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UNIVERSITY COUNCIL

MINUTES OF THE MEETING HELD ON  
WEDNESDAY 22 NOVEMBER 2017 AT 1PM IN CSH11

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**Council members present:**

Mr David Babb  
Mr Josh Blanchard  
Dr Kevin Brown  
Mrs Jackie Croft  
Mrs Angela Crowe  
Mr Richard Hallsworth  
Professor David Head  
Dr Tony Hill (Vice Chair)  
Mr Stephen Lawrence  
AVM Gavin Mackay  
Mr Graham Meeson  
Professor Jayne Mitchell  
The Reverend Dr Sally Myers  
The Reverend Canon Professor Peter Neil  
Mr Alan Stacey  
Mr Bob Walder (Chair)

**In attendance:**

Mr Jonathan Batty, Director of Marketing, Recruitment and Admissions (item 12)  
Dr Robert Boast, Executive Dean: Learning, Teaching and Student Engagement  
Mr Phil Davis, Head of Student Advice (item 13)  
Mr Stephen Deville, Chief Operating Officer  
Ms Stephanie Gilluly, Interim Registrar (item 13)  
Ms Rachel Harvey, Head of Planning (item 7)  
Mr Matthew Pitts, Governance, Compliance and Operations Manager (officer)  
Ms Sue Reed, Governance Officer (minutes)  
Mr Barrie Shipley, Head of Finance (item 11)

**Action**

**1. Welcome**

The Chair welcomed all present to the second meeting of University Council of the 2017–18 academic year.

**2. The University Prayer**

The Vice-Chancellor led the University Prayer.

**3. Apologies**

Apologies for absence were RECEIVED from:

- Bishop Christopher Lowson, Bishop of Lincoln

**4. Declarations of interest**

No declarations of interest were received.

**5. Minutes of the last meeting held on 26 September 2017**

The minutes of 26 September 2017 meeting were CONFIRMED as a true record and the Chair was authorised to sign them.

**Governance**

The restricted minutes of 26 September 2017 meeting were CONFIRMED as a true record and the Chair was authorised to sign them.

**Governance**

**6. Matters arising**

(i) Action points

Council RECEIVED and NOTED progress on the action points from the last meeting.

(ii) Any other matters

No other matters arising were discussed that were not covered under substantive agenda items.

**7. Vice-Chancellor's Report**

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

The following verbal updates, from the Vice-Chancellor, were RECEIVED and NOTED:

#### External environment

- Office for Students (OfS) *Regulatory Framework for Higher Education* consultation: the University would be submitting a response to the consultation. **Implications of the new regulatory framework would be included on the agenda for the University Council away day on 31 January 2018.** **Governance**
- UK Standing Committee for Quality Assessment (UKSCQA) consultation on the UK Quality Code for HE: **Council asked that the University's briefings, executive summaries and responses be posted to SharePoint.** **Registrar / Governance**

#### Internal environment

- Estates: interviews for the vacant Head of Estates position would be held in early 2018.

##### (i) Key Performance Indicators

The Head of Planning presented the KPI Dashboard and overview of performance.

Council RECEIVED and NOTED the KPI Dashboard and overview of performance.

##### (ii) Risk Register

The Head of Planning presented the Risk Register.

Council RECEIVED the Risk Register and REVIEWED the key changes and updates to controls and mitigation for individual risks.

In the ensuing discussion, the following comments were NOTED:

- gross risk in relation to BGU's profile could be reduced to account for the existence of the new Communications Plan
- mitigation measures in relation to student recruitment risks were reviewed regularly by the Audit Committee
- forthcoming regulatory changes should be added

**Head of  
Planning**

## **8. Students' Union President's Report**

The Students' Union (SU) Interim President presented the SU President's Report.

Council:

- (i) RECEIVED and NOTED the report
- (ii) NOTED that the SU election results were due on 24 November 2017

Council thanked the Students' Union Interim President, Mr Josh Blanchard, for all his good work whilst covering the post of SU President.

## **9. Chaplain's Report**

Council RECEIVED and NOTED the Chaplain's report which, in the absence of the Chaplain, was presented by the Vice-Chancellor.

In the ensuing discussion, the following points were NOTED:

- Council asked why a bishop outwith the diocese had been asked to confirm two BGU students and a visiting tutor
- it would be helpful for the University's Wellbeing Framework Steering Group and the Chaplain to meet with a view to ensuring a confluence in the provision of mediation and conciliation services

**Vice-  
Chancellor**

**Vice-  
Chancellor**

## **10. BG (Lincoln) Ltd**

- (i) Minutes of the meeting of the BG (Lincoln) Ltd Board held on 17 October 2017

Council RECEIVED and NOTED the minutes of the meeting of BG (Lincoln) Ltd.

- (ii) BG (Lincoln) Ltd letter of support

Council RECEIVED and APPROVED the BG (Lincoln) Ltd letter of support for the limited company.

- (iii) BG (Lincoln) Ltd accounts

Council RECEIVED and NOTED the BG (Lincoln) Ltd accounts.

**11. Annual Financial Statements for the year ended 31 July 2017**

Council RECEIVED and APPROVED the Annual Financial Statements for the year ended 31 July 2017.

**12. Update on student recruitment**

The Director of Marketing, Recruitment and Communications presented the update on student recruitment.

