.

(iii) Voluntary Severance/Early Retirement (VS/ER) Programme

5.5 RECEIVED: a tabled paper from the Director of Personnel and Staff Development, outlining a proposal to undertake a further VS/ER programme in 2010, reference **CN/10/151** (previously circulated, copy in the minute book).

5.6 Given the need to make further cost savings, a second VS/ER scheme had been launched. This scheme would only be open to core-funded academic and technical staff in Faculties and would be strictly criteria-based. For cases to be agreed, Heads of Department would need to make a business case to their Dean and to Professor Len Hall, Pro Vice-Chancellor, demonstrating either that the post would not be replaced or that it would be replaced in such a way that there would still be significant savings on the salaries budget moving forward. It would also need to demonstrate that, in releasing the post, any impact on the department's key operational, strategic and income objectives can be managed satisfactorily. The terms of the Scheme would be one year's gross salary (unless staff were already within three years of retirement, in which case this would be reduced).

(iv) National Composites Centre (NCC)

5.7 The South West had been named as the location of a new National Composites Centre (NCC) as part of the UK Composites Strategy. The Centre would be led by the University in partnership with industry and would be supported with £25m of public-sector investment comprising £12m from the Department of Business, Innovation and Skills (the Strategic Investment Fund announced in the last budget) and £4m from the South West Regional Development Agency (SWRDA) together with a further £9m from the European Regional Development Fund.

5.8 The NCC would be an independent, open-access national centre to help deliver world-class innovation in the design and rapid manufacture of composites and enable widespread industrial exploitation. The Centre would form an international hub, linking activities across all sectors of the UK in research, education and training, technology transfer and incubation of new enterprises.

5.9 Professor Guy Orpen, Pro Vice-Chancellor, was leading the University's activities on the NCC and he had been working closely with the senior team and with the NCC partner organisations to structure the project in a way that minimised the University's exposure to risk. The Finance Director explained briefly some of the governance and risk issues that were being considered and worked on.

5.10 Council congratulated the University and, in particular, Professor Orpen, on this achievement which would be an important and positive strategic development for the University.

(v) Health and Safety Matters

5.11 The Vice-Chancellor's report outlined significant health and safety-related incidents which had occurred since Council had last met in November 2009. Council was content that the incidents were being dealt with appropriately by the University.

- 5.12 The Registrar informed Council that the University had now received an official caution from the Fire Authority in relation to fire in the Queen's Building, Faculty of Engineering. He reassured Council that all of the Fire Authority's demands for remedial action had been or were in the process of being implemented. The University had taken the matter very seriously and had undertaken a major review of its fire safety policies as a result. Any further breaches would however be likely to result in the University being prosecuted and so the University would continue to monitor closely its fire safety policies.

(vi) Key Staffing Changes

- 5.13 On 11 January 2010, Council members received a copy of a letter from the Registrar outlining a number of organisational changes to the Support Services structure. Following Alison Alden's departure as Deputy Registrar in 2009, the University had advertised for a Director of Academic Services. However, following interviews in December 2009, the University had decided not to appoint to the post advertised but, following discussions with the Vice-Chancellor and senior team, to progress with a reorganisation of reporting lines for activities relating to the support of Education and Students. As a result, Ms Lynn Robinson, previously Academic Registrar, had been appointed to the post of Deputy Registrar (Education and Students), with effect from 1 February 2010. Ms Robinson would assume line management responsibility for the following areas: Academic Registry Student Services; Education Support Unit; Residential and Hospitality Services; Sport, Exercise and Health.
- 5.14 Mr David Alder, currently head of Press and Public Relations at De Montfort University, Leicester, had been appointed to the position of Director of Communications and Marketing at Bristol. He would succeed Mr Barry Taylor who would retire from the University in May 2010.
- 5.15 The Vice-Chancellor informed Council that Pro Vice-Chancellors Professor Avril Waterman-Pearson and Professor Len Hall would both have completed their current terms of office on 31 July 2011. It was the University's intention to replace them with one instead of two Pro Vice-Chancellors, although this would require a restructure of Pro Vice-Chancellor's portfolios of work. The Vice-Chancellor noted that the salary costs of the senior team at August 2011 would represent an 18% reduction when compared with August 2008.

