

THE COUNCIL



There will be a meeting of the Council at **9.30am** on Tuesday 27 November 2018 in Committee Room 2, The Council House.

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

Chief Resource Office and University Secretary
20 November 2018

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 22 November 2018. 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>

2. MINUTES

To confirm
the minutes of the meeting held on 8 October 2018 (**PAGE 1**)

3. STATEMENTS BY THE CHAIR

(1) May meeting of Council: amending to a Strategy Conference

4. STATEMENTS BY THE VICE-CHANCELLOR

5. DECLARATIONS OF CONFLICTS OF INTEREST (IF ANY)

COU18A002

6. 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 8th October 2018
 2. Sainsbury Centre Board 8th October 2018
 3. Equality and Diversity Committee 30th October 2018
 4. Audit Committee 5th November 2018
 5. Finance Committee 5th November 2018
 6. Senate 7th November 2018
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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. SENATE

To receive

a verbal report from the Vice-Chancellor following the last meeting of Senate.

*A2. AUDIT COMMITTEE

To consider

the confidential Annual Report of the Committee. Appendix C of this document is the document at item A4 (2) below. COU18D011 (**PAGE 9**)

*A3. FINANCE COMMITTEE

To receive

a confidential report from the Finance Committee meeting which took place on 5 November 2018. COU18D012 (**PAGE 85**)

*A4. FINANCIAL STATEMENTS

To report

that the Audit Committee and Finance Committee met jointly (5th November 2018) to consider:

- (a) the Financial Statements 2017-18; and
- (b) the confidential Auditors' report on the financial statements including the Auditors' assessment of independence

To consider

a 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 2018 be approved. The approved financial statements will be presented to Court, submitted to the Office for Students and published on the University's website.
- (2) that the letter of representation concerning the University's compliance with relevant laws and regulations be approved.

COU18A002

The following confidential documents are provided in support of the above:

- (1) Draft financial statements. COU18D013 (**PAGE 87**)
- (2) Report to Council on the consolidated financial statements produced by the auditors (KPMG) together with management responses. The Letter of Representation concerning the University's compliance with relevant laws and regulations is included as appendix 8 of this document. This document is also Appendix C of item A2.
- (3) The Auditors' assessment of their independence. COU18D014 (**PAGE 135**)

*A5. FINANCIAL FORECASTS AND INSTITUTIONAL SUSTAINABILITY

To consider

a confidential report from the Director of Finance which incorporates summary financial forecasts updated to reflect the 2017/18 outturn. The outturn for 2017/18 and the current year forecast will then be submitted to the Office for Students. This paper also incorporates the financial factors affecting institutional sustainability. COU18D015 (**PAGE 141**)

*A6. ANNUAL ACCOUNTABILITY RETURN

To consider

the confidential annual Accountability Return incorporating:

- (a) The Annual Assurance Return including the report on quality assurance from the Director of Student and Academic Services COU18D016 (**PAGE 155**)
- (b) Signed audited financial statements [item A3]
- (c) Audit Committee's annual report [item A1]
- (d) The external auditor's management letter and the provider's response to this [item A3 and referenced in item A1]
- (e) The internal auditor's annual report [item A1]
- (f) Financial commentary [item A4]
- (g) Annual sustainability assessment [item A4]

Recipients are invited:

To consider a report and action plan relating to the continuous improvement of the student academic experience and student outcomes in 2017/18, including evidence from our internal quality assurance processes which involve students and include embedded external peer review or professional review.

To confirm

- i) that for the 2017/18 academic year that the methodologies used as a basis to improve the student academic experience and student outcomes are robust and appropriate, to the best of your knowledge;
- ii) that the standards of awards for which the University is responsible have been appropriately set and maintained.

A7. PREVENT DUTY

To receive

the annual report to the Office for Students on the implementation of the Prevent Duty. COU18D017 (**PAGE 189**)

To confirm

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

COU18A002

A8. RISK MANAGEMENT

To report

that Audit Committee and Executive Team – Plus have considered the University's updated risk register.

To approve

the current high level risk register. COU18D018 (**PAGE 225**) – *Please note that the appendices have been printed separately to the combined pack.*

*A9. GOVERNANCE COMMITTEE

To consider

a confidential report from the Governance Committee. COU18D019 (**PAGE 227**)

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. DUE DILLIGENCE POLICY

To approve

the revised Due Diligence Policy. This is recommended by ET and was considered at their meeting on 12 November 2018. COU18D020 (**PAGE 229**)

B2. UEA RESEARCH INTEGRITY REPORT 2017/18

To report

that at its meeting on 7th November 2018 Senate considered a report summarising activities undertaken to support and strengthen understanding and application of research integrity issues in the period 1st August 2016 to 31st July 2017 (SEN18D009). 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.

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. COU18D021 (**PAGE 241**)

(1) Sealings

COU18A002

C2. DATES OF MEETINGS

To report

(1) that the date of the next Council meeting is Monday 28 January 2019 at 9.30am.

(2) that the dates of future Council meetings are:

Monday 11 March 2019 - 9.30am

Monday 13 May 2019 - 9.30am [It is proposed that this will be a Council Strategy Conference and is planned to be a full day meeting.]

Monday 24 June 2019 - 9.30am

SECTION D: RESERVED AGENDA

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

No items have been received