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**Meeting:** COUNCIL

**Date and Time:** Thursday 25 October 2018 at 3.30pm

**Venue:** Council Chamber

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**Present:** Mrs R Foreman (Acting Chair of Council)

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| Mr J Preston (Treasurer)                        | Mrs C Moar (Appointed Member)                    |
| Professor B Morley (Acting Vice-Chancellor)     | Dr M Carley (Elected by Academic Assembly)       |
| Mr P Troughton (Pro-Chancellor)                 | Professor D Bird (Elected by Senate)             |
| Mr R Whorrod (Pro-Chancellor)                   | Professor G Price (Elected by Senate)            |
| Dr J White (Chair of Academic Assembly)         | Ms K Robinson (Elected by Senate)                |
| Mrs C Gibbons (Appointed by Convocation)        | Prof D Stanton Fraser (Elected by Senate)        |
| Mr T Ford (Appointed Member)                    | Mr M Hameed (Elected by Non-academic staff)      |
| Ms A Goodman (Appointed Member)                 | Mr J Kitchen (Students' Union Education Officer) |
| Baroness Ruby McGregor-Smith (Appointed Member) |  |
| Mrs C Mealing-Jones (Appointed Member)          |  |

In Attendance:

|                               |   |
|-------------------------------|---|
| Professor J Bradshaw          | - Pro-Vice-Chancellor (International & Doctoral)                    |
| Professor J Knight            | - Pro-Vice-Chancellor (Research)                                    |
| Professor P Lambert           | - Pro-Vice-Chancellor (Learning & Teaching)                         |
| Professor S Egan              | - Vice-President (Implementation)                                   |
| Professor G Hawley            | - Dean, Faculty of Engineering & Design                             |
| Professor N Brook             | - Dean, Faculty of Science  |
| Professor V Hope Hailey       | - Vice-President and Dean & Head of School of Management            |
| Mr M Humphriss                | - University Secretary  |
| Dr N Kemp                     | - Director of Policy & Planning                                     |
| Mr G Maggs                    | - Director of Development & Alumni Relations                        |
| Mr M Nicholson                | - Director of Undergraduate Admissions & Outreach (for itemX)       |
| Ms A Pater                    | - Head of Secretariat   |
| Prof B Rayton<br>(for item Y) | - Academic Director of Postgraduate Taught Recruitment & Admissions |
| Mr M Whalley                  | - Director of Estates   |
| Mr M Williams                 | - Director of Finance   |

Apologies: Apologies for absence were received from Ms E Alcock and Prof B Gilbertson.

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**ACTION**

The Chair welcomed everyone to the meeting, in particular Mrs Charlotte Moar, newly appointed member. Council recorded its thanks to Thomas Sheppard who had recently stepped down as Chair of Council; as Vice-Chair she now carried out all his ex-officio roles.

The Chair invited declarations of interest but there were none.

The Chair noted that this meeting was only scheduled for two hours, but meetings in future would be three hours.

**6936 MINUTES OF PREVIOUS MEETING**

The minutes of the meetings of Council held on 19 July and 3 September 2018 were APPROVED as a correct record and signed by the Chair (papers C18/19-003A and B).

**6937 MATTERS ARISING**

1) Minute 6875 – The Chair explained the timescale for recruitment for the new Chair of Council: long-listing on 12 November, short-listing on 18 December and interviews on 1 February. It was anticipated that a recommendation would be put to the February Council meeting. There was a request for members to see details of shortlisted applicants but it was recognised that some applicants would not wish their interest to be known. The Chair undertook to take advice from Odgers as to generally accepted best practice regarding the sharing of names of short listed candidates beyond the recruitment panel and those who would be part of the candidates' own due diligence. There was a discussion about payment for a chair but it was noted that this was not intended.

Chair

2) Minute 6901 – it was noted that the Prevent Policy had been amended to show it also applied to apprenticeships.

3) Minute 6902 – Prof Egan confirmed that completion of the Bristol and Bath Science Park purchase had now taken place. Work was due to start in two weeks.

4) Minute 6908 – Prof Egan reported that the Masterplan had been sent to Bath and North East Somerset Council (B&NES) to inform the development of the new Local Plan. B&NES had recently published its Local Plan Options paper. Subject to its approval by the B&NES Cabinet, B&NES would be consulting on the paper between 12 November and 21 December 2018.

