

## THE COUNCIL



### Minutes of the meeting held on 16 May 2016

Present: The Chairman of the Council (Mr R Jewson), the Treasurer (Mr J Sisson), Mr J Greenwell, Mr G Jones, Ms V Keller Dorsey, Ms L. McGillivray, Dr K Skoyles, the Vice-Chancellor (Professor D. Richardson), the Pro Vice-Chancellor (Professor D. Petley), the Deputy Vice-Chancellor (Professor N. Ward), Ms H. Lewis, Mr C. Brown and the Student Representatives (Mr C. Jarvis and Mr Y. Yu)

With: The Registrar and Secretary (Mr B Summers), the Director of Finance, Planning and Governance (Mr I. Callaghan), the Head of Corporate Communications (Mr A. Stronach), the Assistant Registrar (Ms L. Williams) and the Senior Administrative Assistant (Mrs R. Phillips).

In attendance: The Executive Deans of Faculty (Professor J Collier, Professor D. Edwards, and Professor Y Tasker)

Apologies: Dr W. Thomson, Professor G Schofield and Mr M Williams,

#### 65. MINUTES

Confirmed

the minutes of the Council meeting held on 14 March 2015.

#### 66. STATEMENTS BY THE CHAIR OF COUNCIL

The Chair:

- congratulated INTO UEA on receiving the Queen's Award for Enterprise;
- thanked the Student Representatives (Chris Jarvis and Yinbo Yu) who were attending their last formal meeting for their hard work whilst being members of the Council;
- noted the achievement of 14<sup>th</sup> place in the Complete University Guide (the University's highest position in this league table);
- congratulated Professor Corrine Le Quere on election as a Fellow of the Royal Society;
- confirmed that Karen Jones had agreed to become the next Chancellor of the University and a formal offer of appointment would now be made. It was likely that an installation event would take place in the autumn.

#### 67. STATEMENTS BY THE VICE-CHANCELLOR

In addition to the items contained in the Vice-Chancellor's report the following statements were made:

- Industrial action was due to take place next week. The Vice-Chancellor has written to all staff outlining the management position. Collective negotiation takes place through UCEA and the latest sense was that the numbers taking part would be low minimising the impact on student experience. The Council supported the current position of the University;

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- The UEA Plan was launched at an event in the Hostry at the Cathedral. There was good interaction with a wide range of representatives from the City and Region;
- A number of activities are taking place on campus in relation to the EU Referendum including a number of debates and BBC Radio 4 broadcasting elements of the Today programme from campus on Wednesday. Activity is also taking place to encourage students to register to vote and take part in the referendum. Institutionally a neutral position is being adopted.
- Debate is taking place on regional devolution. This could deliver more opportunities for investment in infrastructure.
- The Higher Education White Paper has been published. It is similar to the previous Green Paper and key points are as follows:
  - Creating an Office for Students, merging the Office for Fair Access with the learning and teaching functions of the Higher Education Funding Council for England
  - Establishing a single research funding body, UK Research & Innovation, bringing together the seven research councils, Innovate UK, and the research and knowledge exchange functions of the Higher Education Funding Council for England
  - Retaining the proposed link between the teaching excellence framework and tuition fees, but phasing the system in more slowly, with formal assessments of providers' performance on measures such as student satisfaction leading to differentiated fee caps, beginning in the third year of the scheme
  - Allowing inflationary increases in tuition fees for participating institutions that meet basic standards in 2017-18 and 2018-19, ahead of the introduction of differentiated caps in 2019-20
  - Piloting of subject-level TEF assessments in the third year of the scheme, ahead of full introduction in year four
  - Assessing universities according to their performance on student satisfaction, retention and graduate employment, as well as other metrics yet to be developed, while also drawing on qualitative institutional submissions and expert judgements
  - Allowing new providers to offer their own degrees from the day that they open, on a probationary basis that requires them to be subject to ongoing monitoring and annual reviews
  - Allowing new providers to apply for full degree-awarding powers after three years, and to apply for university title three years after that
  - Allowing new providers to charge tuition fees of up to £9,000, rather than £6,000 as is currently the case, if they have an access agreement in place
  - Reducing the size threshold – currently 1,000 students – required for applications for university title
  - Requiring all providers to have protection plans in place setting out how students would be supported in the event of institutional closure
  - Launching a call for evidence looking at whether students should be able to switch university course more easily
  - Placing a requirement on universities to publish admissions data broken down by gender, ethnicity and socio-economic background
  - Allowing the Office for Students to promote not only access but also “participation”, including retention and graduate employment.

68. REPORT FROM THE VICE-CHANCELLOR

Received

a confidential report from the Vice-Chancellor. (A copy is filed in the Minute Book, ref. COU15D048)

(The report was taken as read in conjunction with the additional statements made above. In terms of the admissions section of the report it was important to note that the comparator year was one of the University's most successful and incorporated a more aggressive approach to unconditional offers. The Admissions position would be considered in more detail at the forthcoming ET Strategy Day. It was still the intention to deliver the 2016/17 budget.)

\*69. CONSIDERATION OF RECENT LEAGUE TABLE PERFORMANCE

This minute is confidential and attached as a separate sheet.

\*70. THE SAINSBURY LABORATORY/THE NORWICH RESEARCH PARK

This minute is confidential and attached as a separate sheet.

71. CAMPUS RE-DEVELOPMENT

Received

a presentation on progress to date with identifying the programme of work to re-develop the campus.