(vii) Update on Student Admissions

- 5.16 There had been shortfalls against planned student numbers for overseas postgraduate taught students and home and overseas postgraduate research students. The shortfalls were considered to be the result of overly-optimistic budgeting which had been based, amongst other things, upon a very high intake during 2007-08. The University would be seeking to take a more conservative and longer-term view to its student number planning this year. A review undertaken by the Head of the International Office had identified some specific areas where process improvement could significantly improve postgraduate student numbers, for example, shortening the average turnaround time for processing postgraduate applications. There would be a general focus upon improving customer service/relations for and with postgraduate applicants across the University.

- 5.17 The International Office was developing a new International Student Strategy and had undertaken much research into international markets and how they could be matched with the University's programmes.
- 5.18 Research had tentatively indicated that there were some links between the results of the National Student Survey and the numbers of undergraduate applications received. The University was very focussed upon and committed to making improvements in this area. Council was reminded, however, that in terms of home students (undergraduate and postgraduate) Bristol continued to receive the highest number of applications per place of almost all UK HEIs. The focus of the admissions strategy always had been and would continue to be, the recruitment of the highest calibre students.

(viii) New Year's Honours 2010

- 5.19 NOTED: Details of the University staff, alumni and honorary graduates who had been awarded honours in the 2010 New Year Honours list.

(ix) Recent Grants/Awards

- 5.20 NOTED: Details of significant new research grants and awards secured by the University since the Council's last meeting in November 2009.

6. Financial Report

- 6.1 RECEIVED: The financial results for the period to December 2009 and full year forecast for 2009/10, together with the management accounts for December 2009 and updates about: the Financial Strategy; Capital Programme; treasury management; the UBPAS triennial actuarial valuation; and potential changes to the structure of UBPAS, reference **CN/10/003** (previously circulated, copy in the minute book).
- 6.2 The income and expenditure account for the five months to December 2009 showed a provisional operating surplus of £6.2 million against a budget of £3.4m (although there were a number of caveats, including the fact that the University did not yet have in place a full accruals accounting system). The full year operating surplus (before any further voluntary severance/early retirement (VS/ER)) was currently forecast at £7.0m against a budget of £8.2m, the budget had included a contingency provision of £5.0m which had now been allocated/committed to cover a range of additional costs/income shortfalls. Further VS/ER costs of £4.0m were assumed for the year, given an operating surplus (post VS/ER) of £3.0m. Capital expenditure to the end of December 2009 was £15m with a full year forecast of £48m.
- 6.3 A paper outlining the overall financial environment and in particular the implications for the capital programme had been attached to the Finance Report. This paper had been considered in detail by Finance Committee at a meeting on 27 January 2010. In the light of the recently announced funding cuts for the HE sector, it was noted that significant capital funding cuts, possibly in the region of 50%, should be anticipated. At these reduced funding levels, the costs of committed capital schemes plus the need for ongoing capital maintenance would mean that the University's available funds for major new capital projects would be much more limited than originally hoped. After careful consideration, the Finance Committee had concluded that in the current very uncertain financial climate, it would not be prudent for the University to commit to the £50m+ Biosciences project at this stage. A

decision on proceeding would, therefore, be delayed until the University had a clearer view on the longer-term funding prospects.

