



CONFIDENTIAL
University of Bristol
Minutes of Council

Friday, 6 July 2012

Present: Mr Denis Burn (Chair), Ms Alessandra Berti, Professor Tim Bond, Professor David Clarke, Councillor Simon Cook, Mr Roy Cowap, Mr Tom Flynn, Professor Gary Foster, Dr Andrew Garrad, Mr Colin Green, Dr Moira Hamlin, Professor Sally Heslop, Ms Pru Lawrence-Archer, Dr John Manley, Mr Robert Massie, Mr Bob Morton, Mrs Dinah Moore, Mr David Ord, Professor Guy Orpen, Mrs Cindy Peck, Mr Andrew Poolman, Mr Bill Ray, Mr Mohammed Saddiq, Ms Victoria Stace, Professor Eric Thomas, Dr Trevor Thompson, Mr James Wadsworth and Mr James Wetz.

In Attendance: Miss Kelly Archer, Ms Jane Bridgwater, Mr Patrick Finch, Dr Helen Galbraith, Ms Robin Geller, Mr Guy Gregory, Mr Andy Nield, Mr Peter Adams (for the Health and Safety items only), Dr Rachel Hooper.

Apologies: Professor Nick Lieven, Mr Paul Charlton, Ms Lynn Robinson and Ms Anne Stephenson.

Session 1:

Presentation from the Dean of Medical and Veterinary Science: The Faculty of Medical and Veterinary Science Annual Report

RECEIVED: A Presentation from the Dean of Medical and Veterinary Science, Professor Clive Orchard. The Dean made his biennial presentation, which covered recent achievements and developments in research and teaching, and outlined the Faculty's key strategic goals, and its financial position.

The Chair of Council thanked Professor Orchard for his informative account and asked that Council's thanks be passed on to colleagues in the Faculty for their continued hard work and commitment. The Chair also thanked Professor Orchard and his team for hosting the Council meeting. Council looked forward to taking part in the tour of the Langford site and facilities.

Tour of the Langford Site and Facilities

Members then took part in a tour of the Langford site and facilities, led by Professor Edward Hall, Professor of Companion Animal Studies.

Presentation on the current National Health Service (NHS) Reforms and their implications for the University of Bristol

RECEIVED: A presentation from Professor Peter Mathieson, Dean of Medicine and Dentistry, and Sir Ronald Kerr, Chief Executive, Guy's and St Thomas's NHS Foundation Trust, and lay member of Council.

The presentation set out the key proposals and outcomes of the 2010 NHS White Paper and the 2012 Health and Social Care Bill, and their possible implications for the HE sector and for the University of Bristol, particularly in terms of the education and teaching agendas.

The Chair of Council thanked both presenters for the stimulating and informative account and looked forward to receiving a progress report as the implications of the proposed changes became evident over the coming years.

Session 2: Formal Meeting of Council

1. Apologies for Absence / Announcements

1.1 The Chair NOTED the apologies received. He then welcomed a number of people to the meeting:

(i) Ms Robin Geller, the University's new Registrar and Chief Operating Officer and University Secretary, was attending her first meeting of Council.

(ii) Mr Peter Adams, Director of Health and Safety, was attending to present the health and safety items.

1.2 The Chair then passed on Council's thanks and good wishes to a number of Council members and attendees who were attending their last meeting of Council:

(i) Professor Tim Bond, who would be standing down as an elected member of the Professorial staff on 31 July 2012. Tim had served on Council for three years.

(ii) Professor Sally Heslop, who would be standing down as an elected member of the Non-Professorial academic staff on 31 July 2012. Sally had also served on Council for three years.

(iii) Mr Robert Massie, who would be standing down as an elected member of the Support staff on 31 July 2012, having served for a full nine years on Council.

(iv) Dr Helen Galbraith, Director of Planning, who would be starting a period of maternity leave in August 2012. The Chair took the opportunity to welcome Dr Rachel Hooper, who would be covering Helen's maternity leave, to Council.

1.3 The outcomes of the Support Staff Elections to Council were not yet known. Ms Pru Lawrence-Archer had indicated that she wished to stand for re-

election to Council. Council wished Ms Lawrence-Archer well with her election campaign and looked forward to hearing the outcome in due course.

- 1.4 The Chair reported that Mr Bill Ray had been elected unopposed to the position of Chair of Convocation for a further three-year term. His appointment as Chair of Convocation and as Convocation's nominee on Council would be confirmed at the Convocation Annual General Meeting on 7 July 2012.

2. Minutes of the Last Meeting

- 2.1 APPROVED: The following amendments to minute 8.4 of the Council meeting held on 25 May 2012, as requested by Sue Paterson. The amendments aimed to clarify the position with the reporting of two serious incidents to the Audit Committee.

8.4 The incidents had been: (i) a ~~potential data~~ security breach resulting from the ~~loss of data from a stolen University~~ theft of two laptops containing potentially identifiable personal information about research subjects; and (ii) ~~an accounting irregularity relating to the storage discrepancy in the records of use and storage~~ of controlled drugs in a research laboratory. The data security breach was reported to the Information Commissioner's Office, which carried out an investigation and decided that no further action was necessary. The University was working with the relevant departments and with advice from the internal auditors to ensure that appropriate ~~mitigating~~ measures were put in place ~~to minimise the risks of a reoccurrence of such~~ in response to these issues incidents.