(In discussion it was acknowledged that the TPSC development could take place in a "phase -1" to support higher numbers in the Business School. The current proposals were delivering in line with the masterplan agreed with Norwich City Council but it may be necessary to consider amendments to that plan especially around traffic and car parking. Initial discussions have taken place but if a multi-storey car park were required options to finance and operate the car park would need to be considered. Congregation Hall currently does not form part of the development plan but would be available as an option in 2030. It was acknowledged that there were risks that may arise from stripping back to the frame of the Lasdun Wall but the studies to date have been undertaken by a multi-disciplinary team and there was confidence in the structural integrity. It was also noted that Building 3 is self-contained and will be used as a trial for the proposed re-development plan. The latest plan minimises disruption to the campus and hence student experience.)

72. HEFCE ANNUAL ASSESSMENT OF INSTITUTIONAL RISK

Received

the confidential annual letter from HEFCE (dated 4 March 2016) regarding the HEFCE annual assessment of institutional risk together with a report from the Director of Finance, Planning and Governance. (A copy is filed in the Minute Book, ref. COU15D051)

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(It was noted that, at the request of Finance Group, the development of the 15-year long term plan would incorporate a calculation of the impact on the key metrics monitored by HEFCE in producing this report.)

### 73. APPOINTMENT OF AUDITORS

Noted

that the University recently held a tendering exercise for the external audit and internal audit contracts.

Received

a confidential recommendation from the Chair of Audit Committee that the following appointments be made:

- (1) KPMG be appointed as external auditors with the appointment taking effect with the audit of the 2016/17 financial statements. The current auditor will complete the 2015/16 audit.
- (2) Pricewaterhouse Coopers be appointed as internal auditors with effect from 1 August 2016 at which time Deloitte will retire.

(A copy is filed in the Minute Book, ref. COU15D052)

RESOLVED

to appoint auditors as recommended above.

### 74. AUDIT COMMITTEE

Considered

a confidential report from the Registrar and Secretary regarding the composition of Audit Committee. (A copy is filed in the Minute Book, ref. COU15D053)

RESOLVED

to appoint at least three members of Audit Committee from independent Council members.

### \*75. UNIVERSITY OF EAST ANGLIA STAFF SUPERANNUATION SCHEME

This minute is confidential and attached as a separate sheet.

### 76. REPORT FROM THE FINANCE GROUP

Received

a confidential report from the Finance Group including commentary on the draft budget for 2016/17 and the future years' financial forecasts. (A copy is filed in the Minute Book, ref. COU15D055).

77. APPOINTMENT OF BANKERS

Received

a recommendation from the Director of Finance, Planning & Governance that Barclays Bank PLC be appointed as the University's bankers and that authority be given to key officers to act in respect of online banking. (A copy is filed in the Minute Book, ref. COU15D058)

RESOLVED

- (1) That Barclays Bank PLC be authorised to accept any two of the following signatories to authorise changes to the bank mandate and specifically to decide matters in relation to electronic banking channels and to allow those individuals to sub-delegate the power to other individuals to make payments and give other instructions in connection with electronic banking.
- (2) In addition, should the role holders for the following posts change then this authority will transfer to the new and subsequent role holders.
- (3) Persons to who authority is delegated:
  1. Professor David Richardson: Vice-Chancellor
  2. Mr Brian Summers: Registrar and Secretary
  3. Mr Ian Callaghan: Director of Finance, Planning & Governance
  4. Ms Rhoda Wolf: Head of Financial Accounting

78. POWER OF ATTORNEY

Approved

a report from the Registrar & Secretary regarding renewal of a power of attorney. (A copy is filed in the Minute Book, ref. COU15D056)

79. HEALTH & SAFETY REPORT TO COUNCIL

Received

a report from the Health and Safety Executive. (A copy is filed in the Minute Book, ref. COU15D057)

80. REPORT FROM THE COUNCIL MEMBERSHIP COMMITTEE

Received

a report from the Council Membership Committee recommending. (A copy is filed in the Minute Book, ref. COU15D059)

Approved recommendations:

- (1) appointments to the Council; and
- (2) a change to the name and terms of reference of the Committee; and
- (3) a change to the membership of the Committee.

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### 81. ITEMS FOR REPORT

Received

the following Item for Report. (A copy is filed in the Minute Book, ref. COU15D060)

- (1) Sealings

### 82. UNION OF UEA STUDENTS – ELECTION 2016/17 RESULTS

Reported

the results of the election:

#### **Full Time Officers**

- Activities and Opportunities Officer - Joe Zilch
- Welfare, Community and Diversity Officer - Jo Swo
- Undergraduate Education Officer - Theo Antoniou-Phillips
- Campaigns and Democracy Officer - Amy Rust
- Postgraduate Education Officer - Madeleine Colledge

#### **Part Time Officers**

- Non Portfolio Officers- Chris Ball, Tom Etheridge, Finn Northrop and Jack Robinson.
- Women's Officer- Abbie Mulcairn
- Environment Officer- Veronica White
- Ethical Issues Officer- Emmanuel Agu
- Ethnic Minorities Officer- Tarun Sridhar
- LGBT+ Officer (open place) – Sharmin Hoque
- LGBT+ Officer (transgender/non-binary) – Lee Brown
- International Officer- Malaika Jaovisidha
- Students with Disabilities Officer- Kate Snape
- Mature Students Officer- Louise Rudd

### 83. DATE OF NEXT MEETING

Reported

that the date of the next Council meeting was on Monday 4 July 2016 at 10.30am.

### 84. DATES OF MEETINGS IN 2016/2017

Confirmed

that the meetings of Council in 2016/2017 had been confirmed as:

Monday 10 October 2016 – 10.30am  
Monday 28 November 2016 – Council Strategy Conference – All day  
Monday 16 January 2017 – 10.30am  
Monday 13 March 2017 – 10.30am  
Monday 15 May 2017 – 10.30am  
Monday 26 June 2017 – 10.30am