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UNIVERSITY COUNCIL

MINUTES OF THE MEETING HELD ON  
 WEDNESDAY 26 SEPTEMBER 2018 AT 11AM AT LORIC  
 and 12PM IN CONSTANCE STEWART HALL ROOM 11

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**Council Members Present:**

- Mr Bob Walder (Chair)
- Revd Canon Professor Peter Neil
- Professor David Head
- Mr David Babb
- Dr Stephen Critchley
- Mrs Jackie Croft
- Mr Richard Hallsworth
- Mr Craig Ferguson
- Mr Stephen Lawrence
- AVM Gavin Mackay
- Dr Sacha Mason
- The Revd Dr Sally Myers

**In attendance:**

- Mr Stephen Deville, Chief Operating Officer
- Mr Josh Blanchard, Students' Union Vice-President
- Professor Christopher Bridle, LORIC Project Manager (*item 1*)
- Mr Barry Clarkson, Director of IT and Systems (*item 2*)
- PC Rizwaan Chothia, PREVENT Officer, East Midlands Special Operations Unit – Special Branch (*item 3*)
- Revd Dr Peter Green, Dean of Chapel and Chaplain (*item 16*)
- Mr Jonathan Batty, Director of Marketing, Recruitment and Communications (*item 18*)
- Ms Stephanie Gilluly, Interim Registrar and Clerk to Council (*item 11*)
- Ms Leanne Chancellor, Executive Assistant to University Council (minuting secretary)

**1. Lincolnshire Open Research and Innovation Centre (LORIC)**

- 1.1 Council were invited to visit LORIC, where Professor Christopher Bridle gave members a tour and delivered a presentation on how LORIC relates to the University's strategic plan.

BGU's new LORIC had been officially opened at an event led by the Vice-Chancellor and the Lord-Lieutenant for Lincolnshire, Mr Toby Dennis on 25 September 2018.

Conceived by BGU, LORIC will provide support to businesses, public and third-sector organisations across Greater Lincolnshire by enabling connections with data specialists and researchers to bring new insights for businesses.

**Action**

**2. Introducing VMWARE**

2.1 Mr Barry Clarkson, Director of IT and Systems introduced members to VMWARE Horizon, which is BGU’s virtual desktop service.

**3. PREVENT Refresher Training**

3.1 Council RECEIVED PREVENT Refresher training from PC Rizwaan Chothia, PREVENT Officer, East Midlands Special Operations Unit – Special Branch.

PC Riz Chothia referred in his training to a HM Government document; CONTEST, the UK’s Strategy for Countering Terrorism. This document will be circulated to members for their information.

Clerk to Council

3.2 The Vice-Chancellor noted that the Office for Students (OfS) had published the Prevent Duty: Framework for Monitoring Higher Education in England. This document will be circulated to members for their information.

Clerk to Council

**4. Welcome**

4.1 The Chair welcomed all present to the first University Council meeting of 2018-19.

**5. The University Prayer**

5.1 The Vice-Chancellor, Revd Canon Professor Peter Neil led the University Prayer.

**6. Apologies**

6.1 Apologies for absence were RECEIVED from:

- The Revd David Dadswell
- Rt Rev Dr Nigel Peyton
- Mr Alan Stacey

**7. Declarations of interest**

7.1 No declarations of interest were received.

**8. Election of Vice Chair**

8.1 The Chair reported that one nomination for Professor David Head had been received for the role of Vice Chair for 2018/19.

Council were CONTENT with the nomination and AGREED the appointment of Professor David Head as Vice Chair for 2018/19.

ROW

**9. Confirmation of Committee Chairs, Committee Membership and Appoint Clerk to Council.**

**9.1 Committee Chairs and Committee Membership**

- 9.1.1 The Chair asked the Committee Chairs and Committee members if they were still content to continue their membership on the relevant committees.

The Committee Chairs and the Committee members were CONTENT to continue on the committees they currently held membership on.

- 9.1.2 The Chair NOTED that following the resignation of Mrs Angela Crowe and the departure of Dr Tony Hill, the Governance and Nominations Committee (G&N) was low on membership numbers.