**6938 REPORT OF THE ACTING VICE-CHANCELLOR**

Council NOTED the report of the Acting Vice-Chancellor (paper C18/19-004) on key current issues for the University. There was a discussion about some current staff issues.

In response to a question about communications from the new Executive Board, the Acting Vice-Chancellor reported that he would organise an appropriate regular report from the Board to Council.

AVC

**6939 COUNCIL EFFECTIVENESS REVIEW**

The Chair introduced paper C18/19-005 with recommendations from the Council Effectiveness Review Steering Group.

Council:

1) APPROVED that declaration of former employment by members should also relate to all appointments from five years before members' appointment to Council, and to all senior appointments with no time limit. It should also include partners.

2) APPROVED that a working group be set up with the following aim:  
'To consider the effectiveness of how the University engages with its internal and

external stakeholders as set out in recommendation PR13 of the Halpin Review; the effectiveness of Court in achieving the desired outputs and outcomes of stakeholder engagement and, if it is determined that Court is not the most effective means for achieving these goals, to make recommendations as to how the University could improve and modernise its stakeholder engagement and to consider how the residual governance functions of Court are best fulfilled.’

There was a discussion about using expertise in the School of Management (SoM) and the Institute for Policy Research (IPR) in undertaking the review. It was clarified that the SoM/IPR would not run the process but advise on process; running the process would be the role of a separate group set up by Council. Further proposals and a timeline would be brought back to Council.

Chair/  
HoS

3) AGREED that increased diversity in its membership be sought and that search agents be used for the next recruitment round for lay members. This should be discussed further by Nominations Committee once the composition of Council had been decided.

UniSec

4) AGREED that the Steering Group membership remain as at present.

#### **6940 UNDERGRADUATE AND POSTGRADUATE REGISTRATIONS**

The Director of Undergraduate Admissions & Outreach presented his report on undergraduate registrations for 2018 entry (paper C18/19-006A). He explained that recruitment this autumn had been a challenge, and a higher number of students had been recruited through Clearing.–The next two years would be similar but new attractive courses were being developed, such as Criminology and Robotics.

The Academic Director of Postgraduate Taught Recruitment & Admissions then presented his report on postgraduate registrations (paper C18/19-006B). There had been an increase in intake but the ambitious targets had not been achieved. There would be a new target setting process for the following year.

Council NOTED the reports.

#### **6941 KEY PERFORMANCE INDICATORS**

The Director of Policy & Planning introduced paper C18/19-007, which gave an update on Key Performance Indicators (KPIs) monitoring the core activities of the University benchmarked against similar universities. She referred to the updates given by the Pro-Vice-Chancellors earlier that day at the Strategy Day. It was noted that the Halpin report had recommended that the KPIs be refreshed and extended to improve their relevance to the University’s strategy and operations; the Council Effectiveness Steering Group would be considering this as part of its work. Council NOTED the KPIs.

#### **6942 STUDENT SURVEY RESULTS 2018**

The Pro-Vice-Chancellor (Learning & Teaching) presented paper C18/19-008A with the 2018 NSS and PTES Student Survey results. He explained that the University had dropped two places to 44<sup>th</sup> place in the ranking for ‘overall satisfaction’, which was disappointing, although Chemical Engineering and Mechanical Engineering performed well. Action was being taken to improve assessment and feedback in particular. In PTES, overall satisfaction had dropped from 84% to 78%.

The Pro-Vice-Chancellor (International & Doctoral) presented paper C18/19-008B which set out the results of the Postgraduate Research Experience Survey (PRES) and Professional Doctorate Experience Survey. It was noted that these were not public. The University had elected to run the PRES annually but the response rate was so low that it was decided to return to every two years.

Council NOTED the survey results.

#### **6943 DEVELOPMENT AND ALUMNI RELATIONS UPDATE**

The Director of Development & Alumni Relations introduced papers C18/19-009A-C:

- 1) Development and Alumni Relations Annual Report and Financial Report on Funds Raised 2017/18
- 2) Vice-Chancellor's Strategic Endowment Fund 2017/18
- 3) Approval of Endowment Funds - noted that a new endowment fund had been approved by the Vice-Chancellor (as delegated by Council) since the last report to Council in October 2017.

