

**University of Bristol
Minutes of Council**

19 November 2010

Present: Mr Denis Burn (Chair), Mr James Ashton-Bell, Mr John Bramhall, Professor Tim Bond, Professor Paula Booth, Professor David Clarke, Mr Roy Cowap, Mr Chris Curling, Councillor Chris Davies, Mr Andy Hollingsworth, Mr Colin Green, Professor Sally Heslop, 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, Mrs Cindy Peck, Mr Bill Ray, Mr Tim Ross, Ms Anne Stephenson, Mr Tom Steward, 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 Jane Bridgwater, Ms Helen Galbraith.

Apologies: Mr David Ord, Professor Len Hall and Ms Cindy Peck.

Session 1

Presentation on the Faculty of Engineering

Council received a presentation from Professor Nick Lieven, Dean, Faculty of Engineering. The presentation outlined the Faculty's key achievements, challenges and objectives going forwards. Council commended the Dean and his team for their excellent work over the past year. The Faculty was in excellent shape for moving forward and for tackling the financial challenges that faced the University. The Chair asked that Council's congratulations and thanks be relayed to the Faculty.

It had been announced during that week that Professor Lieven had been appointed to the post of Pro Vice-Chancellor (Education). His appointment would take effect on 1 August 2011.

1. Apologies for Absence / Announcements

- 1.1 The Chair welcomed colleagues to the meeting and noted the apologies received.
- 1.2 Council expressed thanks to Professor Len Hall, Mr Chris Curling, Mr John Bramhall and Mr Tim Ross, all of whom would be retiring from Council on 31 December 2010. All had made significant contributions to, and support for, the work of Council and numerous Council committees. Council wished them well for the future and hoped that they would all maintain contact with the University.

2. Minutes of the Last Meeting

- 2.1 CONFIRMED: The minutes of the meeting held on 22 October 2010.

3. **Matters Arising and Actions Register**

Action Register

- 3.1 The Chair asked for Council's consent to remove the outstanding action which related to the potential introduction of full cost and full fee scholarships for pupils from the Merchants' Academy, as this element of work had now been subsumed by the University's broader widening participation activities. Council confirmed that it was content for the action to be removed from the Register.

Chair's Business

Follow-up of Council Effectiveness Review

- 3.2 RECEIVED: A report summarising the outcomes of the recent review of Council's effectiveness, reference **CN/10/102** (previously circulated, copy in the minute book).
- 3.3 Following a Consultation Day in March 2010, Council had concluded that generally, Council was functioning effectively and continued to be fit for purpose. Council members also agreed that Council's relationship with the University's Executive Team was healthy, constructive and appropriately challenging. There was, however, agreement that there was potential to streamline some Council committees. In response to this, the Chair of Council had convened a meeting of Council Committee chairs to discuss ways in which Council's committee structure might be improved/streamlined. There had been broad agreement that while the Health and Safety, the Information Services and Systems (ISSC), and the Equality and Diversity Committees had played an important and successful role in monitoring and overseeing their respective activities for many years, evolving management and operational systems had made it timely to consider a review of their associated governance frameworks. Subsequent, consultation with the relevant committee members, University staff and, where appropriate, trades union representatives, had resulted in the development of a series of proposals for change. The proposed changes, which were detailed in the report and its appendices, are summarised below.

Health and Safety Committee

- 3.4 The University Health and Safety Committee would be disbanded in its current form and replaced by a University Health and Safety Consultative Committee. New terms of reference and membership would be developed to include trade union Safety Representatives and operational managers who had a key role to play in the delivery of a safe working environment. A lay member of Council (who would concurrently sit on the Personnel and Staff Development Committee) would be invited to attend meetings of the consultative committee.
- 3.5 In order to integrate Council's overarching responsibility for oversight of health and safety performance alongside oversight of people-related issues, a primary monitoring role would be put within the remit of newly entitled "Personnel and Health and Safety Committee". The membership of the newly titled Committee would be expanded by one, to include a lay member of

Council who would also be able to attend the Health and Safety Consultative Committee.

3.6 Council would continue to receive briefings on health and safety issues, usually but not exclusively via the new Personnel and Health and Safety Committee, and would continue to receive an annual report on health and safety performance from the Director of Health and Safety.

3.7 The Chair of the Health and Safety Committee, Mr Tim Ross, confirmed that those who had discussed the proposals at the Health and Safety Committee had been broadly equally split in terms of those in support or opposed to the proposed changes. Mr Ross was broadly supportive of the proposed changes, although he cautioned that the following aspects should be borne in mind when implementing the changes:

(i) The existing Health and Safety Committee had provided a constructive forum for debate and exchange of ideas between departmental staff, the trades unions and the University's Health and Safety management team. It would be critical to ensure that any new structure supported the development of these healthy and constructive relationships, which had strengthened over a number of years.

(ii) It would be important to communicate to staff that the changed structure did not in anyway represent a de-emphasis of the importance of health and safety across the University.

(iii) Given the expanded remit of the new Health and Safety and Personnel Committee to include personnel, staff development, health and safety, and equality and diversity, it would be important to ensure that health and safety issues received an appropriate amount of time for consideration at the meetings.

3.8 The Chair of Council thanked Mr Ross for his constructive feedback and assured Council that these factors would be taken into account. The Chair of the Personnel and Staff Development Committee, Mr Bob Morton, confirmed that he would ensure that Health and Safety issues would receive an appropriate level of consideration and debate once the committee changes had been implemented.