- 2.2 CONFIRMED: Subject to the amendments outlined above, the minutes of the meeting held on 25 May 2012.

3. Matters Arising and Actions Register

- 3.1 Members had previously received a copy of the Action Register which had been used to incorporate actions agreed at the 25 May 2012 Council meeting. Completed items were asterisked and would be removed from the Register for the next meeting.

- 3.2 The Chair reported the following progress on outstanding actions:

Minute 7.5 (25 May 2012):

Action: Chair/Deputy Registrar to consider how best to engage Council in planning and developing widening participation strategy.

Update: The Chair would convene a Chair's Advisory Group in October/November 2012 to discuss widening participation strategy.

Agreed: Any members of Council who wished to be involved in the Chair's Advisory Group should contact the Chair to express their interest within the next week.

Minute 4.1 (23 March 2012)

Action: Council to receive further information about the outcomes of the March 2012 away day on 'people issues'.

Update: Council's feedback from the away day, together with feedback from the Personnel and Health and Safety Committee would be considered. The outcomes of the recent Positive Working Environment survey would also be reflected upon and Council would receive a further update on the People Strategy, including performance enhancement strategies during the following year.

3.3 It was NOTED that there were no other outstanding actions on the Action Register.

4. Chair's Business

4.1 RECEIVED: Council Chair's Business, reference **CN/12/182** (previously circulated, copy in the minute book).

Staff Elections to Council 2012

4.2 NOTED: That the following members of staff had been elected to Council. They would serve for three-year terms from 1 August 2012:

- (i) Professor Roger Middleton, Head of School, Department of Historical Studies, had been elected as the new Professorial representative on Council.
- (ii) Dr Esther Crawley, School of Social and Community Medicine, had been elected as the Non-Professorial, Academic representative on Council.

Election of the Chair of Convocation

4.3 NOTED: That Mr Bill Ray had been elected unopposed to the position of Chair of Convocation. His appointment would be confirmed at the Convocation AGM on 7 July 2012.

Programme of Council Business 2012/13

4.4 NOTED: The proposed programme of Council Business for 2012/13 as set out in paragraphs six to eleven of the report.

5. Vice-Chancellor's Matters

5.1 RECEIVED: The Vice-Chancellor's Report, reference **CN/12/157** (previously circulated, copy in the minute book).

Student Growth Project

- 5.2 NOTED: The Vice-Chancellor's recent all-staff communication on undergraduate admissions for 2012. This set out the action that the University had been undertaking to prepare for the increase in undergraduate students which would take effect from the 2012 intake.

Admissions Update

- 5.3 Based upon current response rates, and having applied the 2011-12 conversion rates, an undershoot of approximately 342 undergraduate home places and 74 undergraduate overseas places had been predicted. This aligned with the agreed target and additional near-miss students would be accepted in order to achieve targeted total enrolment for August 2012.
- 5.4 Postgraduate applications had increased by two per cent compared with the previous year, with the increase being slightly more marked for home applications (plus seven per cent) than for overseas applications (plus one per cent). Applications for postgraduate taught programmes had been less than last year with a decrease of 11 per cent for home and three percent for overseas. Postgraduate research applications continued to show significant growth (currently over 57 per cent). Overall, acceptances were one per cent lower than for the corresponding period last year, with acceptances for postgraduate taught places down by two per cent and acceptances for postgraduate research places up by five per cent.

League Tables

- 5.5 Since the last report to Council, the Guardian League Table had been published. Bristol had moved from 33rd in 2010, to 25th in 2011, to 18th in 2012. Three of the eight measures used by the Guardian had been derived from the National Student Survey (NSS). Continued improvements in league tables would depend in large measures on Bristol being able to continue to deliver improvements in its NSS scores.
- 5.6 The Times Good University Guide had also been published on 19 June 2012. Bristol had placed 11th (up from 13th last year and 14th the year before that).

Queen's Birthday Honours / Other Grants and Awards

- 5.7 Council was pleased to hear that three members of University staff had been awarded British Empire Medals from the Queen. Council asked that its warm congratulations be passed on to the three members of staff: Dave Skelhorne, who had received the medal in recognition of his services to heritage buildings and higher education; Maggie Shapland, who had been honoured for her services to conservation and heritage in Clifton, Bristol; and Geoff Davies, who had received the award in recognition for his services to veterinary education.
- 5.8 Council also congratulated Tom Flynn, Vice-President (Education) of the Students' Union, on his receipt of the NUS Higher Education Award of "Student Journalist of the Year" for his work as editor of Epigram.

6. Finance Report

- 6.1 RECEIVED: The Financial Update report from the Finance Director, reference **CN/12/158** (previously circulated, copy in the minute book).

