

## THE COUNCIL



### Minutes of the meeting held on 23 November 2009

- Present: The Chair of the Council (Mr S. Holmes) (in the Chair), the Vice-Chancellor (Professor E.D.J. Acton), the Pro-Vice-Chancellor (Professor T. Ward), the Treasurer (Mr J. Sisson), the Deans of Faculty (Professor J. Cook, Professor I. Harvey, Professor D. Richardson and Professor N. Ward), Professor J. Burgess, Sir Richard Dales, Mr D. Edwards, Ms L. McGillivray, Mr S. Thompson, Professor C. Waddams, Mr D. White and the Student Representatives except for business marked \*\* (Mr M. Jopp and Ms N. Barnes).
- With: The Registrar and Secretary, the Academic Registrar (Mr R.P. Evans), the Director of Finance (Mr S. Donaldson), the Director of Admissions (Dr R. Harvey) for minute 17, the Senior Assistant Registrar (Mrs L. Williams) and the Committee Clerk (Mrs R. Phillips).
- Apologies: The Pro-Chancellor (Mr R. Jewson), the Pro-Vice-Chancellor (Professor T D Davies), Mrs J. de Moller, Mr D. Hill and Mrs S Thurston.

#### 13. MINUTES

##### Confirmed

the minutes of the meeting held on 29 June 2009 (already circulated) and 2 November, with the correction that Professor Waddams was present on 2 November and that the student members remained present on 2 November for the business under minute 3 dealing with Earlham Hall.

#### 14. STATEMENTS BY THE CHAIR

The Chair reported the death of James Hehir who had been active in supporting the establishment of UCS. The Council recorded its condolences.

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

The Vice-Chancellor tabled his quarterly report (a copy is filed in the Minute Book, ref. COU09D025) and drew attention to the issues under each heading. Professor Acton indicated that in the section 'Marks of Esteem' he had selected only a few illustrations of the many achievements since the last meeting of the Council and paid tribute to the other successes achieved by colleagues across the institution.

Council members welcomed the oral report from the Dean of the Faculty of Arts and Humanities that the university was close to agreement to secure the future of the East Anglia Film Archive (EAFA) by establishing a wider partnership to be responsible for the collection and committing it to digitised format. This would create substantial savings in the longer term though requiring an initial investment of about £300k to complete the digitisation process. Members endorsed this way forward for EAFA.

Members also recorded their thanks to the Registrar and Secretary for providing members with an 'early warning' of some significant news events between Council meetings.

## COU09M003

COU-M2  
23.11.2009  
Min. 16

### 16. MEMBERSHIP OF THE COUNCIL

Reported

the membership of Council for 2009-10 report. (A copy is filed in the Minute Book, ref. COU09D011)

### 17. RECRUITMENT AND ADMISSIONS

Considered

a presentation from Dr Richard Harvey on the 2009 entry round and the wider recruitment and admissions picture. (A copy of the confidential presentation is filed in the Minute Book, ref. COU09D026).

(Council noted the difficulties arising from the operation of the UKBA Tier 4 Points Based Immigration System and the roles created for universities in securing continued international student recruitment. The Vice-Chancellor reported that UUK was lobbying nationally on the behalf of universities and UEA was itself lobbying including in collaboration with Charles Clark MP. Council also noted that recruitment to UEA via INTO was strong.)

### 18. EQUALITY AND DIVERSITY COMMITTEE

Considered

the report and recommendations. (A copy is filed in the Minute Book, ref. COU09D012)

(Council welcomed the report as providing both a statement of the policy issues together with a clear action plan that could be monitored.)

RESOLVED

to endorse the report and recommendations.

### 19. FINANCIAL STATEMENTS

Reported

that the Audit Committee (13 November 2009) considered:

- (a) the draft Financial Statements 2008-2009 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 2009 in the form in which they would be presented to the Court and published externally, including the Treasurer's report which forms an integral part of the statements, be approved. (A copy is filed in the Minute Book, ref. COU09D013)
- (2) that the letter of representations concerning the University's compliance with relevant laws and regulations was approved. (A copy is filed in the Minute Book, ref. COU09D014)

(The financial statements were also reviewed together with the draft Treasurer's report, by the Planning and Resources Committee at its meeting on 9 November 2009. The Committee had noted that the Audit Committee would be considering the statements at their meeting on 13 November 2009. The Committee was of the opinion that proposals from the auditors to include some non-financial indicators in the Treasurer's Report should be resisted this year.)