ISSC

3.9 The review highlighted that the ISSC had been a valuable forum for sharing information, reviewing strategies and risks and offering advice to the Information Services senior management team. However, it had become evident that the Committee had not fulfilled more than an advisory role and did not represent an alternative to effective operational leadership, management and decision-making. At the same time, the introduction in recent years of much more effective executive management and oversight of both IT and Libraries meant that there was some degree of duplication of reporting and oversight.

3.10 In response, it had been proposed that the ISSC should be dissolved at the end of the year. The University's existing Portfolio Executive, which oversaw IT strategy, the IT strategic development programme and the Support Process Review Programme, would take over full responsibility and accountability for the oversight of IT services. The Portfolio Executive would be supported by a new IT user group formed as a result of the changes being made under Support Process Review. A new Library Strategy Group would be formed under the chairmanship of the Deputy Vice-Chancellor with a brief to review and agree Library Strategy, policies and services and to agree actions to deal with key strategic and operational issues concerning library services to support research and education.

3.11 Mr John Bramhall, Chair of ISSC, confirmed that he was supportive of the proposals outlined.

Equality and Diversity Committee

3.12 It was proposed that in December 2010, the Equality and Diversity Committee should be disbanded and responsibility for equality and diversity strategy, policy and oversight should become the responsibility of the Personnel and Staff Development Committee. The Student Affairs Committee and the Education Committee would continue to assume responsibility for equality and diversity issues in relation to the student body. All other Council committees would continue to have responsibility for monitoring and oversight of equality and diversity in relation to their particular areas of work.

3.13 Consultation with the Trades Unions and staff more widely on equality and diversity would be undertaken through existing relevant committee structures ie. Joint Consultative and Negotiating Committee (JCNC), University Planning & Resources Committee (UPARC), Faculty Planning & Resources Committees (FPARC), Senate, etc.

3.14 The Personnel and Staff Development Committee would report matters of particular note and/or concern to Council. An Annual Report on Equality and Diversity would also be presented to Council.

3.15 As the Equality and Diversity Committee was a joint committee of Council and Senate, Senate's approval of any proposed changes would also be sought.

3.16 APPROVED: The proposed changes to the Health and Safety, the Information Systems and Services and the Equality and Diversity Committees, as outlined in the report.

4. Vice-Chancellor's Report

4.1 RECEIVED: The Vice-Chancellor's report, reference **CN/10/103** (previously circulated, copy in the minute book).

Outcomes of the Browne Review of Tuition Fees and the Comprehensive Spending Review

4.2 The government had announced that it would be cutting the national teaching grant (T grant) by 84% and the national capital grant by 50% .The Secretary

of State would write formally to HEFCE in January 2011 to outline more details of the timing and extent of the funding cuts. It was expected that Parliament, in December 2010, would be asked to approve a Regulation which would allow the lifting of the annual tuition fee cap to £6k, and in exceptional circumstances, to £9k. The penalties/restrictions for institutions charging the higher fee rates were not yet known.

- 4.3 The senior team had begun detailed financial modelling and scenario planning for a range of outcomes and once the detail of the tuition fee charging mechanisms were known, the University would agree and publish its tuition fee rates for 2012/13. As the University produced its undergraduate prospectus early in the New Year, a final decision would need to be made on how to deal with any change in fee levels.
- 4.4 The Vice-Chancellor and the senior team would be holding a series of open meetings for staff over the coming weeks. The aim of the meetings would be to brief staff about the current financial situation for the HE sector and for Bristol. The Vice-Chancellor would take the opportunity to reassure staff that although Bristol faced some significant challenges and uncertainties over the coming few years, it was in as strong a position as possible to face this. Bristol's strengths included: a solid base in a location with a large local population; financial stability; a popular offering; it was research intensive; it was based in a vibrant city that was attractive to staff and students; and it had a supportive governing body which was fully behind the University's ambitions.
- 4.5 The Vice-Chancellor thanked members of Council for the helpful feedback that they had given during that morning's discussion session about tuition fees. This feedback would be used to inform the senior team's decision-making. The Vice-Chancellor would keep Council as informed as possible about the situation.

Universities UK Presidency

- 4.6 NOTED: That the Vice-Chancellor had recently been elected as the next President of UUK. He would succeed the current President, Professor Steve Smith, Vice-Chancellor of the University of Exeter, on 1 August 2011 and would hold the post for the two academic years 2011-12 and 2012-13. Council congratulated Professor Thomas on this important appointment which would help the University of Bristol to strengthen its profile nationally and internationally.

Update on Pay Negotiations

- 4.7 Council noted that the national pay offer of 0.4% consolidated had now been rejected by University and College Union (UCU), Unite and Britain's General Union (GMB) but accepted by Unison. The Universities and Colleges Employers Association (UCEA) board was due to consider the position and would advise members accordingly.

Voluntary Severance / Early Retirement (VS/ER) Scheme

4.8 The VS/ER Scheme for support staff had now closed. 494 applications had been received, 139 had been processed so far: 82 had been accepted; and 57 had been rejected. This had equated to savings of £2.5m pa to date. The focus of the assessment exercise continued to be the appropriate challenge of cases which would allow the necessary savings to be met without compromising the University's ability to continue operating effectively. The Registrar was confident that the required overall support cost savings for July 2011 would be met but cautioned that there may be a delay in making the full savings from the Support Process Review (SPR) in 2012 as it would be critical to embed and refine the new structures before releasing significant numbers of staff through VS/ER.