Overall Financial performance

- 6.2 The year to date operating surplus was £9.9m, with a full year forecast of £8m. The full year forecast surplus for the year had been increased by £1m during June 2012 to reflect the performance to date and the decreasing risk of adverse variances. The forecast decline from the year to date position to the full year reflected a number of factors including:
- (i) the profiling of non-salary faculty and divisional spend which was to some degree 'back end loaded' as budget holders delayed commitments until closer to the year end;
 - (ii) the assumed use of the remaining contingency provision; and
 - (iii) the sensitivity of the figures to relatively small percentage movements in cost and income.
- 6.3 Two areas were noted upon which the University expected to have to make year end judgements. The first was the potential for HEFCE to clawback £0.6M in respect of the 2010/11 teaching grant (primarily the result of higher than planned level of Postgraduate taught students not completing their studies). The second was linked to ongoing unresolved issues associated with the audit of the US federal loan programme. It may be necessary to make a provision for these within the year end accounts.
- 6.4 Operating cash flows remained positive with a net cash inflow although it was anticipated that this position would reverse during the next couple of months as the capital programme progressed and the positive in-year working capital position on student fees and HEFCE grant funding reversed.
- 6.5 Current forecasts indicated a good level of headroom against the Barclays Bank interest cover ratio covenant.
- 6.6 The University planned to make a further £5m deficit-related contribution to the University of Bristol Pension and Assurance Scheme in July 2012. This would bring the total payments made under the July 2009 deficit recovery plan to £20m, £10m ahead of the scheduled payments.
- 6.7 The continuing turmoil within the financial markets was making treasury management challenging with a combination of low interest rates and a steady stream of audit rating downgrades for major financial institutions. As usual, Finance Committee, at its last meeting considered the position in some detail. A number of changes to investment counterparty limits and to investment strategy had been agreed.
- 6.8 The Universities Superannuation Scheme (USS) actuary had updated the March 2011 actuarial valuation and, as previously indicated to Council the deficit had increased from £2.9bn at March 2011 to approximately £10bn.

The University's 'share' of this would be approximately £200m. There would be no immediate financial consequence of the updated figures but the position in March 2014 for the next triennial valuation would be critical.

- 6.9 The University and College Union was now in a formal dispute following the breakdown of negotiations relating to the 2011 changes to the USS scheme.
- 6.10 NOTED: (i) The May Finance Dashboard (attached at Appendix A).
(ii) The Financial Forecasts 2011/12 to 2014/15 (attached at Appendix B). These had been submitted to HEFCE in June 2012. Council had considered and approved an earlier draft of the forecasts at its meeting on 25 May 2012. The final version incorporated some necessary minor changes.

7. **Matters for Decision and/or Approval**

Health and Safety

University of Bristol Health and Safety Policies, Responsibilities and Organisation

- 7.1 NOTED: A document setting out the Committee of University Chair's (CUC) guidance on the responsibilities of members of governing bodies in relation to health and safety, reference **CN/12/159** (previously circulated, copy in the minute book).
- 7.2 RECEIVED: A report from the Health and Safety Director, Mr Peter Adams, setting out a number of proposed changes to the University of Bristol Health and Safety Policies, Responsibilities and Organisation, reference **CN/12/159a** (previously circulated, copy in the minute book).
- 7.3 The changes reflected revisions that had been made to the management structure of the University in 2011. The most significant changes were noted to be: (i) relevant post holders would now be held to account for health and safety performance in their areas; and (ii) the inclusion of a role description for the School or Service Safety Adviser. Other minor changes had been introduced to improve clarity and/or consistency in terminology. The changes had been endorsed by the Health and Safety Consultative Committee, the Executive Health and Safety Group and the Personnel and Health and Safety Consultative Committee.
- 7.4 James Wetz, who was Council's nominated 'health and safety champion', and a member of the Health and Safety Consultative Committee, reported that the Consultative Committee had been satisfied that much progress had been made in the way in which the University monitored and responded to health and safety issues over past years. Mr Wetz added that he shared the Consultative Committee's view that the new health and safety management structures were both efficient and effective.
- 7.5 AGREED: As Council had nominated Mr Wetz as its health and safety champion (and as its representative on the Health and Safety Consultative Committee) in accordance with the CUC guidance, it would be sensible to make explicit reference to this within the Health and Safety Policies, Responsibilities and Organisations document.

7.6 APPROVED: The revised “University of Bristol Health and Safety Policies, Responsibilities and Organisations” document, subject to the addition outlined within minute 7.5 above.

Health and Safety Annual Report

7.7 RECEIVED: The Health and Safety Annual Report for the calendar year 2011, reference **CN/12/160** (previously circulated, copy in the minute book).

7.8 Council noted that the new health and safety management structure, including the recently established Health and Safety Consultative Committee, appeared to be working well. There was a general perception across the University that health and safety was well managed and issues were dealt with quickly and effectively.

7.9 AGREED: That there was potential for staff in the health and safety team to work more closely with Human Resources and with staff working within faculties/divisions to ensure that occupational health issues were better integrated into health and safety policies and practices. The Health and Safety Director confirmed that this would be a priority for the coming year.

7.10 Ms Cindy Peck, Chair of the Student Affairs Committee, reminded Council that although the Students’ Union was responsible for operational issues associated with the Queen’s Road building, the University, as the owner of the building, shared responsibility for health and safety within it. Mr Adams and his team had worked with the Students’ Union staff to ensure that its health and safety policies and procedures were fit for purpose. The University’s internal auditors had recently completed an internal audit of these policies and procedures and had concluded that they were satisfactory.

