

## THE COUNCIL



### Minutes of the meeting held on 29 November 2010

Present: The Chairman of the Council (Mr R. Jewson) (in the Chair), the Vice-Chancellor (Professor E.D.J. Acton), the Pro-Vice-Chancellors (Professor T D Davies and Professor T. Ward), the Treasurer (Mr J. Sisson ), the Deans of Faculty (Professor D. Peters Corbett, Professor I. Harvey and Professor N. Ward), Sir Richard Dales, Mr D. Edwards, Mr D. Hill, Ms V. Keller-Dorsey, Ms L. McGillivray, Mrs J de Moller, Mr S. Thompson, Professor C. Waddams, and the Student Representatives except for business marked \*\* (Mr R. Bloomer and Mr T. Dolton).

With: The Registrar and Secretary, the Deputy Registrar and Secretary, the Head of the Planning Office (Mr I. Callaghan), the Director of Finance (Mr S. Donaldson), the Senior Assistant Registrar (Mrs L. Williams) and the Committee Clerk (Mrs R. Phillips).

Apologies: Professor D. Richardson, Mr D White

#### 16. MINUTES

Confirmed

the minutes of the meeting held on 11 October 2010.

#### 17. STATEMENTS BY THE CHAIR

There were no statements.

#### 18. STATEMENTS BY THE VICE-CHANCELLOR

The Vice-Chancellor made the following statements:

- (1) In respect of UEA London he confirmed that student recruitment for September/October had exceeded the overall targets set eighteen months ago although the distribution is not exactly as then predicted. There is a strong feeling of momentum having been established. The business plan targets are currently being reviewed and updated. New courses (BSc International Business and a suite of Business Masters programmes) will be available from September 2011. On the basis of current information the fit out of floors 4 and 5 is being brought forward. This could cause the joint venture cashflow to be a little tight but the Dean of UEA London is not expecting to come back to the University for further funds. The range of other events taking place in London is expanding fast and includes alumni lectures, Faculty of Social Science seminars, an agent familiarisation trip and an anthology of alumni publications. The formal opening of the Centre will take place in March 2011 and members of Council are welcome to attend.
- (2) The co-opted members of Audit Committee have requested copies of Council papers be made available to them to enable them to become more closely linked to the University (subject to the usual confidentiality clauses). Members of Council agreed to this proposal.

- (3) There have been a number of protests against the proposed raising of the fees cap and the University had seen some peaceful protests on campus.

19. FINANCIAL STATEMENTS

Reported

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

Considered

a recommendation from the Audit Committee

- (1) that the Financial Statements for the year ended 31 July 2010 in the form in which they would be presented to the Court and published externally, including the Treasurer's report which formed an integral part of the statements, be approved. (A copy is filed in the Minute Book, ref. COU10D013)
- (2) that the letter of representations concerning the University's compliance with relevant laws and regulations be approved. (A copy is filed in the Minute Book, ref. 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.)

(It was noted that the format of the financial statements is broadly similar to previous years but with a few changes with regard to the oversight arrangements, by HEFCE, of the University as an exempt charity. These include a list of Council members (as Trustees), details of expenses paid to trustees and a public benefit statement. Overall the statements revealed a good performance for the year; better than budget. There are also changes to the deficit on the UEASSS pension scheme where a net improvement is showing following the move to CPI rather than RPI as the reference point for calculating uplifts in pensions payable. The impact was an improvement of £5.6m. The financial statements also list the additional guarantee commitments entered into during the year to UCS and INTO. The cash position remains healthy with net cashflow in excess of £17m and healthy balances on deposit. However, it is necessary to continue to be mindful of the need to remain within the banking covenants in future years. In terms of the letter of representation to the auditors this was also standard with a few minor changes.)

RESOLVED

- (1) to authorise the Chair of Council, the Vice-Chancellor and the Director of Finance to sign the financial statements and for the Treasurer to sign the Treasurer's Report;
- (2) to authorise the signature of the letter of representation by the Chair of Council.

\*20. HEFCE FINANCIAL FORECASTS

This minute is confidential and attached as a separate sheet.

21. AUDIT COMMITTEE

Considered

the Annual Report of the Committee. (A copy is filed in the Minute Book, ref. COU10D016)

(The Chair of Audit Committee added the following statements in support of the annual report:

- (1) there had been a series of internal audit reports which were by and large clean. However, the internal auditors had reported some resistance from management in some cases;
- (2) copies of the internal and external auditors' reports were appended to this item. Some of the issues highlighted in appendix four were to be followed up this academic year including compliance with Freedom of Information Act requests and joint ventures;
- (3) the Chair asked Council to give Audit Committee any suggestions for specific projects that they may wish to be undertaken. He also wanted to formally acknowledge the work undertaken by the co-opted members especially Robin Hall whose term of office ended in July 2010. Their level of challenge and input was invaluable to the Committee's work;
- (4) it is sometimes difficult for Audit Committee members to complete the loop and be re-assured that management comments have been followed up. To support this the annual meetings with the Vice-Chancellor and the regular meetings with those responsible for management of key risks is helpful;
- (5) the Committee had been concerned by IT issues but was pleased to note that following the CRU incident there had been a ready willingness to adopt some of the internal audit recommendations.)

Confirmed

the signature of the annual assurance return. (A copy is filed in the Minute Book, ref. COU10D025)

\*22. INTO NORWICH AND INTO LONDON MANAGEMENT COMMITTEE VACANCIES

This minute is confidential and attached as a separate sheet.

\*23. CONFIDENTIAL PROJECT

This minute is confidential and attached as a separate sheet.

\*24. REDUNDANCY COMMITTEE

This minute is confidential and attached as a separate sheet.

## COU10M002

COU-M4  
29.11.2010  
Min. 25

### 25. CORPORATE PLANNING STATEMENTS

Reported

- (1) that each year UEA had to make a number of returns to HEFCE including a Corporate Planning Statement. The CPS had 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/](http://www.hefce.ac.uk/pubs/hefce/2010/10_25/)

- (2) that the Vice-Chancellor on behalf of the Executive Team had agreed a CPS as set out in (A copy is filed in the Minute Book, ref. COU10D019)

### 26. UNIVERSITY CAMPUS SUFFOLK

Received

- (1) a letter of representation from University Campus Suffolk confirming that they had appropriately utilised funding from HEFCE. (A copy is filed in the Minute Book, ref. COU10D020)
- (2) a copy of the University Campus Suffolk audit committee annual report. (A copy is filed in the Minute Book, ref. COU10D021)

### \*\*27. ESTABLISHMENT OF A TRIBUNAL

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

### \*\*28. SENIOR OFFICERS' REMUNERATION COMMITTEE

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

### \*\*29. THE SENATE

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