4.9 Separate redundancy proposals were being progressed had been set up in the Faculties of Art, and Medicine and Dentistry to target specific cost saving requirements.

Support Process Review

4.10 Generally, SPR was progressing well. A number of Faculty and School Managers and Divisional Heads had attended an SPR 'away day'. The aim of this session had been to provide key faculty staff with an opportunity to raise concerns and to share good practice. The day had proved to be very positive and constructive. Although a number of concerns had been raised by the Faculty and School Managers, they had reported that they were confident that the SPR team had taken the concerns on board and had/would respond appropriately to them. It was also noted that the Registrar, Deputy Vice-Chancellor and process owners had recently held a series of Q&A sessions with Deans and Heads of School to discuss and respond to their concerns about SPR.

National Composites Centre (NCC)

4.11 The NCC had progressed well and was in line with the proposed programme timetable. Recruitment for a permanent Chief Executive Officer and other senior staff would commence during the next two to three months. The Regional Development Agencies, including the South West Regional Development Agency, a key NCC partner, would soon be wound up and replaced with Local Enterprise Partnerships. The implications of this for the NCC were not yet known, although no significant financial consequences were anticipated.

Admissions Data

4.12 Members noted the admissions data outlined at paragraph 6 of the report. In summary, there had been shortfalls against planned student numbers for home undergraduate students, home postgraduate taught students, and home and overseas postgraduate research students. Postgraduate research students registered throughout the year and so the reported numbers were expected to rise. The shortfalls for home undergraduate and postgraduate taught students were balanced by increased income from overseas students for both of these areas.

- 4.13 Members' attention was drawn to the significant upswing in the overall number of postgraduate taught students (2,509 against a budget of 2,137). This was thought to be largely due to the increasing popularity of courses in the Faculty of Social Sciences and Law's School of Economics, Finance and Management. This was noted to be a very popular subject area for which demand appeared to be growing.
- 4.14 NOTED: That any students who had deferred entry for any undergraduate programmes until 2012/13 had been informed about the possible tuition fee rises and the implications of this. They had been encouraged to consider the various options open to them.

Publication of League Tables

- 4.15 Since the previous report to Council, three further University rankings had been published: The CHE Excellence Rankings; the Higher Education Evaluation & Accreditation Council of Taiwan (HEEACT) 2010 Performance Rankings of Scientific Papers for World Universities; and the High Impact Universities World Rankings.
- 4.16 CHE Excellence Ranking - Bristol had been one of only seven higher education institutions in Europe to have been included in the "Excellence Group" for each of the following seven subjects: Biology, Chemistry, Mathematics, Physics, Economics, Political Science and Psychology.
- 4.17 HEEACT – Bristol had been ranked 82nd globally in this research-based ranking – up ten places from its 2009 position.
- 4.18 The High Impact Universities World Rankings – Bristol had been ranked 78th in the world, 16th in Europe and 9th in the UK in these new rankings.

5. Financial Report

Financial Forecasts

- 5.1 RECEIVED: The University's Financial Forecasts to the period to 2013/14, reference **CN/10/104** (previously circulated, copy in the minute book). Given the considerable financial uncertainty about future funding of the Higher Education sector in light of the Browne Review, the Comprehensive Spending Review and the latest government announcements about tuition fee caps, HEFCE had, at a very late stage, given universities two options:
- (i) Submission of forecasts for the period to 2013/14 as originally planned with an opportunity to revise them in the period to 15 April 2011.
 - (ii) Submission of a forecast for the period to 2010/11 with a limited commentary, followed by a full submission by 15 April 2011.
- 5.2 The senior team had debated what would be the most appropriate strategy for Bristol and had been of the opinion that it would be better to make a full submission to HEFCE now, recognising that this would have to be based upon a range of uncertainties, and which would represent only one scenario. In doing so, the University could demonstrate clearly the focus and attention

that it had given to the overall financial sustainability of the University. As the funding position became clearer over the coming months, the University may determine to resubmit prior to the 15 April 2011 deadline.

- 5.3 The timing of the various government announcements had meant that it had not been possible for the Finance Committee to review the draft forecast prior to Council's consideration.
- 5.4 As an important assumption within the forecasts was the level of tuition fees for home undergraduate students 2012/13 onwards, it was essential that the forecasts were treated as commercial in confidence and not disclosed outside of the Council. The Finance Director confirmed that he had received assurances from HEFCE that they would also treat the forecasts submitted in strict confidence. The importance of the University avoiding inadvertently operating in a non-competitive manner was stressed.
- 5.5 The key drivers of the financial strategy were to ensure long-term financial sustainability through:
- (i) Developing a flexible strategy which was capable of adapting in response to changing conditions.
 - (ii) Implementing a portfolio of initiatives aimed at reducing the operating cost base and managing financial risk.
 - (iii) Taking steps to reduce the risks and costs associated with pension schemes.
 - (iv) Developing a flexible capital investment strategy.