7.11 AGREED: That reference to the audit of the Students’ Union’s health and safety policies and procedures should be included within the University’s Health and Safety Annual Report in future years.

7.12 NOTED: That the University was considering how it could improve dissemination of lessons learned and good practice both across the University and with other institutions.

7.13 AGREED: That the Deans should be asked to report to Council, via their annual written reports and/or biennial presentations, on the outcomes of their faculties’ most recent health and safety audits

7.14 APPROVED: The Health and Safety Annual Report for 2011.

National Composites Centre (NCC) (Commercial in Confidence)

7.15 RECEIVED: A report from the Pro Vice-Chancellor (Research) and the Finance Director setting out the key implications for the University of a possible major expansion of the NCC, reference **CN/12/161** (previously circulated, copy in the minute book).

- 7.16 The volume of NCC activity had increased rapidly during its first year of operation and there was potential to further expand this operation if appropriate land and a building extension could be acquired. There was strong support from the NCC industrial partners for further expansion.
- 7.17 The University was investigating the feasibility of securing funding for an expansion from two sources: HEFCE and the Regional Growth Fund.
- 7.18 It was noted that before initiating any such expansion programme the University needed to satisfy itself that there would be a clear benefit to the University which was commensurate with the financial risk profile and management input required. Council and Finance Committee would be consulted further before any significant financial or contractual commitments were made.

Convocation AGM, Chair's Report

- 7.19 RECEIVED: The annual report of the Chair of Convocation, reference **CN/12/183** (previously circulated, copy in the minute book).
- 7.20 Council noted the excellent work that Convocation and Convocation Committee had delivered over the past year and asked the Chair of Council to pass on thanks to the individuals involved for their continued support and commitment to the University.

Formation and Proposed Restructuring of the Centre for Comparative and Clinical Anatomy (CCCA)

- 7.21 RECEIVED: A report from Professor Clive Orchard, Dean of the Faculty of Medical and Veterinary Science, setting out a series of proposals for restructuring the CCCA, reference **CN/12/162** (previously circulated, copy in the minute book).
- 7.22 In 2009, following a quinquennial review of the (then) Department of Anatomy, the new CCCA was formed. The proposals set out in the Dean's report aimed to take forward the outcomes of the 2009 review and to enable the CCCA to meet its new remit in the most effective way.
- 7.23 The key changes were noted to be: (i) Restructuring of undergraduate teaching so that a specific team would deliver anatomy teaching for each professional programme (dental, medical and veterinary), as well as service teaching for biomedical science programmes. Each team would be led by a professionally-qualified academic, supported by staff with professional and non-professional anatomical expertise.
- (ii) Development of opportunities for individuals to add new activity to the CCCA, for example by developing proposals for new postgraduate courses. Such courses would enable the CCCA to fulfil the remit that had been articulated within the outcomes of the 2009 review report, i.e. to become a centre of excellence for professional and postgraduate education.

- 7.24 The proposals had been developed following extensive discussion with stakeholders, including Heads of Schools and Faculty Officers in the Faculty of Medical and Veterinary Sciences, the professional programme leads, the Dean of the Faculty, the Pro Vice-Chancellor (Research), academic staff in the CCCA and the relevant Trades' Unions.
- 7.25 Dr Trevor Thompson informed Council that he had received a written representation from a fellow member of the non-professorial academic staff about the process of consultation and approval associated with the proposed changes. As a representative of the non-professorial academic staff, Dr Thompson had been asked to share his colleague's concerns with Council. The member of staff who had expressed his concern to Dr Thompson had complained that members of staff in the CCCA had not been given a reasonable opportunity to comment upon the proposals. He also felt that it was not appropriate for the University to insist that all professional programmes within the CCCA should have a professionally-qualified programme lead because, in some circumstances, the best person for the role might not necessarily be professionally-qualified. The complainant suggested that the proposals could result in detrimental conditions and/or access to opportunities for individuals who were not professionally qualified.
- 7.26 The Chair thanked Dr Thompson for bringing the complaint and concern to Council's attention. The Deputy Vice-Chancellor assured Council that a thorough consultation had been carried out and the proposals had been developed over a period of two years. Furthermore, the issues had been debated thoroughly at the June 2012 meeting of Senate and no concerns about the consultation process had been raised at that meeting. Senate had voted in favour of the proposals, with only one vote against. Professor Heslop, who had also been present at Senate for that discussion, confirmed that a full and uncurtailed debate had been held. The Human Resources Director confirmed that he was satisfied that a full and appropriate consultation process had been undertaken.
- 7.27 In response to the concerns raised about the new requirement for professionally-qualified programme leads, the Deputy Vice-Chancellor explained that it was Professor Orchard's view that the aspiration was to appoint professional leads across the Centre. However, it was acknowledged that in reality such appointments would continue to be the responsibility of the Head of the Centre and it would be for him/her to make the final decision, based upon the requirements of the role and the suitability of each candidate for the role.
- 7.28 APPROVED: (i) The recommendations regarding the proposed restructure of the CCCA as set out in the Dean's Report.
- (ii) The institution of redundancy procedures (in recognition of the possibility that redundancies could arise from the restructuring). The Vice-Chancellor would appoint a panel to oversee the procedures and to make decisions about redundancies should they become necessary.