In the ensuing discussion, the following points were NOTED:

- the number of students recruited for 2017 entry was impressive – particularly in view of the increasingly competitive market
- market data indicated that recruitment incentives offered by universities could significantly influence potential students' choice of university

Council:

- (i) RECEIVED and NOTED the update on student recruitment
- (ii) AGREED that the University's recruitment strategy should be included on the agenda for the University Council away day on 31 January 2018

**Director of  
Marketing**

**13. Prevent annual reporting**

The Head of Student Advice presented the draft Prevent annual report.

Council:

- (i) RECEIVED the Prevent Annual Report and statistical return
- (ii) CONFIRMED oversight of the Prevent Policy and Action Plan
- (iii) COMPLETED the Prevent Annual Monitoring Declaration (for action by the Chair of Council)

**Head of  
Student Advice  
/ Chair of  
Council**

**14. Key items from sub-committees**

- (i) Governance & Nominations Committee, 11 October 2017

Council RECEIVED the minutes of the Governance & Nominations Committee meeting held on 11 October 2017 and NOTED the following key items:

- terms of reference
- University Council skills matrix
- Council appointments
- update on the Governance Effectiveness Action Plan

- (ii) Finance, Employment & General Purposes (FE&GP) Committee, 8 November 2017

Council RECEIVED the minutes of the FE&GP Committee meeting held on 8 November 2017 and NOTED the following key items:

- incentive options for students
- funding options and development of Riseholme Road
- amendment to the agreement with the Limited Company

Council AGREED that the upfront planning and development costs of the Riseholme Road building project should be included on the agenda for the University Council away day on 31 January 2018.

**Chief  
Operating  
Officer**

- (iii) Joint FE&GP and Audit Committee, 8 November 2017

Council RECEIVED and NOTED the minutes of the joint FE&GP and Audit Committee meeting held on 8 November 2017.

(iv) Audit Committee, 26 September 2017 and 8 November 2017

Council:

- (i) APPROVED the Audit Committee Annual Report
- (ii) RECEIVED the minutes of the Audit Committee meetings held on 26 September 2017 and 8 November 2017 and noted the following key items:
  - risk management
  - HEFCE Assurance Return

**15. Senate**

Council RECEIVED and NOTED the minutes of the Senate meeting held on 27 July 2017.

**16. Agenda suggestions for future meetings**

The Chair asked Council to NOTE that meetings should each have a strategic discussion item leading toward the University's strategic review to establish Council's consensus on key matters which would be developed in BGU's new 5-year strategy.

**NOTE OF ANNOTATION: ITEM 17 WAS TAKEN AFTER ITEM 21**

**18. Any other business**

No other business was raised.



## **JOINT MEETING WITH SENATE**

### **19. Discussion with Senate on the academic health of the institution – to inform the decision on the HEFCE Annual Return (Item 21)**

Members of Senate joined the University Council meeting.

Council and Senate RECEIVED a presentation from the Deputy Vice-Chancellor on the academic health of the institution.

In the ensuing discussion, the following points were NOTED:

- ‘research inspired teaching’ was being facilitated by measures that included: an increase in the number of research supervisors; supervisors engaging students in their current research projects; the Centre for Enhancement in Learning and Teaching stimulating student engagement projects; and continuing the development of links with the University of Leicester’s research base
- the ‘You said – we did’ campaign had been generally well received although there may have been an unintended negative narrative. The University was therefore arranging a celebration of progress made
- it would be helpful to explore ways in which Council members could gain greater insight into the student experience
- whilst the ratio of academic staff per student did not reflect well on the University, the University’s employability statistics were impressive
- the University’s current economic/portfolio model could be refocused more broadly towards a people-based model

Senate ENDORSED the content of the presentation.



**20. Strategic discussion between University Council and Senate on cross-working between the two bodies**

In the ensuing discussion, the following points were NOTED:

- as the proposed OfS regulatory framework would impose greater responsibility on Council for oversight of academic governance, interaction and cross-working between Council and Senate would be increasingly important. Options for increased and focused engagement included:
  - more joint Council/Senate meetings
  - a Council member joining Senate as an observer – with the distinction between governance and management
  - a Council member with portfolio of interest
- the present joint meeting had been hurried in view of the volume of important information to be shared and discussed. Future meetings would need more time and structure

Council AGREED that increased and focused engagement between University Council and Senate should be included on the agenda for the University Council away day on 31 January 2018.

**Chair / Vice-  
Chancellor**

**CLOSE OF JOINT MEETING WITH SENATE**

**21. HEFCE Assurance Review**

Council APPROVED the HEFCE Annual Assurance Review, and authorised the Vice-Chancellor to sign it as the accountable officer.

**17. Agenda management and review**

Council made the following comments on the present meeting:

- the meeting had started on time
- members were politely asked to speak sufficiently loudly

- discussions had remained at an appropriately strategic level and members had been given the opportunity to comment and discuss where required
- the running order should ensure that the most important agenda items were taken early in the meeting
- agendas were very full and thought might be given to delegating some items to committees
- insufficient time had been allowed for the meeting with Senate
- a larger room to accommodate a larger table should be used for future joint Council/Senate meetings
- consideration should be given to Council meetings being extended to run from 10:30–15:30

**22. Date of next meeting**

Council NOTED that its next meeting would be held on Friday  
15 December 2017 at 11am in The Elliot Room.

Signed ..... R. Walder ..... Date ..... 23rd March 2018 .....  
Mr R Walder, Chair