2009/10 financial performance

- 5.6 The University's overall financial situation in 2009/10 had proved to be a significant improvement in comparison with 2008/09. Before exceptional items, an operating surplus of £9.8m had been reported (2009: a deficit of £1m). The improvement reflected a range of factors including:
- (i) The positive outcome of the 2009 RAE.
 - (ii) Increased student fee income reflecting a combination of price increases and non Home Undergraduate student numbers.
 - (iii) The positive effect of the cost reduction initiatives implemented during 2008/09.
- 5.7 The surplus before exceptional items had been charged had been slightly better than budget (£8.2m).
- 5.8 The accounts also showed an exceptional charge of £7.5m in respect of restructuring costs. This represented costs related to the programme of reducing numbers of core academic and support staff.
- 5.9 The Finance Director reminded members that in accordance with HE sector practice, no balance sheet provision had been made for the University's "share" of the USS FRS 17 deficit.

2010/11 Forecast

- 5.10 COMMERCIAL IN CONFIDENCE
- 5.11 COMMERCIAL IN CONFIDENCE
- 5.12 COMMERCIAL IN CONFIDENCE
- 5.13 COMMERCIAL IN CONFIDENCE

Longer-term Forecasts

- 5.14 COMMERCIAL IN CONFIDENCE
- 5.15 As agreed at the October 2010 Council meeting, the Finance Director had submitted a formal request to HEFCE that it lifted the University's current net debt limit of £150m.
- 5.16 APPROVED the Financial Forecasts to the period to 2013/14, as set out in the report, subject to final review and amendment by the Finance Director, for submission to HEFCE.

Annual Report of the Audit Committee 2009/10

- 5.17 RECEIVED: The Annual Report of the Audit Committee to Council and the Vice-Chancellor 2009/10, reference **CN/09/026** (previously circulated, copy in the minute book).
- 5.18 NOTED: That the Audit Committee Annual Report was produced annually to satisfy a requirement of HEFCE. The report outlined the key work undertaken by the Audit Committee during the year, in particular its work on internal audit, external audit, risk management, data assurance and value for money (VFM). It had been approved by the Audit Committee at its meeting on 1 November 2010.
- 5.19 The Internal Audit Annual Report 2009/10 was attached at Appendix C of the report. Council noted that the internal auditors, within their Internal Audit Annual Report 2009/10, had given the following opinion:
 - (a) *Governance*
Mazars' corporate governance-related work completed during the year had confirmed that, overall, adequate corporate governance arrangements were in place.
 - (b) *Management of Risk*
The University had effective risk management arrangements in place which were operating with sufficient effectiveness to provide adequate insurance that the University's objectives were achieved during the period.
 - (c) *Internal Control*
In the areas examined, Mazars had found that suitable key internal controls were in place and that, generally, they were operating satisfactorily with sufficient effectiveness to provide reasonable, but not

absolute assurance, that the related control objectives were achieved during the period of review. Where recommendations had been made during the year, management had accepted the need for action and plans had been implemented to address the control deficiencies identified. Based on the work Mazars had performed during the year, they were able to provide reasonable, but not absolute, assurance on the system of internal control.

(d) VFM

Activities and controls relating to VFM in the areas examined by Mazars were (subject to the timely implementation of recommendations made), suitably designed to achieve the specific VFM objectives of the University. For areas not examined, Mazars had not been aware of any significant weakness in key controls that should be brought to the Audit Committee's attention.

- 5.20 Council noted the Audit Committee's overall opinion to be: "The Committee is of the opinion that based upon reports and other information presented to it, overall, the University had adequate and effective arrangements for:
- (i) risk management, control and governance (the risk management element included the accuracy of the statement of internal control included with the annual statement of accounts);
 - (ii) economy, efficiency and effectiveness (value for money); and
 - (iii) the management, control and quality assurance of data submitted to HESA, HEFCE and other funding bodies.
- 5.21 APPROVED: The Annual Report of the Audit Committee for 2009/10 for onward submission to HEFCE.
- External Auditors' Report and Management Letter
- 5.22 CONSIDERED (i) The External Auditor's (PricewaterhouseCoopers) Report for the year ended 31 July 2010, document reference **CN/10/106** (previously circulated, copy in the minute book).
- (ii) The External Auditors draft letter of representation in connection with the audit (Appendix 4 of the report).
- 5.23 NOTED: That the Finance Committee, at its meetings on 8 October 2010 and 2 November 2010, had considered a draft of the External Auditor's Report and the draft Financial Statements; and the Audit Committee, at its meeting on 1 November 2010, had also considered (with the External Auditors present) the External Auditor's Report and the draft Financial Statements. Both Committees had agreed to recommend to Council that it approve the above documents.
- 5.24 The External Auditor's report set out the results of its audit of the 2009/10 financial statements for the University of Bristol and its subsidiary companies.

- 5.25 APPROVED: (i) The External Auditor's Report for the year ended 31 July 2010.
(ii) The letter of representation to the External Auditors in connection with the audit.

Annual Report and Financial Statements 2009/10

- 5.26 CONSIDERED: A covering report from the Finance Director together with the Annual Report and Financial Statements 2009/10, document reference **CN/10/107** (previously circulated, copy in the minute book).

- 5.27 Members were reminded that the Annual Report would sit alongside the Annual Review which covered the University's academic activity and achievements in more detail. The Finance Director's covering report outlined: the financial outturn for the year; a summary of the income and expenditure accounts; the balance sheet; and a summary of key treasury issues.