- 7.29 AGREED: That Dr Thompson would communicate a summary of Council's discussion to the individual who had contacted him.

Senate Report

- 7.30 RECEIVED: The report of key business discussed at the meeting of Senate on 18 June 2012, reference **CN/12/163** (previously circulated, copy in the minute book).
- 7.31 APPROVED: By Special Resolution, an amendment to Ordinance 17 (Assessment for Academic Awards), to increase the period of time that external examiners must have been outside of University of Bristol employment before they could be re-employed as external examiners, from three to five years.
- 7.32 APPROVED: The award of Visiting Professor status to following individuals:
- (i) Dr Simon Maskell in the Merchant Venturers' School of Engineering.
 - (ii) Dr Gary Clemo in the Centre for Communications Research.
 - (ii) Professor Stuart Whittington in the School of Chemistry.
- 7.33 NOTED: The report items set out within the Senate Report, including:
- (i) Appointments to Headships of Schools for 2012/13.
 - (ii) Deputy Vice-Chancellor and Pro Vice-Chancellors for 2012/13.
 - (iii) The reports of Education Committee including various amendments/updates to academic regulations and codes of practice and the newly adopted Technology Enhanced Learning Strategy.
 - (iv) Progress report on preparations for the 2014 Research Excellence Framework.
 - (v) The report of the University Planning and Resources Committee (UPARC), including information about a new flexible retirement policy for University staff.

Council Effectiveness Review

- 7.34 RECEIVED: A report from the Director of Planning and Head of the Committee Secretariat, setting out progress made with implementing a review of Council's effectiveness, reference **CN/12/164** (previously circulated, copy in the minute book).
- 7.35 Since the paper CN/12/164/Appendix D had been issued, the Secretariat had made some minor amendments to the Statement of Primary Responsibilities document to reflect the responsibilities of Council members as Charity Trustees and the University's Royal Charter status. These changes had been tabled for Council members' information.
- 7.36 Council, at its meeting in February 2012, had agreed a framework upon which it wished to carry out a review of its effectiveness. This report provided an update on work that had been undertaken since that meeting, and a series of proposals for further work.

- 7.37 NOTED: The progress that had been made to date, including:
- (i) Development of a new set of Strategic Performance Indicators (see also minutes 7.39 – 7.44 below).
 - (ii) An audit of the University's compliance with the CUC Governance Code of Conduct (the University had complied with all aspects, save the size of its Council and the position of the chair of its Nominations Committee but both areas of non-compliance had been accepted by HEFCE and had been disclosed within the University's Corporate Governance Statement.
 - (iii) A review of the University's Committee Structure.
 - (iv) A review of compliance with the Charities Act, including the University's Public Benefit Statement and Serious Incident Reporting processes.
- 7.38 APPROVED: (i) The new Role Description and Code of Conduct for lay members of Council (Appendix A).
- (ii) The revised Statement of Primary Responsibilities (of Council) (Appendix D (tabled version)).
 - (iii) The skills audit matrix (for completion by Council members) (Appendix E).
 - (iv) The schedule of work to be undertaken in 2012/13 (as set out in paragraphs 17 to 24 of the report).

Strategic Performance Indicators

- 7.39 RECEIVED: A report from the Director of Planning and Deputy Secretary outlining progress with the review of Council/Corporate Strategic Performance Indicators (SPIs), reference **CN/12/165** (previously circulated, copy in the minute book).
- 7.40 The paper summarised the feedback on an earlier SPI discussion paper that had been received by Council, Council committees, UPARC and the Vice-Chancellor's Advisory Group. It also proposed a core set of SPIs for which data would now be collected in order to monitor progress against a number of strategic aims.
- 7.41 Council noted that it would, as it had done in the past, consider a full report on strategic performance indicators once a year. The Chair of Council had indicated that he would like considerations of SPIs to form part of a clear annual cycle of interrelated business, which would also encompass a risk review; the budget and longer-term financial outlook; key business objectives for the coming year; the accounts outturn, HEFCE financial forecasts and other HEFCE accountability returns requiring Council approval. Although HEFCE had yet to confirm the timing of these returns, the anticipated pattern was as follows:
- (i) May: budget and longer-term financial outlook; and business objectives.

(ii) July: risk review; SPIs.

(iii) November: accounts outturn; HEFCE Financial Forecasts; HEFCE Sustainability Return (drawing on SPI report from July with updates where necessary); and Audit Committee Annual Report to Council and HEFCE.

7.42 Council would therefore receive a full report on SPIs in November 2012, the following year's report in July 2013, and then annually in July thereafter.

7.43 Individual members of Council suggested that in view of their overarching responsibilities for health and safety, it might be helpful to include a health and safety compliance indicator, possibly something linked with the University's audit processes. The Director of Planning would consider this suggestion and incorporate it into the process if practicable.

7.44 Council: (i) ENDORSED the proposed SPIs for which data would now be collected.

(ii) NOTED the proposed timing for consideration of SPIs and related business by Council from 2012/13 onwards.