- 6.4 The Vice-Chancellor assured Council that the University was committed to developing and enhancing its estate, to improving the fabric of the institution and to maintaining momentum with its capital programme, and that it would take a decision regarding the Biosciences and other programmes as quickly as possible. However, until more was known about the extent of reductions to the HEFCE capital grant, it would not be sensible to make such an extensive financial commitment at this stage. Council was supportive of this approach but stressed the importance that it placed upon using the Barclays money to invest and develop the estate as quickly as was reasonably possible.
- 6.5 The report outlined progress against other cost reduction initiatives:
- (i) As part of the ongoing Support Process Review, an initial view on future potential organisational structures had been formulated, this was being consulted on widely and an implementation and timing plan was being developed. The Estates Value for Money Review, together with the review of residential organisational support structures were proceeding well. It was considered that these combined cost-saving measures were capable of generating net savings of £5m+ per year.
- (iii) As part of the University's academic review, a target saving of £9m in academic staff costs by July 2011 had been set. Deans were reviewing options for achieving this and it was envisaged that the forthcoming VS/ER scheme would make a significant contribution to the savings.
- 6.6 A query was raised about how Council members could be involved in the development of the financial strategy. The Finance Director noted that the awayday in October 2009 had given considerable focus to Financial Strategy, but he and colleagues would give further thought on how to ensure that Council as a whole was fully engaged.
- 6.7 NOTED: The Capital programme and how it related to the overall Financial Strategy would be a key component of Council's discussions at its March 2010 awayday. Input from Council on the University's longer-term capital priorities would be particularly welcomed.
- 6.8 The University currently had cash balances of around £140m. Under the terms of the Barclays loans, the University was scheduled to draw down the final £60m in March 2010 although in order to reduce its counterparty reinvestment risk, the University had initiated discussions with Barclays about a deferment of the drawdown until March 2011. Barclays had confirmed that in principle it was prepared to agree the deferment on a similar basis to the agreed March 2009 deferment, although there would be a charge to compensate for Barclays' loss of margin and also for the underlying interest rate swaps which would need to be amended. This would be expressed as an increase in the interest rate on the £100m loan to maturity. On balance, it was felt that deferment would be the most appropriate option for the University. Finance Committee had endorsed the proposed deferment and, subject to agreement of satisfactory terms with Barclays and securing appropriate HEFCE approval, it was proposed that the University proceeded on the basis outlined. Council confirmed that it was supportive of this approach.

- 6.9 The preliminary triennial actuarial valuation for UBPAS had now been prepared. A funding deficit of £93m had been indicated [subsequently slightly amended by the Actuary to £89m], compared with the deficit of £78m (calculated on an FRS17 basis) that had been shown in the University's annual report and accounts. The UBPAS Trustee Board had considered the valuation report in December 2009 and concluded that, based upon its review of the financial covenant, a recovery period of 20 years would be appropriate and that it should seek additional deficit-related contributions from the University of approximately £6m per year. A formal proposal from the Trustees was awaited on receipt of this, the University would respond with its views. Initial discussions with the Joint Consultative and Negotiating Committee (JCNC) had been held and the University had set out its objectives of amending the pensions arrangements in order to reduce the costs for both future service accruals for existing UBPAS members, and pension provision for new employees (who would otherwise have been eligible to join UBPAS). Work on the design of a deferred contribution scheme for new employees had started. The University would meet again with the JCNC in due course to set out its proposals.
- 6.10 Concern was expressed about the potential implications for the University as it was increasingly likely that it would move to a situation whereby it was offering different pension terms and conditions for different staffing groups (one set of terms for staff in UBPAS, one set for new staff who would otherwise have been eligible to join USS, and another for staff in USS) as this ran counter to the spirit of the single pay spine and the Reward initiative. The Vice-Chancellor acknowledged that although such a situation was not desirable in an ideal world, the University had a fiduciary duty to ensure that it was managing its pension arrangements prudently. UBPAS inevitably was diverging financially from USS and the University needed to take appropriate action to deal with the cost and risk of UBPAS. The University had only limited influence over USS but it was noted that changes to USS were also expected but these would be the result of national negotiations and would follow a national negotiating timetable.