- 5.28 The Treasurer had considered the content of a letter from the Chair of the Finance Committee. The letter confirmed that the Finance Committee had reviewed the draft financial statements 2009/10 together with the reconciliation to management accounts for the year during their meetings on 8 October and 2 November 2010. The Committee had found that there were no items in the draft financial statements or the reconciliation, which the Finance Committee considered that the Audit Committee should be aware of in its review.

- 5.29 APPROVED: The Annual Report and Financial Statements of the University and its subsidiaries for the year ended 31 July 2010.

- 5.30 AUTHORISED: The Chair and the Vice-Chancellor to sign the report on Council's behalf.

- 5.31 NOTED: That the Financial Statements would be presented to University Court at its meeting on 10 December 2010.

Investment Unit Values

- 5.32 CONSIDERED: A report by the Finance Director proposing reviewed investment unit values of the endowment funds of the University (reference **CN/10/108**, previously circulated, copy in the minute book).

- 5.33 The University of Bristol Acts 1960 and 1974 provided for Council to alter the value of the investment units of either the University's Trustee Securities Pool or its General Pool, when the total value of the pool was substantially greater or less than the total value of all investment units in the pool, in order to equate the total value of the units with the total value of the pool. On 1 December 1999, Council approved the splitting of various investment units. However, market valuations had subsequently changed and the following valuations had arisen during the 2009/10 session:

	<u>Valuation</u>	<u>Number of Units</u>	<u>Value per unit</u>
Trustees Securities Pool			

1 August 2009 (as audited)	£31,080,240	12,608,350	£2.47
31 December 2009	£32,880,856	12,608,350	£2.61
30 April 2010	£33,621,125	12,608,350	£2.67
31 July 2010 (as audited)	£32,461,521	12,623,238	£2.57

	<u>Valuation</u>	<u>Number of Units</u>	<u>Value per unit</u>
General Pool			
1 August 2009 (as audited)	£10,980,756	4,397,932	£2.50
31 December 2008	£11,945,229	4,397,932	£2.72
30 April 2010	£12,414,100	4,397,932	£2.82
31 July 2010 (as audited)	£11,774,250	4,397,932	£2.68

5.34 APPROVED: The following values of the University's investment units:

	<u>Trustees Securities Pool</u>	<u>General Pool</u>
1 August 2009	£2.47	£2.50
31 December 2009	£2.61	£2.72
30 April 2010	£2.67	£2.82
1 August 2010	£2.57	£2.68

6. Matters for Formal Discussion and/or Approval

Nominations Committee of Court

6.1 RECEIVED: A report outlining discussions that had taken place at the Nominations Committee of Court meeting on 5 November 2010, reference **CN/10/109** (previously circulated, copy in the minute book).

Lay Membership of Council

6.2 As agreed by the Nominations Committee of Court at a meeting earlier this year, a panel had met with eight shortlisted candidates who had expressed an interest in becoming lay members of Council. The Panel assessed candidates' skills and experience alongside the needs that the Nominations Committee had previously identified for Council. The panel had noted the importance of increasing the diversity of Council's membership, in particular the appointment of more women and people from minority ethnic backgrounds. The Panel unanimously agreed to recommend to the Nominations Committee of Court that a formal recommendation be made to Court that the following people be (re)appointed as lay members of Council for a period of three years from 1 January 2011:

- (i) Dr Moira Hamlin.
- (ii) Dr John Manley.
- (iii) Mrs Dinah Moore.
- (iv) Mr David Ord.
- (v) Mr Mohammed Saddiq.
- (vi) Ms Vicky Stace.

6.3 The Nominations Committee of Court endorsed this proposal at its meeting on 5 November 2010. A formal recommendation would now be made to Court on 10 December 2010.

Audit Committee Membership

- 6.4 In accordance with Statute 14, the Nominations Committee of Court had recommended to Council the appointment of various Audit Committee members.
- 6.5 Mr John Bramhall, a lay member of Council, would be standing down from Council and also from the Audit Committee at the end of the year. It was proposed that Mr Chris Curling (who would also be retiring as a lay member of Council at the end of the year) be appointed as a 'lay member' of the Audit Committee in Mr Bramhall's place. Mr Curling would no longer be a lay member of Council but would have served on Council and on the Finance and Estates Committees for many years and, therefore, had a wealth of knowledge about the University's affairs. As there would only be two lay members of Council on the Audit Committee from 1 January 2010, it was proposed that the amendment set out below was made to the Audit Committee's terms of reference. As Mr Curling would be such a recent member of Council, the Chair of Audit Committee considered that two current lay Council members would be adequate (although this should not be viewed as a long-term arrangement).
- 6.6 APPROVED: (i) The reappointment of Ms Cindy Peck, Mr John Cottrell and Mr Patrick O'Keefe, as lay members of the Audit Committee, all for further periods of three years to 31 December 2013.
- (ii) The appointment of Mr Chris Curling as a lay member of the Audit Committee for a period of three years to 31 December 2013.
- (iii) The following amendment to the Audit Committee's terms of reference:

The Chair of the Committee will be the Treasurer. The other members of the Committee will be nominated by the Nominations Committee of Court, for appointment by Council. As a minimum, the Treasurer and one other member of the Committee will be, members of Council. The Chair of Council will not normally be a member of the Committee. No member will be employed by the University or have executive responsibility for the management of the University. At least one member will have a background in finance, accounting or auditing, and members with particular expertise may be co-opted.