Risk Review

7.45 RECEIVED: The Annual Risk Review 2012/13, reference **CN/12/166** (previously circulated, copy in the minute book).

7.46 The Risk Review had been drawn up in line with the University's Policy on Risk Management. All faculties and support service divisions had contributed to the development of the Risk Register. It aimed to present to Council a picture of the risk environment in which the University was operating, highlighting key risks and risk themes as well as mitigating actions taken or planned by the University.

7.47 Council was reminded that the University's internal auditor each year undertook an audit of the University's risk processes. The Audit Committee, at its September meeting, reviewed the report of this annual internal audit and reported back any key findings/concerns to Council.

7.48 Council confirmed that it was content with the arrangements that the University had in place for managing and responding to risk and noted the work that had been undertaken across the University to embed the risk management policy.

7.49 Council noted that much good work had been undertaken by the University's student services division and agreed that there was potential for current good practice to be expanded, particularly in the areas of student mental health and the delivery of services to vulnerable students. It was agreed that the Director of Student Services should be invited to deliver to Council a presentation on his team's work, key objectives and challenges. The Secretariat would arrange this.

Membership of Council Committees

7.50 RECEIVED: The report of the newly formed Membership Appointments Group, including recommendations for the appointment of members to Council committees, reference **CN/12/167** (previously circulated, copy in the minute book).

7.51 APPROVED: The following (re)appointments to Council committees:

Audit Committee

(i) The appointment of Dr John Manley (a lay member of Council) as a lay member of the Audit Committee from 1 January 2013 to 31 December 2015 (not with immediate effect as incorrectly stated in the report).

(ii) The reappointment of Mr Ian Robinson as a lay member of the Audit Committee for a second, three-year term from 1 January 2013 to 31 December 2015.

Estates Committee

(iii) The reappointment of Mr Roy Cowap as Chair and a lay member of the Estates Committee for a further period of three years from 1 January 2013 to 31 December 2015. Council noted that at the end of December 2012, Mr Cowap would have served a full nine years on the Committee (the maximum term suggested by the Committee of University Chairs) but agreed that it would be appropriate to extend this in view of his exceptional expertise.

(iv) The reappointment of Mr David Marval and Mr Nigel Sommerville, both as lay members of the Estates Committee for one further year from 1 January 2013 to 31 December 2014. Again, Council noted that this would mean that both members would exceed the maximum CUC-suggested nine year term but agreed that a one year extension would be appropriate in view of their exceptional expertise.

(v) The appointment of Dr Moira Hamlin as a lay member of Council on the Committee with immediate effect until 31 December 2014.

(vi) The appointment of Professor Sally Heslop as 'an academic staff member' on the Estates Committee for a period of three years from 1 August 2012 to 31 July 2015, in place of Professor Guy Nason.

(vii) The appointment of Ms Kathy Curling as a new lay member of the Committee for a three-year term. Ms Curling would be appointed with immediate effect until 31 December 2014.

Finance Committee

(viii) The reappointment of Mr David Ord as a lay member and Chair of the Finance Committee for one further year to 31 December 2013, concurrent with his membership of Council.

Personnel and Health & Safety Committee

(ix) The reappointment of Professor Judith Squires as a Dean on the Committee for a further period of three years from 1 August 2012 to 31 July 2015.

(x) The reappointment of Professors Bridget Lumb and Roger Middleton as 'Heads of Schools' on the Committee, both for further one year terms to 31 July 2012, concurrent with their terms of office as Heads of Schools.

(xi) The reappointment of Mr Bob Morton as Chair and a lay member of the Committee for a further three-year term from 1 January 2013 to 31 December 2015, subject to Court's approval of his reappointment as a lay member of Council in December 2012.

Remuneration Committee

(xii) The reappointment of Ms Anne Stephenson as a lay member of the Committee for a second three-year term from 1 January 2013 to 31 December 2015.

Student Affairs Committee

(xiii) The reappointment of Ms Cindy Peck as Chair and a lay member of the Committee for a further three-year period from 1 January 2013 to 31 December 2015.

(xiv) The reappointment of Mr Bill Ray as a lay member of Council on the Committee for a further three-year period from 1 January 2013 to 31 December 2015.

7.52 NOTED: (i) That the Audit Committee wished to prioritise appointing a new member with financial/accounting experience in 2013/14.

(ii) That the Estates Committee wished to prioritise finding new members during 2012/13 and 2013/14 with expertise in one of more of the following areas: developing estates strategy; sustainability; Private Finance Initiative projects; planning; historic buildings and conservation; and/or architecture.

(iii) That both the Finance and the Audit Committees would prioritise appointing appropriately qualified female candidates in 2012/13.

(iv) That the Personnel and Health & Safety Committee wished to prioritise finding new members with expertise in the following areas: talent and leadership management; managing major change projects; and/or high level generalist HR experience. The Committee would aim to identify potential new candidates over the coming year (with a view to replacing Mrs Fiona Robertson and Ms Dinah Moore once they had completed their terms of office at the end of 2013).