RESOLVED

to approve the recommendations of the Audit Committee and to note that further consideration of the issue of the inclusion of non-financial indicators in the Treasurer's Report would be given in 2010.

20. UCS

Considered

a report from the Director of Finance. (A copy is filed in the Minute Book, ref. COU09D015)

(Council noted that it had been known for some time that a transfer payment would be needed in respect of staff transferring from Suffolk College to UCS in as a result of their consequential transfer from the Teachers' Pension Scheme to USS. The size of the transfer payment had taken some time to determine, being dependant upon market values. The transfer payment had now been settled to be £2.557m. Council noted the options to pay the sum in instalments (with added interest) or as a lump sum. It also noted that an instalment plan would now require the two universities to provide guarantees to USS on behalf of UCS. The governing body of Essex University would be considering a similar item very shortly to determine its view in respect of the options.)

RESOLVED

that the strong preference of the Council was that UCS should meet the transfer payment up front rather than in instalments if this could be agreed with the University of Essex. Should this not prove possible and phased payments be necessary then Council agreed to approve this, with the necessary guarantee to USS being entered into.

\*21. CONFIDENTIAL PROJECT

This minute is confidential and attached as a separate sheet.

22. AUDIT COMMITTEE

Considered

the Annual Report of the Committee. (A copy is filed in the Minute Book, ref. COU09D017)

(David Edwards introduced the report as Chair of the Audit Committee. He thanked all the members of the Committee, particularly those who were not members of the Council for their contribution. He also thanked Ian Callaghan, the Secretary to the Committee, for his careful work. The Committee operates using the HEFCE model terms of reference.

## COU09M003

COU-M4  
23.11.2009  
Min. 22

Council noted that that the University was currently tendering for both internal and external auditors. The Committee valued the presentations at each meeting from heads of high risk areas and also the annual visit by the Vice-Chancellor. The Committee also held a meeting with both the internal and external auditors without officers present and found this valuable practice.

The Committee was content with the outcome of a Statute 7 Tribunal resulting in a dismissal and recommendations to the Vice-Chancellor which had been acted on.)

### RESOLVED

to accept the report of the Committee and to thank all members and particularly the Chair for the supportive work undertaken.

### \*23. COUNCIL MEMBERSHIP COMMITTEE

This minute is confidential and attached as a separate sheet.

### 24. MRI SCANNER

#### Considered

a report from the Dean of the Faculty of Health. (A copy is filed in the Minute Book, ref. COU09D023)

(Council welcomed the proposal noting that it signalled further developments of the close partnership between the University and the University Hospital.)

### RESOLVED

to approve the expenditure of £500k for the purchase of a 3T MRI scanner in conjunction with the Norfolk & Norwich University Hospital.

### 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 has no prescribed format and the relevant HEFCE Circular dealing with these returns is Circular 2009/35

[http://www.hefce.ac.uk/pubs/hefce/2009/09\\_35/](http://www.hefce.ac.uk/pubs/hefce/2009/09_35/)

(2) that the Vice-Chancellor on behalf of the Executive Team had agreed a draft CPS (A copy is filed in the Minute Book, ref. COU09D019)

#### Recommended

that the draft be approved for submission to HEFCE.

RESOLVED

26. FINANCIAL FORECASTS

Reported

- (1) that each year UEA had to make a number of returns to HEFCE including Financial Forecasts. The basis of the financial forecasts was discussed at the Council Strategy Conference. The relevant HEFCE Circular dealing with these returns is Circular 2009/35

[http://www.hefce.ac.uk/pubs/hefce/2009/09\\_35/](http://www.hefce.ac.uk/pubs/hefce/2009/09_35/)

- (2) that the Executive Team had agreed Financial Forecasts as set out in a report (A copy is filed in the Minute Book, ref. COU09D024)

Recommended

that the Financial Forecasts be approved for submission to HEFCE.

RESOLVED

27. PLANNING AND RESOURCES COMMITTEE MEMBERSHIP

Reported

that Professor John Charmley had been appointed as a member of the Planning and Resources Committee appointed by the Senate until 31 July 2012.

28. ITEMS FOR REPORT

Received

a report. (A copy is filed in the Minute Book, ref. COU09D020)

- (1) Research Grants and Contracts
- (2) Promotion to Chairs
- (3) Council Committees: Student Membership
- (4) Sealings

\*\*29 SENIOR OFFICERS' REMUNERATION COMMITTEE

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

\*\*30. THE SENATE

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