UNIVERSITY OF BATH

Minutes of Meeting

Meeting:	**STAKEHOLDER ENGAGEMENT WORKING GROUP 01**
Date and Time:	**Thursday 15 August 2019 at 11.00am**
Venue:	**4 West Boardroom**

Present:
Mr John Preston (Chair)
Mrs Charlotte Moar
Mrs Pam Chesters
Prof Jeff Thompson
Prof Geof Wood
Mrs Ruth Foreman

In attendance:
Mrs Suzanne Maxwell, Senior Executive Officer

Apologies from Prof Geoff Hammond

ACTION

001 WELCOME AND INTRODUCTIONS

The Chair welcomed members, noting that apologies had been received from Professor Hammond.

002 INITIAL REMARKS FROM THE CHAIR

The Chair advised that Council, at its February 2019 meeting, had agreed that the Group be formed in order to conduct a review of stakeholder engagement by Council in response to PR13 of the Halpin Review. PR13 recommended a review of Court with a view "to create a deeper, broader and more inclusive stakeholder engagement strategy". The purpose of this first meeting was to consider its composition, draft terms of reference and working arrangements.

It was noted that considerable progress had been made against other Halpin recommendations, details of which were available on the web site.

003 COMPOSITION AND TERMS OF REFERENCE

In line with Council's recommendations, three members of Court (Professors Hammond, Thompson and Wood) had been elected to the Stakeholder Engagement Working Group (SEWG) to join four members of Council (John Preston as Chair, Ruth Foreman, Pam Chesters and Charlotte Moar).

The Chair advised that Court was seen as an important stakeholder group and, in particular, everyone acknowledged the value it had brought in the recent past by acting as a "safety valve". However, if the outcome of the Group's review led to other opportunities for key stakeholders to engage fully with Council and "speak truth to power" it may be appropriate to consider the composition, but not the function, of Court]. It was noted that the composition of other key bodies (e.g. Council) had already been reviewed.

The Chair clarified that the Group had no delegated authority. It would identify options which could be tested and would make recommendations to Council. The Group's focus would be on Council's engagement with stakeholders and how information was harvested to enable Council to provide appropriate guidance on policy and challenge to the University's Senior Management Team. The University's wider engagement with stakeholders would be considered separately.

The Group would consider ways in which regular engagement with different stakeholder groups could be achieved, how information could be gathered and feedback given, and how stakeholders could be made to feel valued.

The Group agreed that the draft Terms of Reference should be amended to read:

1. To identify those stakeholders with which Council should be engaging in order to fulfil its roles and functions, and to consider how best that engagement should be achieved;
2. In light of 1, to consider how Court operates within/contributes to that engagement process and whether its current make-up and procedures would then be appropriate;
3. To make recommendations to Council for appropriate actions.

It was also agreed that the following should be added by way of context:

- A definition of 'engagement';
- A brief description of Council's role;
- A brief note about the Halpin recommendation.

004   WORKING ARRANGEMENTS

It was agreed that email communication may be preferable to some form of intranet site, given the relatively small size of the Group. Experts from the School of Management would be invited to attend meetings as necessary.

005   INITIAL DISCUSSION OF STRAWMAN PROPOSAL

The Chair advised that the strawman proposal would be discussed at the next meeting.

006 **CONSIDERATION OF HOW AND AT WHAT STAGE TO TEST ANY RECOMMENDATIONS WITH INDIVIDUAL STAKEHOLDER GROUPS**

Staff and students were identified as the main groups that Council needed to engage with on a regular basis. Whilst recognising the importance of alumni, it was agreed that the University rather than Council needed to have more direct engagement with them.

It was agreed that, in future meetings, the Group would consider how feedback would be presented to Council.

007 **DATES OF FUTURE MEETINGS**

It was agreed that dates for future meetings would be identified via a Doodle poll.

The meeting concluded at 1.10pm.