7. Matters for Discussion/Approval

Capital Investment Programme Board (CIPB)

- 7.1 RECEIVED: A report from the CIPB outlining the business of its meeting on 9 October 2009, reference **CN/10/004** (previously circulated, copy in the minute book).
- 7.2 NOTED: That the Vice-Chancellor, on the advice of UPARC, had approved the following capital expenditure:
- (i) Voltage Optimisation
Up to £1.68m to fit voltage optimising transformers to the main incoming electricity supplies.
 - (ii) Bristol *in vivo* multiphoton imaging system (MPM facility)
Commitment of £327k to support an application to the Wellcome Trust to buy, implement and run an *in vivo* imaging facility for five years.

- 7.3 NOTED: That following the receipt of Stage 0 cases, CIPB had invited Stage 1 cases to be developed for the following projects:
- (i) Dualbeam FIB/SEM Microscope System: project led by the Interface Analysis Centre.
 - (ii) Separate phases of the Learning Street (Tyndall Avenue) project: redevelopment of Tyndall Avenue to combine student-facing services.

Senate Report

- 7.4 RECEIVED: A report from Senate to Council, reference **CN/10/005** (previously circulated, copy in the minute book).
- 7.5 APPROVED VIA SPECIAL RESOLUTION: proposed revisions to Ordinances 8, 9 and 10 to provide that, with effect from Session 2010/11, all Academic Departments as currently defined within Ordinance 8 should be known as Academic Schools.
- 7.6 APPROVED: (i) Change of title of the Diploma in Dental Hygiene and Dental Therapy to Diploma in Dental Hygiene, with substitution of the associated regulations for those for the Diploma in Dental Hygiene and Dental Therapy currently at pages 227-228 of the Official Record.
- (ii) Substitution of the new title for the former one where it appeared in the General Regulations for First Degree Programmes in Modular Form on pages 198 and 210 of the Official Record, 2009/10.
- 7.7 Professor Waterman-Pearson introduced the revised Widening Participation Strategy. The Strategy built upon the long-term aims of previous strategies and continued with an evidence-based approach to widening access. The 2009-16 strategy introduced student support as a key theme, re-affirmed the University's commitment to the Widening Participation Research Cluster and to activity designed specifically to diversify Bristol's own student population as well as playing a part in widening participation in Higher Education more generally. The strategy also placed increased emphasis on monitoring and evaluation.
- 7.8 Despite the University's best efforts and intentions, the application and intake numbers of: mature students; students from low performing schools; students from low participation areas; students from socio-economic groups 4-8; minority ethnic students; disabled students; state school students; and local students, had shown little improvement in recent years. Poor prior attainment was considered to be the most significant obstacle which had prevented the University from achieving its widening participation targets. Council noted that the University was committed to delivering its Widening Participation Strategy but that it would not under any circumstances lower its academic standards. Furthermore, the University did not wish to recruit students who would struggle to cope with the academic expectations once they had arrived at Bristol.
- 7.9 The UBU Vice-President (Education) reported that UBU had been extremely proud of what the University was trying to achieve through its widening participation work. Feedback from students had been very positive.

ENDORSED: The revised Widening Participation Strategy 2009-2016.

- 7.10 APPROVED: The appointment of Professor C J Hawkesworth, Pro Vice-Chancellor at St Andrews University, as a Visiting Professor in the Department of Earth Sciences.

Mid-year Risk Review 2009/10*

- 7.11 NOTED: The half-yearly risk management update, reference **CN/10/006** (previously circulated, copy in the minute book).
- 7.12 The report highlighted changes on the perceived risk profile over the previous six months. The Mid-year Risk Review follows consultation with risk owners regarding any significant changes to the risk environment and the University's risk profile since the Annual Risk Review. No changes had been made to the Risk Register, the risks it contained or the scores of these risks.

