

# THE COUNCIL



There will be a meeting of the Council at **9.30am** on Monday 20 November 2017 in Committee Room 2, The Council House.

*There will be refreshments available outside the room from 9.15am.*

Registrar and Secretary  
13 November 2017

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## 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 16 November 2017. 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-2017-2018>.

### 2. MINUTES

To confirm  
the minutes of the meeting held on 9 October 2017 (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 9<sup>th</sup> October 2017
2. Sainsbury Centre Board 9<sup>th</sup> October 2017

## COU16A002

3. Equality and Diversity Committee 30<sup>th</sup> October 2017
  4. Audit Committee 6<sup>th</sup> November 2017 (reported below and a substantive item on this agenda)
  5. Senate 8<sup>th</sup> November 2017 (reported below and a substantive item on this agenda)
  6. Finance Group 6<sup>th</sup> November 2017 (reported below and a substantive item on this agenda)
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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. COU17D011 (Divider A)

\*A2. FINANCIAL STATEMENTS

To report  
that the Audit Committee and Finance Committee met jointly (6 November 2017) to consider:

- (a) the confidential draft Financial Statements 2016-17; 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 and Finance Committee

- (1) that the Financial Statements, subject to any late amendments that will be highlighted before signing, for the year ended 31 July 2017 be approved. The approved financial statements will be presented to Court, submitted to HEFCE and published on the University website. COU17D012 (Divider B)
- (2) that the letter of representation concerning the University's compliance with relevant laws and regulations be approved. See Appendix 2 of COU17D012 (Divider B)

\*A3. FINANCIAL FORECASTS AND INSTITUTIONAL SUSTAINABILITY

To consider

- (1) a confidential report from the Acting Director of Finance which incorporates summary financial forecasts updated to reflect the 2016/17 outturn. The outturn for 2016/17 and the current year forecast will then be submitted to HEFCE. This paper also incorporates the financial factors impacting institutional sustainability. COU17D013 (Divider C)
- (2) a confidential report from the Acting Director of Finance which incorporates the non-financial factors impacting institutional sustainability. COU17D014 (Divider D)

\*A4. AUDIT COMMITTEE

To consider  
the confidential Annual Report of the Committee. COU17D015 (Divider E)

## COU16A002

### \*A5. FINANCE COMMITTEE

To receive

a confidential report from the Finance Committee meeting which took place on 6 November 2017. COU17D016 (Divider F)

### \*A6. 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 COU17D017 (Divider G)
- (b) Signed audited financial statements [item A2]
- (c) Audit Committee's annual report [item A4]
- (d) The external auditor's management letter and the provider's response to this [items A2 and A4]
- (e) The internal auditor's annual report [item A4]
- (f) Financial commentary [item A3]
- (g) Annual sustainability assessment [item A3]

To confirm

Signature of the Annual Accountability Return.

### A7. PREVENT DUTY

To receive

the annual report to the Higher Education Funding Council for England on the implementation of the Prevent Duty. COU17D018 (Divider H)

To confirm

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

### A8. RISK MANAGEMENT

To report

That Audit Committee and Executive Team – Plus have considered the outcomes of the recent internal audit report on risk management.

To consider

a proposed timeframe for addressing the management of risk. COU17D019 (Divider I)

To approve

The current high level risk register.

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

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

**B1. UEA RESEARCH INTEGRITY REPORT 2016/17**

To report

that at its meeting on 8<sup>th</sup> November 2017 Senate considered a report summarising activities undertaken to support and strengthen understanding and application of research integrity issues in the period 1<sup>st</sup> August 2016 to 31<sup>st</sup> July 2017 (SEN17D016). 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; and that the very small number of formal investigations of research misconduct undertaken mean that it is not possible to identify any trends and further analysis is not warranted.

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**SECTION C: ITEMS FOR REPORT**

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. COU17D020

- (1) Sealings

**C2. DATES OF MEETINGS**

To report

- (1) that the date of the next Council meeting is Monday 15 February 2018.
- (2) that the dates of future Council meetings are:

Monday 12 March 2018 - 10.30am

Monday 14 May 2018 - 10.30am

Monday 25 June 2018 - 10.30am

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**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 25 June 2017. COU17D021 (Divider J)