Deleted: At least two other members of the Committee besides the Treasurer will be

Nominations Committee of Council

- 6.7 RECEIVED: A report from the Nominations Committee of Council setting out a number of recommended appointments to Council committees, reference **CN/10/110** (previously circulated, copy in the minute book):
- 6.8 APPROVED: The following appointments to Council committees:
Estates Committee
(i) Mr Paul May's co-option onto the Estates Committee for a second, three-year term until 31 December 2013.

(ii) Mr Mohammed Saddiq as a lay member of Council onto the Estates Committee for a period of three years to 31 December 2013 (subject to: (i) Court's election of Mr Saddiq as a lay member of Council; and (ii) Mr Saddiq's willingness to join the Estates Committee).

Ethics of Research Committee

(iii) Dr Robin Fears' co-option back onto the Committee for a further year to 31 December 2011.

Finance Committee

(iv) Mr George Morton and Mr Colin Green's reappointment as lay members of Council onto the Finance Committee for a further period of three years to 31 December 2013.

(v) Dr Moira Hamlin's appointment as a lay member of Council onto the Finance Committee in place of Mr Chris Curling for a period of three years to 31 December 2013 (subject to: (i) Court's election of Dr Hamlin as a lay member of Council; and (ii) Dr Hamlin's willingness to join the Finance Committee).

Personnel and Staff Development Committee

(vi) The reappointment of Ms Fiona Robertson as a 'lay member appointed by Council' for a third and final term of three years from 1 January 2011.

(vii) The appointment of Mr James Wetz as a lay member of the Committee (concurrent with Mr Wetz's involvement with the Health and Safety Consultative Committee) for a period of three years from 1 January 2011.

Student Affairs Committee (SAC)

(viii) The appointment of Ms Victoria Stace as a 'lay member of Council' on the SAC for a period of three years from 1 January 2011 (subject to: (i) Court's election of Ms Stace as a lay member of Council; and (ii) Ms Stace's willingness to join the SAC).

(ix) The co-option of Mr James Wetz onto the SAC for a further year to 31 December 2011.

Military Education Committee (MEC)

6.9 Historically, Council has nominated a representative to sit on the University's MEC. It exists for the purpose of managing the interface between the Universities in the Bristol area (principally the University of Bristol, the University of Bath and the University of the West of England) and the contingents of the Armed Forces which serve the undergraduate community of those Universities, that is the Bristol University Royal Naval Unit, the Bristol University Officers Training Corps and the Bristol University Air Squadron, and to promote defence studies and military education within the three Universities. In recent years, the University's nominee on the MEC has been nominated by Senate (in consultation with the Chair of the MEC). This

approach seemed to have worked well and it was proposed that Senate continued to make this nomination instead of Council in the future.

- 6.10 AGREED: That in future the University's nominee on the MEC would be put forward and approved by Senate (in consultation with the Chair of the MEC).

Proposed changes to Council Committees

- 6.11 NOTED: The Nominations Committee also considered and endorsed the proposed changes to the Health and Safety Committee, the ISSC and the Equality and Diversity Committee (see also the report on the Council Effectiveness Review: CN/10/102).

University of Bristol Students' Union (UBSU) Revised Budget 2010/11

- 6.12 RECEIVED: The revised UBSU budget for 2010/11, reference **CN/10/111** (previously circulated, copy in the minute book).
- 6.13 The budget had been presented to Council for approval in accordance with the terms of the UBSU's Articles of Association. The draft budget had also been considered by the Student Affairs Committee's Finance Sub-Committee, the UBSU Trustee Finance Sub-Committee and the UBSU Trustee Board.
- 6.14 In 2009/10, the Union had made a small surplus of £6,000. The 2010/11 budget aimed for a surplus of £15,400. During the 2010/11 academic year, the planning and development of UBSU had undergone a radical overhaul following the appointment of a Chief Executive and senior management team. Financial disciplines were much improved and for the first time the Union had produced regular management accounts. Work to produce appropriate cash flow forecasts was now in hand. The SAC Finance Sub-Group had been able to offer a great deal of assistance to the Union in terms of financial advice. The UBSU Trustee Board had now established its own Finance Sub-Committee.
- 6.15 Council congratulated the UBSU team for the significant improvements that it had made in terms of financial monitoring and reporting over the past year. The Chair requested that in future years, a summary UBSU budget which outlined the top line figures only, was submitted to each July Council meeting for approval, ie, before the beginning of the academic year.

- 6.16 APPROVED: The UBSU budget for 2010/11 as outlined within the report.

Corporate Planning Statement

- 6.17 CONSIDERED: The University's Corporate Planning Statement (CPS), for submission to HEFCE, reference **CN/10/112** (previously circulated, copy in the minute book).
- 6.18 The information for the CPS had been taken from the annual reports produced by each Faculty and Support Service, and from the University's Annual Report. Members agreed that this was a very helpful and well-constructed document and asked that thanks be passed on to the author, Rachel Acres, Senior Planning Officer.

6.19 The University's Planning and Resources Committee (UPARC) had considered the CPS earlier in the week and requested the addition of paragraphs about the UBPAS pension charges and the Public Engagement Centre for Excellence in Teaching and Learning. These would be added to the CPS before it was submitted to HEFCE.