8. Matters for Formal Decision or Approval

Student Appeals, Complaints and Disciplinary Matters*

- 8.1 *See Reserved Business
- 8.2 *See Reserved Business

Chair Appointments Update Report*

- 8.3 *See Reserved Business

Students' Union Membership of University Council

- 8.4 RECEIVED: A paper from the UBU President and Vice-President (Education) setting out a proposal to amend student representation on Council following the dissolution of the Postgraduate Union (PGU), reference **CN/10/010** (previously circulated, copy in the minute book.).
- 8.5 For the past two years, the PGU had been unable to elect a President and so there had been no postgraduate representation on Council. The Union had reviewed its representative structure such that the postgraduate remit now sat with the Vice-President (Education), supported by a part-time Postgraduate Officer and Postgraduate Committee comprising the six Faculty postgraduate representatives.
- 8.6 Given the difficulty of consistently electing a postgraduate student to represent other postgraduates in the University, the Students' Union believed that its new structure represented the most effective way of ensuring that there was a clear route for postgraduate issues to be raised through the sabbatical team. It was therefore recommended that, in future, the Students' Union members of Council should be the President, the Vice-President (Welfare) and the Vice-President (Education). This would require an amendment to Statute 15: *Membership of Council*.
- 8.7 Council was broadly supportive of the proposal but considered that it would be sensible to omit the named portfolios of work as these were likely to evolve over time. There was also agreement that the wording of the Statute should not prohibit the appointment of a PGU officer to Council, should the PGU or equivalent ever be re-established.

8.8 AGREED: That the Registrar and the UBU President would liaise and identify a suitable form of words which would satisfy Council's request.

8.9 APPROVED BY SPECIAL RESOLUTION: The proposed amendment to Statute 15 as outlined in paragraph 27 of the report, subject to modification of the wording relating to Sabbatical Officer's portfolios of work (as detailed in minute 8.8 above).

9. Reports for Information

Updated Risk Management Policy and Guidance

9.1 RECEIVED: The reformatted version of the University's Risk Management Policy and Guidance, reference **CN/10/011** (previously circulated, copy in the minute book). No substantive changes had been made to the Policy since it had been approved by Council in February 2007.

Residential Strategy Board Update

9.2 RECEIVED: The final report of the Working Group on Community and Student Support within the University's Residences, reference **CN/10/012** (previously circulated, copy in the minute book).

9.3 The report considered strategies for leadership and management of the residences and sought to identify the optimal level and type of pastoral support that was needed to produce successful student 'communities' across the University's residences.

9.4 Council endorsed the content and tone of the report. The Registrar advised Council that all recent new Wardens had been appointed on terms and conditions consistent with the proposals. These required that the Wardens have a substantive (at least 0.25 FTE) role within the University over and above their Wardenship. The terms and conditions of all existing wardens were being harmonised to include this requirement. Council confirmed its support for this action and confirmed that it was within the executive authority of the Registrar to make this change.

Report on the Annual Meeting of Court held on 11 December 2009

9.5 RECEIVED: A report by the Clerk outlining key business items considered at the 2009 meeting of Court, reference **CN/10/013** (previously circulated, copy in the minute book).

10. Committee Reports

Report of the Student Affairs Committee (SAC)

10.1 RECEIVED: A report outlining key business items considered at the SAC meeting on 23 November 2009, reference **CN/10/014** (previously circulated, copy in the minute book).

Report of the Estates Committee

10.2 RECEIVED: An oral report from the Bursar outlining key business items considered at the Estates Committee meeting on 22 January 2010. The Committee had received a detailed presentation on a proposed new surgery facility at Langford and had also received a detailed position paper on the Estates Strategy. Members of the Estates Committee would be attending an awayday in February 2010 to discuss the Estates Strategy in detail.

11.0 Dates of Next Meetings:

Thursday, 18 March 2010 (pm)

Friday, 19 March 2010

Friday, 7 May 2010

Friday, 2 July 2010

* Reserved Business