

THE COUNCIL



Minutes of the meeting held on 28 November 2016

Present: Mr J Greenwell (in the Chair), Mr S Blease, Mr J Clayton, Mr G Jones, Ms G Maclean, Ms L McGilivray, Dr K Skoyles, Mr M Williams, the Vice-Chancellor (Professor D Richardson), the Pro Vice-Chancellors (Professor N Ward and Professor F Lettice), Ms H Lewis, Mr C Brown, Mr T Antoniou-Phillips

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

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

Apologies: Professor N Boodhoo, Dr W Thomson, Ms A Rust

15. MINUTES

Confirmed
the minutes of the meeting held on 10 October 2016.

16. STATEMENTS BY THE CHAIR

17. STATEMENTS BY THE VICE-CHANCELLOR

The Chancellor of the Exchequer has announced a National Productivity Investment Fund (NPIF) (£4bn over two years) with significant sums anticipated to be allocated via Research UK. Discussions are taking place across the NRP to identify how these funds may best be accessed. The second wave of Science and Innovation Audits is underway and will enable UEA to exhibit strengths in this area. £150m will be allocated to the East of England from Growth Deal 3 and it is hoped that about a third of this will come to the local LEP but the breakdown of the devolution discussions may impact this.

As development of the University implementation plan progresses there will be work to identify significant efficiencies/cost savings.

In terms of admissions, two years ago there was a significant increase in applications. Current data is comparing to a high point and a higher level of detail tends to become apparent in the UCAS mid-January data that is available towards the end of the month.

18. COMMITTEE MEETINGS HELD SINCE THE LAST COUNCIL MEETING

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

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

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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

19. VICE-CHANCELLOR'S REPORT

Received

the confidential Vice-Chancellor's report to Council. (A copy is filed in the Minute Book, ref. COU16D012)

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

Received

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. (A copy is filed in the Minute Book, ref. COU16D013)

(The Vice-Chancellor had been one of two Vice-Chancellors on the task force. A bystander initiative has been launched locally to give people the confidence to step-in to a situation where they think they may be witnessing inappropriate behaviour. It is to be anticipated that given the publicity locally and nationally about this report and the actions that are being taken there could be a spike in demand as a result of disclosures being made. It will be important that all involved communicate their support and that every effort is made to ensure the appropriate capacity is available. There is also the Norfolk Community Safety Partnership chaired by Laura McGilivray. Further discussion will take place at Student Experience Committee. There would also be a need to ensure appropriate message management potentially working closely with NUA and the local media outlets.)

*21. FINANCIAL STATEMENTS

Reported

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

Considered

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 would be presented to the Court and published externally, including the Treasurer's report which forms an integral part of the statements, be approved. (A copy is filed in the Minute Book, ref COU16D014)

- (2) that the letter of representation concerning the University's compliance with relevant laws and regulations be approved. See Appendix 2 of COU16D014 (A copy is filed in the Minute Book)

(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.)

The auditors compliments on the smoothness of the audit were noted as were the significantly volatile (but non-cash) transactions in respect of pension fund movements and financial instrument transactions. There were LDI Investments in place to manage the volatility of the local pension scheme returns.

Resolved

to approve signature of the financial statements in their final form.

22. FINANCIAL FORECASTS AND INSTITUTIONAL SUSTAINABILITY

Considered

- (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 would then be submitted to HEFCE. This paper also incorporates the financial factors impacting institutional sustainability. (A copy is filed in the Minute Book, ref. COU16D015)
- (2) a confidential report from the Director of Finance, Planning and Governance which incorporates the non-financial factors impacting institutional sustainability. (A copy is filed in the Minute Book, ref. COU16D024)

(The forecasts as submitted did not include the Lasdun Wall refurbishments which are outside the period for submission. The forecasts were approved as submitted.)

23. AUDIT COMMITTEE

Considered

the confidential Annual Report of the Committee. (A copy is filed in the Minute Book, ref. COU16D016)

(The Chair highlighted that there was an anomaly in the membership of Audit Committee and that the terms of reference should be amended to remove the "ex-officio" role holders from those with the right to membership. This was approved.

The outstanding actions referred to in the Internal Auditors' report were highlighted and it was confirmed that the Chair, Director of Finance, Planning & Governance and Gillian Maclean would be meeting with the incoming Internal Audit Manager and Partner to set parameters for the future operation of internal audit. The University management were also keen to see significant improvements in the area of compliance with internal audit recommendations. A good level of improved compliance had been observed in the follow-up to the Estates/Procurement report.)

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*24. FINANCE GROUP

Received

a confidential report from the Finance Group meeting which took place on 19 November 2016. (A copy is filed in the Minute Book, ref. COU16D017)

*25. ANNUAL ACCOUNTABILITY RETURN

Considered

the annual Accountability Return incorporating:

- (a) The Annual Assurance Return including the report on quality assurance from the Director of Student and Academic Services (A copy is filed in the Minute Book, ref. COU16D018)
- (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 (A copy is filed in the Minute Book, ref. COU16D019)
- (g) Financial commentary [item A4]
- (h) Annual sustainability assessment [item A4]

Confirmed

Signature of the Annual Accountability Return. In terms of the quality assurance confirmation the Pro Vice-Chancellor (Academic) presented the report at item (a). The QAA had given the University assurance just over 12 months ago and the new process requires Council to make a statement as part of their annual assurance submission regarding quality. There were some issues identified in this first year of the process and these will be addressed during the next 12 months.

26. PREVENT DUTY

Received

the annual report to the Higher Education Funding Council for England on the implementation of the Prevent Duty. (A copy is filed in the Minute Book, ref. COU16D020)

Confirmed

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

27. GOVERNANCE COMMITTEE

Considered

the report of the Governance Committee that took place on 10th October 2016. (A copy is filed in the Minute Book, ref. COU16D021).

28. UEA RESEARCH INTEGRITY REPORT 2015/16

Reported

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 included 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.

29. ITEMS FOR REPORT

To receive

the following Items for Report. (A copy is filed in the Minute Book, ref. COU16D022).

- (1) Confirmation that the Privy Council had approved amendments to Statute 7 and that these amendments would 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'

30. DATES OF MEETINGS

Reported

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

Monday 13 March 2017 - 10.30am

Monday 15 May 2017 - 10.30am

Monday 26 June 2017 - 10.30am

**31. SENIOR OFFICERS' REMUNERATION COMMITTEE

This minute is confidential and reserved and attached as a separate sheet.