The Chair NOTED that should members like to join the membership of G&N to email the Executive Assistant to University Council, so it can be discussed at the next G&N Committee meeting in October 2018.

EA to UC

- 9.1.3 The Chair NOTED that the Governance Office had received an application for Cooptee to the Remuneration Committee from Mrs Wendy Cundy (which was a recommendation from Dr Tony Hill).

The Chair NOTED that an initial meeting had been held between himself and Mrs Cundy.

The Chair asked Council if they would be content for the G&N Committee to review Mrs Cundy's application to form membership as a Cooptee on the Remuneration Committee, and for it to be signed off via Chair's Action, to enable Mrs Cundy to attend the next Remuneration Committee on 6 November 2018.

Council was CONTENT for the G&N Committee to review Mrs Cundy's application at its forthcoming meeting on 10 October 2018 and for the decision to be signed off via Chair's Action. However, members expressed that in the future a wider advertisement and recruitment process be used for equality and diversity.

**9.2 Appoint Clerk to Council**

The Chair NOTED that following a meeting with Ms Alice Hynes, who is completing the governance review, she mentioned that the University Council should appoint a Clerk to act as its secretary.

Row

The Chair NOTED that the Registrar had been nominated to act in this capacity.

Council was CONTENT to APPOINT the Interim Registrar as Clerk to Council.

**10. Minutes of the meetings held on 3 July 2018**

10.1 The minutes of 3 July 2018 were CONFIRMED as a true and accurate record, and the Chair was authorised to sign them.

**11. Matters arising**

11.1 Action points

Council RECEIVED and NOTED progress on the action points from 3 July 2018 meeting. The following was highlighted:

Item 16.2 – Chaplain’s Report

The Vice-Chancellor NOTED that he had written to the Bishop of Lincoln for advice on the matter of baptisms and confirmations. The Bishop had replied stating that he had taken advice from the Diocesan members of Council and he recommended that whenever a Baptism of Confirmation is desired at the University, contact should be made by the chaplain to the Bishop’s Office, as is current practice across the Diocese.

The Vice-Chancellor reported that this practice will be implemented in the future.

11.2 Any other matters

11.2.1 Effective Academic Governance Follow Up

Council RECEIVED and NOTED the report on Effective Academic Governance at BGU, which was presented by the Clerk to Council.

The Interim Registrar PROPOSED that an Academic Advisory Group be established, which would review indicative topics such as; the Academic Health of the Institution Report, academic portfolio and quality assurance developments. The Academic Advisory Group would meet as an advisory capacity with the intent of developing the knowledge of Council in respect of the academic mission of BGU.

Professor David Head was CONTENT to become the Chair of this Working Group.

The Chair also NOTED that the Heads of the Academic Schools will be approached to provide Council with updates from their School at University Council meetings.

*Row*

Clerk to Council

Link Council Member – Student Engagement

The Interim Registrar NOTED that a scheme had been established to facilitate links between Council and Senate and was requesting an area in Student Engagement.

AVM Gavin Mackay was CONTENT to become the Link Council Member for Student Engagement.

11.2.2 Governance Effectiveness Review Update

The Chief Operating Officer REPORTED that Alice Hynes will be completing her follow-up review on governance and will be checking that actions relating to the previous effectiveness review had been implemented.

The Chief Operating Officer NOTED that he had received Alice Hynes' report, which will be reported to the next meeting of G&N Committee.

The Chief Operating Officer also NOTED that Alice Hynes will be attending the G&N Committee on 10 October 2018, where she will be presenting her report and following this it will be circulated to University Council and discussed at the next meeting.

COO

11.2.3 OfS Update

The Interim Registrar REPORTED that as of 18 September 2018, BGU were now registered with the OfS.

11.2.4 Apprenticeship Link Governor

Council RECEIVED and NOTED the paper on the Apprenticeship Link Council Member presented by the Interim Registrar on behalf of the Partnership Development Manager detailing the requirements and attributes of the Link Council Member.

The Interim Registrar NOTED that as part of the delivery of ESFA funded (including Levy) apprenticeships, it was important that BGU demonstrate leadership and management of all elements of the provision.