6.20 APPROVED: (subject to the addition of the above two paragraphs) the University's CPS for onward submission to HEFCE.

Nominations to University Court

6.21 RECEIVED: A report outlining various recommendations that, if endorsed by Council, would be submitted to Court for approval at its meeting on 10 December 2010, reference **CN/10/113** (previously circulated, copy in the minute book).

Nomination of Treasurer

6.22 AGREED TO RECOMMEND TO COURT: The reappointment of Mr James Wadsworth as University Treasurer for a further year to 31 December 2011.

Nomination of External Auditor

6.23 The Treasurer informed Council that a sub-group of the Audit Committee, chaired by Mrs Cindy Peck, had undertaken, in accordance with European Union procurement regulations, an External Audit tender and selection process earlier in the year. The sub-group had received presentations from a number of shortlisted companies and after considering the merits of each company had decided to recommend the reappointment of PricewaterhouseCoopers LLP as the University's External Auditor for a further year to 31 December 2011. This recommendation had been endorsed by the Audit Committee at its meeting on 1 November 2010.

6.24 AGREED TO RECOMMEND TO COURT: The reappointment of PricewaterhouseCoopers LLP as the University's External Auditor for a further year to 31 December 2011.

Appointment of Pro-Chancellor

6.25 AGREED TO RECOMMEND TO COURT: In accordance with Statute 4, the reappointment of Sir James Tidmarsh and Professor Dame Carol Black as Pro Chancellors for further three-year terms. Both would have completed their first three-year term on 31 December 2010.

6.26 It was also proposed that Dr James Foulds be reappointed as a Pro Chancellor for one further year. At the end of December 2010, Dr Foulds would have served as a Pro Chancellor for a full six years, the maximum allowed without a special resolution from Court (in accordance with Statute 4). In light of the important work that Dr Foulds was currently undertaking with UCEA and the CUC, the Chancellor and Vice-Chancellor wished to extend his term for a further year to 31 December 2011. Court would, therefore, be

asked to approve by special resolution, the one year extension of Mr Foulds' appointment.

Amendments to Ordinance 22 and 23: Associated and Affiliated Institutions

- 6.27 RECEIVED: A report outlining proposed amendments to Ordinances 22 and 23, reference **CN/10/114** (previously circulated, copy in the minute book).
- 6.28 In considering the report, one member of Council had noted that the list of Associated Institutions outlined in Ordinance 22 had become out of date. It was agreed, therefore, that the Clerk would undertake further investigations and bring back an updated report for Council's approval in due course.

Potential Redundancy Cases: Fixed-term Contract Policy

- 6.29 RECEIVED: A report from the Personnel and Staff Development Director setting out projected redundancy activity until December 2011, reference **CN/10/115** (previously circulated, copy in the minute book).
- 6.30 AGREED: That the redundancy procedures be instituted in respect of cases arising from the application of the Fixed-Term Contract Policy (Ordinance 26).

Senate Report

- 6.31 RECEIVED: Senate's report to Council, reference **CN/10/116** (previously circulated, copy in the minute book).
- 6.32 APPROVED:
- (i) Withdrawal, with immediate effect, of the following undergraduate programmes:
 - Faculty of Arts
 - (a) BA History with study in French
 - (b) BA History with study in German
 - (c) BA History of Art with Study Abroad

 - Faculty of Science
 - (d) BSc Geology with a Preliminary Year of Study
 - (e) Wildlife Biology (Certificate only)
 - (ii) Withdrawal of the following programmes of study when all students currently registered have graduated:
 - Faculty of Science
 - (f) BSc Botany
 - (g) BSc Psychology & Zoology
 - (iii) Appointment of the following Visiting Professors:
 - (h) Professor M W Brown FRS, Emeritus professor of Anatomy, as a Visiting Professor in the School of Physiology and Pharmacology.
 - (i) Extension for a five-year period of the Visiting Professorship in the School of Physics and Interface analysis Centre, Faculty of Science, of

Professor PEJ Flewitt, Consultant for Magnox North and Vice-Chairman of the UK Forum for Engineering and Structural Integrity.

6.33 NOTED: The information set out in parts B and C of the Senate Report.

Student Appeals, Complaints and Disciplinary Matters*

6.34 NOTED: The summary report of student complaints and appeals to Council, reference **CN/10/117**, previously circulated (copy in the minute book).

6.35 RESERVED BUSINESS

6.36 RESERVED BUSINESS

6.37 RESERVED BUSINESS

Employment Tribunal Proceedings, Stage Two Staff Grievances and Appeals against Dismissal*

6.38 RECEIVED: A report outlining progress made with current internal appeals and Stage Two Grievances, reference **CN/10/118** (previously circulated, copy in the minute book).

6.39 RESERVED BUSINESS

Report from the Capital Investment Programme Board (CIPB)

6.40 RECEIVED: A report outlining recommendations from CIPB meetings on 30 June and 11 October 2010. It also covered decisions taken over the summer 2010 vacation, under Chair's vacation powers, reference **CN/10/119** (previously circulated, copy in the minute book).

6.41 NOTED: (i) That the Vice-Chancellor, on the advice of UPARC, had given authority for the refurbishment of the first and third floors of Senate House at an estimated cost of £995k to proceed to the next stage.

