

THE COUNCIL



There will be a meeting of the Council at **9.30am** on Monday 29 November 2010 in The John Jarrold Room, the Sportspark.

Registrar and Secretary
22 November 2010

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 25 November 2010. Reserved items appear in Section D.

2. MINUTES

To confirm
the minutes of the meeting held on 11 October 2010 (Enclosed).

3. STATEMENTS BY THE CHAIR

4. STATEMENTS BY THE VICE-CHANCELLOR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. FINANCIAL STATEMENTS

To report
that the Audit Committee (3 November 2010) considered:

- (a) the draft Financial Statements 2009-2010 and
- (b) the Auditors' report on the audit and the financial statements, including the draft letter of representation

To consider
a recommendation from the Audit Committee

- (1) that the Financial Statements for the year ended 31 July 2010 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. COU10D013 (Divider A)

COU10A002

- (2) that the letter of representations concerning the University's compliance with relevant laws and regulations be approved. COU10D014 (Divider B)

(The financial statements were also reviewed in draft together with the draft Treasurer's report, by the Finance Group at its meeting on 25 October 2010.)

*A2. HEFCE FINANCIAL FORECASTS

To consider

a confidential report from the Director of Finance which incorporates summary financial forecasts for submission to HEFCE. COU10D015 (Divider C)

A3. AUDIT COMMITTEE

To consider

the Annual Report of the Committee. COU10D016 (Divider D)

To confirm

the signature of the annual assurance return. COU10D025 (Divider E)

*A4. INTO NORWICH AND INTO LONDON MANAGEMENT COMMITTEE VACANCIES

To consider

a confidential paper from the Registrar and Secretary about vacancies on the management committees for INTO UEA LLP and INTO UEA (London Campus) LLP. COU10D017 (Divider F)

*A5. CONFIDENTIAL PROJECT

To consider

a confidential oral report from the Treasurer.

*A6. REDUNDANCY COMMITTEE

To consider

a confidential paper from the Registrar and Secretary regarding the establishment of redundancy committees. COU10D018 (Divider G)

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 Senate ask for them to be discussed. Any member of the Senate may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Thursday 25 November 2010.

COU10A002

B1. CORPORATE PLANNING STATEMENTS

To report

- (1) that each year UEA has to make a number of returns to HEFCE including a Corporate Planning Statement. The CPS has no prescribed format and the relevant HEFCE Circular dealing with these returns is Circular 2010/25

http://www.hefce.ac.uk/pubs/hefce/2010/10_25/

- (2) that the Vice-Chancellor on behalf of the Executive Team has agreed a draft CPS as set out in COU10D019 (Divider H)

B2. UNIVERSITY CAMPUS SUFFOLK

To receive

- (1) a letter of representation from University Campus Suffolk confirming that they have appropriately utilised funding from HEFCE. COU10D020 (Divider I)
- (2) a copy of the University Campus Suffolk audit committee annual report. COU10D021 (Divider J)

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 25 November 2010.

No items have been received.

SECTION D: RESERVED AGENDA

**D1. ESTABLISHMENT OF A TRIBUNAL

To consider

a confidential and reserved paper from the Registrar and Secretary regarding the establishment of a Tribunal COU10D022 (Divider K)

**D2. SENIOR OFFICERS' REMUNERATION COMMITTEE

To receive

the confidential and reserved report of the Senior Officers' Remuneration Committee. COU10D023 (Divider L)

**D3. THE SENATE

To report

the confidential and reserved report of the Senate dated 10 November 2010. COU10D024 (Divider M)