

THE COUNCIL



There will be a meeting of the Council at **09.30** on Monday 28 November 2016 in Committee Room 2, The Council House.

There will be refreshments available outside the room from 9.10am.

Registrar and Secretary
21 November 2016

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Council. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Council ask for them to be discussed. Items in Section C are for information only. Any member of the Council may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Thursday 24 November 2016. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Council Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/council/council-2016-2017>)

2. MINUTES

To confirm
the minutes of the meeting held on 10 October 2016 (Enclosed).

3. STATEMENTS BY THE CHAIR

4. STATEMENTS BY THE VICE-CHANCELLOR

5. COMMITTEE MEETINGS HELD SINCE THE LAST COUNCIL MEETING

The following meetings of Committee meetings have taken place since the last Council meeting:

1. Governance Committee 10th October 2016 (reported below)
2. Sainsbury Centre Board 10th October 2016

COU16A002

3. Equality and Diversity Committee 31st October 2016
 4. Audit Committee 4th November 2016 (reported below and a substantive item on this agenda)
 5. Senate 9th November 2016 (reported below and a substantive item on this agenda)
 6. Finance Group 14th November 2016 (reported below and a substantive item on this agenda)
 7. Student Experience Committee 24th November 2016
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

*A1. VICE-CHANCELLOR'S REPORT

To receive

the confidential Vice-Chancellor's report to Council. COU16D012 (Divider A)

A2. CHANGING THE CULTURE: REPORT OF THE UUK TASKFORCE EXAMINING VIOLENCE AGAINST WOMEN, HARASSMENT AND HATE CRIME AFFECTING UNIVERSITY STUDENTS

To receive

a report from the Director of Student Services and a joint presentation from Student Services and the Union of UEA Students on the action being taken to support the recommendations from the UUK Taskforce. COU16D013 (Divider B)

*A3. FINANCIAL STATEMENTS

To report

that the Audit Committee (4 November 2016) considered:

- (a) the confidential draft Financial Statements 2015-16 and
- (b) the confidential Auditors' report on the audit and the financial statements, including the draft letter of representation

To consider

a confidential recommendation from the Audit Committee

- (1) that the Financial Statements, subject to any amendments recommended by the Audit Committee, for the year ended 31 July 2016 in the form in which they will be presented to the Court and published externally, including the Treasurer's report which forms an integral part of the statements, be approved. COU16D014 (Divider C)
- (2) that the letter of representation concerning the University's compliance with relevant laws and regulations be approved. See Appendix 2 of COU16D014 (Divider C)

(The financial statements were also reviewed in draft together with the draft Treasurer's report, by the Finance Group at its meeting on 14 November 2016.)

COU16A002

*A4. FINANCIAL FORECASTS AND INSTITUTIONAL SUSTAINABILITY

To consider

- (1) a confidential report from the Director of Finance, Planning and Governance which incorporates summary financial forecasts updated to reflect the 2015/16 outturn. The outturn for 2015/16 and the current year forecast will then be submitted to HEFCE. This paper also incorporates the financial factors impacting institutional sustainability. COU16D015 (Divider D)
- (2) a confidential report from the Director of Finance, Planning and Governance which incorporates the non-financial factors impacting institutional sustainability. COU16D024 (Divider E)

*A5. AUDIT COMMITTEE

To consider

the confidential Annual Report of the Committee. COU16D016 (Divider F)

*A6. FINANCE GROUP

To receive

a confidential report from the Finance Group meeting which took place on 19 November 2016. COU16D017 (Divider G)

*A7. ANNUAL ACCOUNTABILITY RETURN

To consider

the annual Accountability Return incorporating:

- (a) The Annual Assurance Return including the report on quality assurance from the Director of Student and Academic Services COU16D018 (Divider H)
- (b) Signed audited financial statements [item A3]
- (c) Audit Committee's annual report [item A5]
- (d) The external auditor's management letter and the provider's response to this [items A3 and A5]
- (e) The internal auditor's annual report [item A5]
- (f) Value for money report COU16D019 (Divider I)
- (g) Financial commentary [item A4]
- (h) Annual sustainability assessment [item A4]

To confirm

Signature of the Annual Accountability Return.

A8. PREVENT DUTY

To receive

the annual report to the Higher Education Funding Council for England on the implementation of the Prevent Duty. COU16D020 (Divider J)

To confirm

the declarations made by the Chair of Council on behalf of Council.

COU16A002

A9. GOVERNANCE COMMITTEE

To consider

The report of the Governance Committee that took place on 10th October 2016. COU16D021 (Divider K).

SECTION B: ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Council ask for them to be discussed. Any member of the Council may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Thursday 24 November 2016.

Please look under 1. Business of the Agenda for details of how to view these documents.

B1. UEA RESEARCH INTEGRITY REPORT 2015/16

To report

that at its meeting on 9th November 2016 Senate considered a report summarising activities undertaken to support and strengthen understanding and application of research integrity issues in the period 1st August 2015 to 31st July 2016 which includes a high-level statement on any formal investigations of research misconduct that have been undertaken. At that meeting Senate resolved to give assurance to Council on the activities undertaken to support and strengthen understanding and application of research integrity issues across UEA; that the processes in place for dealing with allegations of misconduct in research are transparent, robust and fair and continue to be appropriate for UEA's needs; the very small number (2) of formal investigations of research misconduct undertaken mean that it is not possible to identify any trends and further analysis is not warranted.

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Thursday 24 November 2016.

Please look under 1. Business of the Agenda for details of how to view these documents.

C1. ITEMS FOR REPORT

To receive

the following Items for Report. COU16D022

- (1) Confirmation that the Privy Council has approved amendments to Statute 7 and that these amendments will take effect from 1 December 2016. Council had previously approved the amendments by Special Resolution on 14 March 2016 (COU15D040, COU15M007, minute 55).
- (2) Sealings
- (3) The House of Commons Education Committee Inquiry into 'The Impact of Brexit on Higher Education'

COU16A002

C2. DATES OF MEETINGS

To report

- (1) that the date of the next Council meeting is Monday 16 January 2017.
- (2) that the dates of future Council meetings are:

Monday 13 March 2017 - 10.30am

Monday 15 May 2017 - 10.30am

Monday 26 June 2017 - 10.30am

SECTION D: RESERVED AGENDA

Please look under 1. Business of the Agenda for details of how to view these documents.

****D1. SENIOR OFFICERS' REMUNERATION COMMITTEE**

To receive

the confidential and reserved report of the Senior Officers' Remuneration Committee held on 26 June 2016. COU16D023 (Divider L)