(ii) That the Vice-Chancellor, on the advice of UPARC, had approved the following allocation of capital funding: £300k for small energy efficiency works to be carried out during 2010/11 and £500k for the withdrawal from the Salix Fund (a loan scheme that had been used to fund such works but which had not delivered value for money). The request for £300k would be the first instalment from a rolling programme of investment of £3.5m over ten years

(iii) That the following decisions that had been taken by the Vice-Chancellor on recommendation of CIPB (or the Chair of CIPB/ Chair of UPARC):

(a) To support a bid to the Wolfson Foundation for new Cell Biology Labs in Medical Sciences with commitment of at least £466k of capital expenditure. The Vice-Chancellor's support for this allocation of capital funding had been explicit in his letter of support that accompanied the bid to the Wolfson Foundation. The bid was submitted on 26 August 2010.

(b) The commitment of £1.1m for the purchase of 12 Woodland Road (a property the University has leased for 39 years). The purchase of

this property is regarded as strategically important for the University. Given the urgency to proceed with the purchase, CIPB agreed at its meeting on 11 October 2010 to make this recommendation directly to the Vice-Chancellor. The Deputy Vice-Chancellor (Chair of CIPB) will be able to advise Finance Committee on whether this expenditure has been approved by the Vice-Chancellor.

(iv) That the following decisions had been taken by CIPB (or the Chair of CIPB):

(a) A programme of improvement works in the Faculty of Social Sciences & Law should continue. This programme of works had previously been approved and permission had been sought to spend the remaining £521k (30 June meeting).

(b) A further £227k should be allocated to the Wills Memorial Library project to enable the outline and detailed design stages to take place. It was agreed that these designs should be based on a target budget of £2.5m (30 June meeting).

(c) A further £140k could be allocated to the Earth Sciences refurbishment project (in addition to the £700k approved in December 2009). This would allow a sensible package of works to be carried out in a single phase (incorporating elements of the project that had not previously been included in the initial phase) (30 June meeting).

(v) That the post-implementation review of the Dorothy Hodgkin Building would be incorporated into the current financial reviews being led by the Finance Director (30 June meeting).

(vi) That work should proceed on developing projects to establish the Faculty Centres for Arts and for Social Sciences & Law (Vacation powers).

(vii) The commitment of £100k in support of a bid to the British Heart Foundation for equipment for the Bristol Heart Institute (Vacation powers).

(viii) That the Library Store expansion project should proceed to Phase 3. CIPB noted the implications on the rental budget - £32k per annum- (11 October meeting).

(ix) That the Bursar had been given authority to develop further a project to refurbish 11 Priory Road for use by Social Sciences and Law. This should be developed in the context of other space occupied by the Faculty. Subject to the Bursar's approval of the costs, up to £35k would be allocated to developing this scheme (11 October meeting).

(x) That CIPB had agreed, in principle, the investment of £3.5m of capital expenditure over ten years for a rolling programme of small energy efficiency projects. This was subject to annual reporting from the Bursar (11 October meeting).

(xi) That the Terms of Reference of CIPB had been re-approved subject to minor amendments. The updated Terms of Reference would be published on the Planning Office website:

<http://www.bristol.ac.uk/planning/programmesandprojects/cipb/> (11 October meeting).

Report from the Honorary Degrees Committee*

6.42 RECEIVED: A report listing the Honorary Degree Committee's recommendations for the award of honorary degrees, at degree congregations in February 2011, July 2011 and February, 2012, reference **CN/10/120** (previously circulated, copy in the minute book).

6.43 RESERVED BUSINESS

6.44 The Vice-Chancellor informed Council that the number of nominations for female candidates had been very low. He encouraged Council to consider appropriate female recipients and to forward their names to the Clerk.

6.45 Council was reminded that all Council members were entitled to attend graduation ceremonies. These were highly enjoyable events and yet Council members' attendance had been very low in recent years. Members were encouraged to put the dates of this year's ceremonies into their diaries:

(i) 22-23 February 2011.

(ii) 15-22 July 2011.

Authorised Signatories for the University's Bank Mandate

6.46 RECEIVED: A report proposing a number of new authorised signatories for the University's bank mandate, reference CN/10/121 (previously circulated, copy in the minute book).

6.47 APPROVED: The addition of the following signatories to the University's Bank Mandate:

(i) Rich Aitken, Faculty Financial Controller.

(ii) Zida Mraz, Financial Planning Manager.

(iii) Emma Teague, Financial Reporting Manager.

Chair Appointment Activity

6.48 RECEIVED: A report outlining chair appointment activity that had taken place since the previous meeting of Council, reference **CN/10/122** (previously circulated, copy in the minute book).

7.0 Committee Reports

7.1 RECEIVED: (i) The report of the Audit Committee meeting on 1 November 2010, reference **CN/10/123** (previously circulated, copy in the minute book).

(ii) The report of the Ethics of Research Committee meeting on 20 October 2010, reference **CN/10/124** (previously circulated, copy in the minute book).

(iii) The Chair confirmed on behalf of Len Hall, Chair of the Equality and Diversity Committee, that there had been no substantive business discussed

at the previous Committee meeting that had not been covered elsewhere on the Council agenda.

8.0 Reports for Information:

8.1 RECEIVED: The Annual Report of the Faculty of Engineering, reference **CN/10/125** (previously circulated, copy in the minute book).

9.0 Dates of Next Meetings:

11 February 2011

31 March 2011

1 April 2011

27 May 2011

7 July 2011

* Reserved Business