Capital Investment Programme Board

- 7.53 RECEIVED: The latest report of the Capital Investment Programme Board (CIPB), setting out recently approved allocations of capital funding by the Vice-Chancellor and/or Finance Committee, document **CN/12/168** (previously circulated, copy in the minute book). The CIPB had met on 30 April and 12 June 2012.
- 7.54 NOTED: That at its meeting on 20 June 2012, Finance Committee, on the advice of CIPB and UPARC, had approved an additional £1,685,000 + VAT for the fit out of the shell and core space in the Life Sciences Building for research laboratories and a temporary home for the Biological Sciences library.¹ This sum comprised £1.51m for construction and £175k for furniture and fittings.
- 7.55 NOTED: that the Vice-Chancellor, on the advice of UPARC, had approved the following allocation of capital funding:
- (a) Up to £348k for refurbishment of Physiology and Pharmacology laboratories on F floor of the Medical Sciences Building to house externally-funded microscopes.
 - (b) Funding in the region of £600k for refurbishment of space in the Hawthorns to turn the student and staff refectories into flexible space that can be used for both catering purposes during the day and student study space in the evening.
 - (c) Up to £360k for the reconfiguration of space on the ground floor of the Indoor Sports Centre for a fitness suite.
 - (d) Up to £810k to renovate all vacant space on the H floor of the Medical Sciences Building with services and to fit out the zebra fish facility.
- 7.56 NOTED: That the following decisions had been taken by CIPB:
- April 2012 CIPB meeting
- (a) That CIPB should take responsibility for the ownership and oversight of a capital equipment policy and associated University strategy but that it would not be appropriate for every request for funding to be made to CIPB. A proposed approach for allocating the capital equipment budget was being developed.
- June 2012 CIPB meeting
- (b) That it would be minded to support the application to the Medical Research Council for the Unit for Integrative Epidemiology (UNITE) with capital funding. However the exact amounts invested would be decided on consideration of the fully developed business case.

¹ Finance Committee had previously approved £900k for the research laboratories element (9 May 2012 meeting), however additional funding was required for the library. The £900k is included in the £1,685k.

- (c) That it would be minded to support the creation of a Pre-clinical Biomedical Research Centre at Langford but that some external funding would need to be secured for the scale of the project envisaged. CIPB had allocated up to £10k for the more detailed development of a business plan and Estates options.
- (d) That it would be minded to allocate a modest amount of capital funding to make the Little Theatre (33 Colston Street) a space safe for use and to allow the University to see how much the space was used. A decision on the amount of funding would be taken at a future meeting.
- (e) That University capital funding would not be allocated for any speculative investment in design costs associated with the expansion of the NCC.

April 2012 CIPB meeting

- (f) Up to £85.5k for the refurbishment of the Hook Teaching Laboratory.
- (g) Up to £60k towards the cost of purchasing a Leica SP5 microscope, following the receipt of a partial MRC award by Professor Sergey Kasparov in Physiology and Pharmacology. CIPB had previously approved £130k towards the cost of the microscope (in support of the application), however a reduced cost microscope had now become available and as such less funding was required.
- (h) Up to £230k for the refurbishment of space in Chemistry to create the Bristol Aerosol Research Centre.

June 2012 CIPB meeting

- (i) Up to £41k for the refurbishment of rooms in the Medical Sciences Building for the IT zonal team.
- (j) Up to £93k for a feasibility study into developing the Priory Road Masterplan (which would include a lecture theatre, the infilling of some of the rear gardens of the villas and environmental improvements/ traffic calming). These elements of the project would be able to be taken forward together or separately.
- (k) Up to £100k for the purchase of gym equipment for the new fitness suite in the Indoor Sports Centre (see above) and the refurbished gym at Langford.
- (l) Funding in the region of £145,700 for the refurbishment of the Haggett computer laboratory in Geographical Sciences.
- (m) Up to £155k for the conversion of old workshop space into academic office space, to free up space in light of growth in student numbers.

- (n) Up to £102k for the refurbishment of the Materialography and Microscopy laboratory in the Queen's Building (Faculty of Engineering).
- (o) Up to £196,460 for equipment upgrade in the Blade (Dynamics) laboratory and for the Particle Image Velocimetry System Project.
- (p) Up to £50k for the Sustainability team in Estates to investigate opportunities for savings through heating works at Langford and to achieve early savings during the summer of 2012.
- (q) Up to £130k to pursue the most cost-effective solution for dealing with animal bedding waste in compliance with environmental legislation. Revenue options would also be considered, in which case the £130k of capital funding would not be required.
- (r) Up to £147k for the purchase of a third generation sequencer.
- (s) Up to £76k for the refurbishment of 39 - 41 St Michael's Hill for central administrative staff accommodation. Further consideration would be given to how this, and space in Senate House and other properties, would be allocated.