The Interim Registrar NOTED that in support of this requirement it was important that Council were aware of and understood the apprenticeship provision within BGU. To support this wider council knowledge, it was important to have a 'Link Council Member' that has a more in-depth understanding of the provision, is able to talk to inspectors with knowledge and confidence and also provide support and challenge to the Partnership Development Team in their role in delivering apprenticeships for BGU.

Row

The Interim Registrar asked members if they should be interested in taking on this Link Council Member role to email their interest to the Executive Assistant to University Council.

EA to UC

The Interim Registrar also NOTED that the Partnership Development Manager will be attending the University Council in November 2018 to discuss this further with Council.

PDMgr

11.2.5 Purpose, Mission, Vision & Values

Council RECEIVED and NOTED the Strategic Planning Framework on Purpose, Mission, Vision and Values, which was present by the Vice-Chancellor on behalf of the Director of Strategy and Planning.

The Vice-Chancellor NOTED that any further comments/questions members may have should be emailed to the Chief Operating Officer.

The Vice-Chancellor NOTED that further conversations on this area of the strategy will be held at the University Council Away Day in January 2019.

DoS&P

**12. To Receive the Vice-Chancellor's Report**

12.1 Council RECEIVED and NOTED the Vice Chancellor's Report.

12.2 In the Vice-Chancellor's Report, the Vice-Chancellor highlighted the following areas to Council:

- The delay until November 2018 of the Review of Post-18 Education and Funding;
- The National Student Satisfaction Survey (NSS);
- The highest intake of international Erasmus students for 2018/19;
- Progress work on the portfolio review.

**13. To Receive Key Performance Indicators (KPI)**

13.1 Council RECEIVED and NOTED the new KPI Dashboard presented by the Chief Operating Officer on behalf of the Director of Strategy and Planning.

13.2 The Chief Operating Officer NOTED that KPI's had been received and discussed at the Audit Committee on 26 September 2018 and there had been some recommendations from members which would be fed back to the Director of Strategy and Planning.

13.3 Council NOTED the following:

- The KPI themes, names and metrics;

*Row*

- That reporting from 1 August 2018 would be systematic and quarterly. The first quarter report would be due late November/early December to provide time for validation to take place;
- That leading KPIs were work in progress, while the performance infrastructure (systems, process and people) were established;
- Leading indicators would only be effective if they provided ongoing performance information that enabled organisational intelligence and the agility to change or adapt 'in year';
- Performance metrics would form part of the risk appetite framework, as target tolerances (early warning indicators) would help to indicate that levels of risk appetite were being managed effectively through the risk register;
- That Lagging indicators were part of the annual performance review process and will be used to inform discussions on the Strategy 2019-2028.

13.4 Council NOTED that the new KPI Dashboard was much easier to read and ENDORSED the Dashboard.

#### 14. To Receive the Risk Register

14.1 Council RECEIVED and NOTED the Risk Register presented by the Chief Operating Officer on behalf of the Director of Strategy and Planning.

14.2 The Chief Operating Officer NOTED that the risk register had been received and discussed at the Audit Committee on 26 September 2018.

14.3 The Chief Operating Officer HIGHLIGHTED the following:

- The risk around the OfS registration had lowered, due to BGU now being registered as of September 2018;
- The risk around teacher's pensions had now become a significant risk, following the announcement that employer contributions may increase from 16% to 23%, which has a significant impact for BGU;
- A Health and Safety Officer had now been recruited and due to start early October 2018.

The Chief Operating Officer NOTED that this risk would remain 'red' until the appointment was in place and he and the Director of Estates and Facilities were content that sufficient progress had been made to identify and improve further the Health and Safety provision across the University.

ROW

14.4 The Chief Operating Officer provided an update on conversations with the company supplying BGU's Student Record System (SRS).

14.5 The Chief Operating Officer NOTED that 'Risk Appetite' was a welcome addition to the risk information provided and it was agreed that Option 1 from the annexes, was the preferred methodology to be used.

