

THE COUNCIL



Minutes of the meeting held on 12 March 2018

Present: The Chair of the Council (Mr J. Greenwell), The Treasurer (Mr M. Williams), the Vice-Chancellor (Professor D. Richardson), the Pro Vice-Chancellor (Professor F. Lettice), the Deputy Vice-Chancellor (Professor N. Ward), Independent Members (Mr S. Blease, Mr J. Clayton, Mr G Jones, Ms L. McGillivray, Dr K Skoyles and Dr W. Thomson), Members appointed by the Senate (Ms H. Lewis), Member appointed by the Support Staff (Mr C. Brown) and the Student Representatives (Ms M. Leishman and Mr J. Robinson)

With: The Acting Registrar and Secretary (Mr I. Callaghan), the Interim Director of Finance, (Mr J. Brown), the Assistant Registrar (Ms L. Williams), the Head of Corporate Communications (Mr A. Stronach) and the Assistant Head of Corporate Communications (Mrs S. Lawson).

In attendance: The Pro-Vice-Chancellors of Faculty (Professor S. Barrow, Professor J Collier and Professor D. Edwards)

Apologies: Professor P Gilmartin, Miss G. Maclean and Professor N Boodhoo

31. MINUTES

Confirmed

the minutes of the Council meetings held on 5 February 2018.

32. STATEMENTS BY THE CHAIR OF COUNCIL

- (1) The Chair offered his congratulations to Ian Callaghan upon his appointment as the University's first Chief Resource Officer, working alongside the new Chief Operating Officer Jenny Baxter, both posts commencing on 21 May 2018.
- (2) Governance committee will meet again before the May Council meeting. Recommendations from the CUC Consultation committee would be considered at the May meeting.
- (3) The awarding of the Queen's Anniversary Prize to UEA's school of Environmental Sciences had taken place in London recently, with the Chair of Council, Vice-Chancellor and Head of school in attendance. Congratulations were offered to all involved

33. MEETINGS SINCE THE LAST MEETING OF COUNCIL

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

Equality and Diversity Committee and Finance Committee (27 February 2018)

COU17M005

COU-M2
12.03.2018
Min. *34

*34. REPORT AND STATEMENTS FROM THE VICE-CHANCELLOR

This minute is confidential and attached as a separate sheet.

*35. KEY PERFORMANCE INDICATORS

This minute is confidential and attached as a separate sheet.

36. CHANGES TO THE UK HIGHER EDUCATION FUNDING AND REGULATORY ENVIRONMENT: UKRI AND OFS

Considered

a report highlighting the new regulatory environment arising as a result of the establishment of UK Research and Innovation (UKRI) and the Office for Students (OfS). (A copy is filed in the Minute Book, ref. COU17D030)

*37. GENERAL DATA PROTECTION REGULATIONS

This minute is confidential and attached as a separate sheet.

*38. ALIGN

This minute is confidential and attached as a separate sheet.

39. HONG KONG CHARITABLE FOUNDATION

Received

a paper from the Director of Development in respect of establishing a Hong Kong Foundation. (A copy is filed in the Minute Book, ref. COU17D032)

Approved

The establishment of a Hong Kong Foundation as outlined.

*40. HEFCE's ANNUAL ASSESSMENT OF INSTITUTIONAL RISK

This minute is confidential and attached as a separate sheet.

41. DEEP DIVE (PEOPLE)

Received

a presentation from the Pro-Vice-Chancellor (Arts & Humanities). Mrs C Piper Director of HR and Ms Helen Murdoch Equality and Diversity Manager were in attendance.

(Council members welcomed the full and positive report on all the activities, developments and progress involving staff at UEA, particularly those focused on E&D. Council were informed about the active and very positive progress with the Athena SWAN gender equality initiative at University and School levels, and about the pleasing rise up the Stonewall Index for employers which

reflected the range of positive work with LGBTQ staff and students. Mary Leishman indicated that she would like to discuss the University's work with BAME students and staff with Helen Murdoch, which was welcomed. Noted that work continued in terms of providing a permanent Muslim prayer space for staff and students. Also noted was that: work was ongoing in terms of improving numbers of staff with teaching qualification/HEA accreditation (with Faculty and University wide support/training and funding, via appraisals, and with more explicit links to the promotions criteria); the apprenticeship levy might be used for the benefit of the institution; the technicians' commitment (a major national initiative aimed at improving the visibility, working conditions and professional opportunities for University technical staff) had been signed; management and leadership training, mentoring, coaching and workshops were available in-house and externally, with new provision being tested. Tracking and recording of staff training was a work in progress and linked to a new IT project. The Chair was interested to know how joined up all the activities were; it was agreed that behaviour and culture needed to be aligned for optimum performance across the institution and that this was a priority work in progress.

Jeremy Clayton indicated that the quality of the line-manager relationships was key, that this was difficult to measure, but that leadership role models were essential. The last staff survey (2016) had picked up areas of discontent amongst categories of staff, albeit it based on a response rate of 33%. The new COO and CRO would be working on this as a team with HR, BIU and the PVCs to: review the survey questions and ensure that free-text comments sections were included, improve the response rates, develop more systemised action planning as a result.

Appraisals: it was noted that line managers and then ET are ultimately responsible for appraisal completion; reporting rates remain low in some areas. Further attention would be needed to improve completion rates and particularly reporting. An IT solution is being developed.

ACTION: Ian Callaghan, with HR and ITCS

The forthcoming report on gender pay was discussed and some of the reasons for the gap noted (eg UEA employs rather than contracts out cleaning staff; UEA employs student ambassadors director a large majority of whom are female; UEA has clinical excellence awards – all factors contribute to a relatively high gap).

In terms of follow-up to Deep Dives, the Chair suggested that the Council Strategy Conference could be used for progress updates on all the Dives.

ACTION: VC/Ian Callaghan)

42. REPORT FROM THE FINANCE COMMITTEE

Considered

a confidential report from the Finance Committee meeting held on Tuesday 27 February 2018. (A copy is filed in the Minute Book, ref. COU17D034)

COU17M005

COU-M4
12.03.2018
Min. 43

43. UNION OF UEA STUDENTS – FINANCIAL STATEMENTS 2017

Received

a confidential report from the Registrar and Secretary in respect of the financial statements for the Union of UEA Students for 2017 – Covering report was tabled at the meeting (A copy is filed in the Minute Book, ref. COU17D035)

44. APPOINTMENT TO THE BOARD OF THE SAINSBURY CENTRE

Confirmed

a proposal to add Mr Charles Barratt to the Board of the Sainsbury Centre. A biography of Mr Barratt is attached together with the current composition of the Board. (A copy is filed in the Minute Book, ref. COU17D036)

(The Chair requested an update on the Ben Uri acquisition. **ACTION: LW**)

45. APPOINTMENT TO EQUALITY AND DIVERSITY COMMITTEE

Confirmed

a recommendation from the Governance Committee to appoint a representative of INTO UEA to the membership of the Equality and Diversity Committee. The first representative would be Mr Simon Duckworth.

46. NEXT MEETING

Reported

that the date of the next Council meeting would be on 14 May 2018.

47. DATES OF MEETINGS 2016-2017

Reported

that the dates of future Council meetings were as set out below:

Monday 25 June 2018 – 10.30am

48. ITEMS FOR REPORT

Received

the report. (A copy is filed in the Minute Book, ref. COU17D037).

(1) Sealings

In response to a query, the role of former Registrar Brian Summers on the deed of indemnity was clarified.