He was pleased to report that £68.4m had been raised for the 50<sup>th</sup> anniversary. He agreed to draft a plan of future activity for February Council.

**DDAR**

Council NOTED the reports and welcomed the reports from those receiving scholarships.

#### **6944 COMMITTEE TERMS OF REFERENCE**

The University Secretary introduced paper C18/19-010. It was noted that Senate was content to agree to the proposals.

Council AGREED that the members of the Committee on the Office of Chancellor and Committee on the Office of Vice-Chancellor be stood down, with an expectation of only populating the Committees when required.

**HoS**

#### **6945 RISK MANAGEMENT**

The Director of Policy & Planning introduced paper C18/19-011 regarding Risk Management.

Council APPROVED:

- 1) the new assessment of the likelihood and impact of the key risks to the University;
- 2) a minor update of the wording of the University Risk Management Strategy and Risk Register to reflect the fact that for 2018/19 the Executive Board would be discharging the responsibilities previously ascribed to the Executive Committee.

It was noted that Risk reports should be in Part I for discussion and also that this may be the last report in this format as the Audit and Risk Assurance Committee were intending to make further proposals regarding the process.

#### **6946 REDUNDANCY COMMITTEE**

The University Secretary introduced paper C18/19-023 which had been emailed separately. Council:

- 1) DECIDED that it was desirable that there should be a reduction in the academic staff in a Department-by way of redundancy;
- 2) AGREED to appoint a Redundancy Committee to select and recommend the requisite member of academic staff for dismissal by reason of redundancy and report back to Council at its meeting on 29 November 2018. Prof Jeremy Bradshaw was appointed as the Chair and Mr T Ford and Mrs C Gibbons as the lay Council members, with the Senate members being appointed by the Acting Vice-Chancellor.

**6947 ORDINANCE 14.12 WAIVER**

The University Secretary introduced paper C18/19-012. Council APPROVED waiver of Ordinance 14.12 to permit the appointment of a non-staff member as an Orator.

**6948 URGENT BUSINESS**

Council NOTED the report of action taken since the previous meeting (paper C18/19-013), namely the appointment of Mrs Charlotte Moar for three years to 31 July 2021 as a member of Council and the appointment of Mr Peter Troughton for one year to 31 July 2019 to the Audit Committee.

**6949 CHANGES TO RESEARCH CENTRES ANNUAL REPORT**

Council NOTED paper C18/19-014, the Annual Report on changes to research centres and directors.

**6950 OFFICE FOR STUDENTS REGISTRATION**

Council NOTED paper C18/19-015 which confirmed that the University had successfully completed its initial registration with the Office for Students and that there were no specific conditions attached to its registration.

**6951 OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL LETTER**

Council NOTED paper C18/19-016. Three complaints were closed during 2017 and all were not justified. There were no complaints justified, partially justified or settled.

**6952 CAPITAL PROJECTS**

Council NOTED paper C18/19-017. There was a discussion about issues with the projects which were behind schedule.

**6953 FORWARD PROGRAMME OF BUSINESS 2018/19**

Council NOTED paper C18/19-018, which set out the topics of business expected for the coming year.

**6954 MINUTES OF COUNCIL AND JOINT COUNCIL/SENATE COMMITTEES**

Council RECEIVED the minutes of the following meetings of Council and Joint Council/Senate Committees:

|                                    |                   |
|------------------------------------|-------------------|
| Audit and Risk Assurance Committee | 3 October 2018    |
| Nominations Committee              | 6 September 2018  |
| Remuneration Committee             | 17 September 2018 |

**6955**    **EXECUTIVE COMMITTEE**

Council RECEIVED a summary report from the Executive Committee meeting in July 2018 (paper C18/19-022).

**6956**    **PROGRAMME OF MEETINGS 2018/19**

Council NOTED the programme of meetings of Council for the remainder of the year:

- 29 November 2018
- 22 February 2019
- 24 May 2019
- 19 July 2019

This year, all future meetings would start at 3.15pm in the Council Chamber unless otherwise stated.

**6957**    **ANY OTHER BUSINESS**

There was none.

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The meeting concluded at 5.25pm

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