Budget for the University of Bristol Students Union 2012/13

- 7.57 RECEIVED: The proposed 2012/13 budget for the University of Bristol Students' Union (UBSU), reference **CN/12/169** (previously circulated, copy in the minute book).
- 7.58 Council was asked to approve the UBSU budget each year as it was required to do each year in accordance with the terms of the UBSU's Articles of Association.
- 7.59 Council congratulated the Union on achieving a positive financial outcome during what had been a difficult year because of significant disruption caused by the building/renovation works in the Union building.
- 7.60 Council noted that the Union budget did not include approximately £500k of University funding which had been allocated to the Union in the form of estates costs. Many other institution's Students' Unions included University-funded estates costs within their balance sheets and Council noted therefore that it was not always appropriate to compare these financial statistics across institutions.
- 7.61 APPROVED: The proposed 2012/13 budget as set out in the report.

Bribery Act 2012 Implementation Plan

- 7.62 RECEIVED: A report from the Secretary's Office setting out a series of proposed changes to the Anti-Corruption and Bribery Policy, changes to the associated Register of Interests/Code of Conduct Policy and an implementation plan, reference **CN/12/170** (previously circulated, copy in the minute book).
- 7.63 APPROVED: (i) The proposed changes to the Anti-Corruption and Bribery Policy (as set out in **Appendix A**).

(ii) The proposed changes to the Register of Interests/Code of Conduct Policy.

(iii) The recommendations contained within the Implementation Plan.

8. Other Reports

University Tuition Fees

8.1 RECEIVED: A report by the Director of Student Recruitment, Access and Admissions, setting out proposed tuition fees for 2013/14, changes to postgraduate fees for 2012/13 and Erasmus/Study Abroad Fees for 2013/14 and 2014/15 onwards, reference **CN/12/171** (previously circulated, copy in the minute book).

8.2 Council noted that the proposals were in line with the University's overall tuition fees strategy. Following the step-change in tuition fee charges at a national level in 2011/12, the University had reviewed the implications of these changes on demand for individual programmes of study and had made appropriate modifications.

8.3 In accordance with Council's Scheme of Delegation, the majority of the proposals set out within the report had been approved by UPARC. All fees would be reported to Senate in the Autumn 2012.

8.4 NOTED: (i) The undergraduate and postgraduate tuition fees for 2013/14.

(ii) The changes to 2012/13 tuition fees for a small number of postgraduate courses.

(iii) The Erasmus and Study Abroad tuition fees for 2012/13, 2013/14 and 2014/15.

8.5 *RESERVED BUSINESS*

8.6 *RESERVED BUSINESS*

9. Committee Reports

Estates Committee

9.1 RECEIVED and NOTED: The summary report of key business discussed at the Estates Committee meeting on 15 June 2012, reference **CN/12/151** (previously circulated, copy in the minute book).

Personnel and Health and Safety Committee

9.2 NOTED: An oral report from the Chair of the Committee, summarising key business discussed at its meeting on 7 June 2012.

9.3 The Committee had reviewed the relevant sections of the Annual Risk Register and provided feedback to the senior team and risk owners. The Committee had been content with the risk management processes and mitigating actions that had been put in place to manage personnel-related

risks. The Committee had also reviewed proposed changes to the University's Health and Safety governance and reporting arrangements. Its comments had been incorporated within the final reports considered and approved by Council (see also Minutes 7.1-7.13 above).

Ethics of Research Committee

- 9.4 RECEIVED and NOTED: The summary report of key business discussed at the Ethics of Research Committee meeting on 22 June 2012, reference **CN/12/176** (previously circulated, copy in the minute book).

Student Affairs Committee

- 9.5 RECEIVED and NOTED: The summary report of key business discussed at the Student Affairs Committee meeting on 11 June 2012, reference **CN/12/177** (previously circulated, copy in the minute book).

- 9.6 The Committee had reviewed and endorsed the proposed Students' Union Budget for 2012/13.

- 9.7 The Committee had also reviewed proposals from the Sabbatical Officers' Continuities and Change paper for 2011/12. Key issues/concerns raised by the Union included: a request that the role and remit of the Student Affairs Committee was clarified; and a request for better representation of the student body on decision-making bodies within the University. The University, however, did not feel that it would be appropriate to include student representation on certain operational committees, for example, the Vice-Chancellor's Advisory Group and UPARC as so much of the business was 'reserved'. It was suggested that the Pro Vice-Chancellor (Education) and the Deputy Registrar should continue to ensure that student views on key issues were considered.

Nominations Committee of Court

- 9.8 RECEIVED and NOTED: The summary report of key business discussed at the Nominations Committee of Court meeting on 13 June 2012, reference **CN/12/178** (previously circulated, copy in the minute book).

- 9.9 The Committee would focus this year on appointing a new lay member of Council with skills/expertise in graduate recruitment/employability.

10. Faculty Annual Reports

- 10.1 RECEIVED AND NOTED: The Annual Reports of the following faculties (both previously circulated, copy in the minute book):
- (i) Faculty of Medical and Veterinary Sciences, reference **CN/12/179**.
 - (ii) Faculty of Engineering, reference **CN/12/180**.
 - (iii) Faculty of Medicine and Dentistry, reference **CN/12/181**.

11. Date of Next Meeting

- 11.1 NOTED: That the next meetings of Council had been scheduled as follows:
Friday, 5 October 2012
Friday, 23 November 2012
Friday, 8 February 2013

Thursday, 14 March 2013
Friday, 15 March 2013
Friday, 10 May 2013
Friday, 5 July 2013

*Reserved business