The Chief Operating Officer NOTED that following discussions at the Audit Committee, it was agreed that the determination of the level of risk appetite should come back to University Council in November or the January Away Day with an outline on how the executive had arrived at the levels suggested, which in turn would inform discussion.

The Chief Operating Officer suggested that the Away Day may be more appropriate for this, but he would liaise with the Director of Strategy and Planning upon her return to decide.

COO/DoS&amp;P

#### **15. To Receive the Students' Union President's Report**

15.1 Council RECEIVED and NOTED the Students' Union President's Report, which was presented by the Students' Union President for 2018/19.

15.2 The Students' Union President also gave Council an update on Fresher's Week from the viewpoint of the Students' Union.

The Students' Union President reported that Fresher's Week had been a success and that they had seen record numbers of students participating in various Fresher's activities over the week.

15.3 The Students' Union Vice President noted that he is looking into 'hot-desking' at LORIC once a month, to make the Students' Union more accessible to the Doctoral students.

#### **16. To Receive the Chaplain's Report**

16.1 Council RECEIVED and NOTED the Chaplain's Report, which was presented by the Dean of Chapel and Chaplain.

16.2 The Dean of Chapel and Chaplain noted in addition to his report, that the level of student engagement for the Chaplaincy at Fresher's Week had been the highest it had ever been with the new student intake.

ROW

16.3 Council NOTED the 'urge to build up its provision for Mediation and Conciliation' from the Chaplain's Report and AGREED that members would be SUPPORTIVE of this.

**17. 2018/19 Budget Confirmation**

17.1 The Chief Operating Officer provided an update on the budget for 2018/19.

The Chief Operating Officer NOTED that the budget and financial forecasts approved in July 2018, had been submitted to the OfS in accordance with the timetable. As the University were in the process of registering and re-registering students for 2018/19, a full update could not be provided but early indications were that the financial position would be below that anticipated, which would result in a forecast deficit position for the year.

**Restricted due to confidentiality**

**18. To Receive an Update on Student Recruitment**

18.1 Council RECEIVED and NOTED the update on student recruitment for 2018 and 2019 entry, which was presented by the Director of Marketing, Recruitment and Communications.

18.2 The Director of Marketing, Recruitment and Communications highlighted from his report the following:

- Clearing, and noted that BGU made more offers during this cycle than in previous years;
- UCAS – A-Level Results Day, and noted that due to a demographic dip in 18 year olds, students available to be placed on A-Level Results Day fell by 7% compared to the previous year;
- Student Recruitment Cycle – 2019 Entry;
- BGU Website.

18.3 The Chair thanked the Director of Marketing, Recruitment and Communications and his team for all their work and support.

**19. To Note Land Update**

19.1 **Restricted due to confidentiality and commercial sensitivity**

19.2 **Restricted due to confidentiality and commercial sensitivity**

19.3 **Restricted due to confidentiality and commercial sensitivity**

RUL

**20. To Note Legal Status Update**

20.1 **Restricted due to confidentiality and commercial sensitivity**

20.2 **Restricted due to confidentiality and commercial sensitivity.**

**21. Key Items from Subcommittees****21.1 Audit Committee**

Council RECEIVED a verbal update from the Chair of the Audit Committee from the Committee meeting held on 26 September 2018.

21.2 The Chair of the Audit Committee NOTED the key items from the meeting:

- Health and Safety Review;
- Risk Appetite and Key Performance Indicators;
- Uniac's recommendation that Council should look to appoint a Council member with IT skills.

**22. Senate**

22.1 Council RECEIVED and NOTED the minutes of the Senate meeting held on 23 July 2018.

**23. Agenda Management and Review**

23.1 Council agreed that the meeting had been well organised and had no further feedback to make.

**24. Any Other Business****24.1 Selection Committee Update**

The Chair NOTED that the recruitment process for the Deputy Vice Chancellor (DVC) had commenced.

The Chair NOTED the following:

- The deadline for applications was 14 October 2018;
- DVC Assessment Centre was scheduled for 19 November 2018;
- Interviews were scheduled for 27 November 2018;
- Post-selection and ratification of the Selection Committee's recommended appointment will be circulated via email to members.

ROW

