

THE COUNCIL



There will be a meeting of the Council at 09.30am on Monday 28 November 2011 in Committee Room 2, The Council House.

There will be refreshments available outside the room from 9.20am.

Registrar and Secretary
21 November 2011

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 24 November 2011. Reserved items appear in Section D.

2. MINUTES

To confirm
the minutes of the meeting held on 10 October 2011 (Enclosed).

3. STATEMENTS BY THE CHAIR

4. STATEMENTS BY THE VICE-CHANCELLOR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. SCHOOL OF MUSIC

To report

- (1) that the University Ordinances state that a decision to withdraw from an area of study which would result in the closure of a school, will require the approval of Council, having consulted with Senate.
- (2) that the Senate considered the recommendations from the Review Panel at their meeting on 9 November. The minute of the Senate discussions is enclosed. COU11D011 (Divider A)
- (3) that the Union of UEA Students have provided additional information to assist the Council in making their decision. COU11D012 (Divider B)

COU11A002

To consider

the recommendations from the Review Panel commissioned with undertaking a review of the future of the School of Music and the Senate. COU11D013 (Divider C)

*A2. FINANCIAL STATEMENTS

To report

that the Audit Committee (11 November 2011) considered:

- (a) the draft Financial Statements 2010-2011 and
- (b) the Auditors' report on the audit and the financial statements, including the draft letter of representation
- (c) a comparison between the forecast and actual outturn position

To consider

a confidential recommendation from the Audit Committee

- (1) that the Financial Statements for the year ended 31 July 2011 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. COU11D014 (Divider D)
- (2) that the letter of representations concerning the University's compliance with relevant laws and regulations be approved. See Appendix 2 of COU11D014 (Divider D)

(The financial statements were also reviewed in draft together with the draft Treasurer's report, by the Finance Group at its meeting on 20 October 2011.)

*A3. FINANCIAL FORECASTS

To consider

- (1) a confidential report from the Director of Finance which incorporates summary financial forecasts. The outturn for 2010/11 and the current year forecast will then be submitted to HEFCE. COU11D015 (Divider E)
- (2) including a recommendation that the University seeks loan facilities of up to £30m and is authorised to enter into such facilities subject to returning to Council for specific permission to drawdown funds from the facility.

A4. AUDIT COMMITTEE

To consider

the Annual Report of the Committee. *Please note the appendices are confidential.* COU11D016 (Divider F)

To confirm

the signature of the annual assurance return. COU11D017 (Divider G)

*A5. NORWICH RESEARCH PARK – FUNDING THE OPERATING COMPANY

To consider

a confidential proposal for funding the Enterprise Centre in conjunction with BBSRC. COU11D018 (Divider H)

COU11A002

*A5. CONFIDENTIAL PROJECT

To consider

a confidential report from the Registrar and Secretary. COU11D019 (Divider I).
Papers and the relevant minute regarding this item will not be circulated to Ms L McGillivray.

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 24 November 2011.

*B1. STUDENT CENSUS REPORT

To report

the confidential results of the latest student number count. COU11D020 (Divider J)

*B2. FINANCE GROUP

To receive

a confidential report from the Finance Group meeting which took place on 20 October 2011. COU11D021 (Divider K)

*B3. HEFCE ASSESSMENT OF RISK

To receive

a confidential report from the Director of Finance detailing HEFCE's Assessment of Institutional Risk. COU11D022 (Divider L)

B4. REF CODE OF PRACTICE

To receive

the "UEA Equality Code of Practice: Preparing Research Excellence Framework Submissions" for introduction with immediate effect following approval by both the Senate and Council. The Code of Practice is a requirement of the Funding Councils' "Assessment Framework and guidance on submissions" (REF 02, 2011 paragraph 40c). This document has also been considered by The Senate at their meeting on 9th November 2011. The minute from that meeting is:

"Senate noted that HEFCE required HEIs to develop, document and apply their Codes of Practice on or before 31 July 2012 and resolved that the UEA Code be recommended to Council for introduction with immediate effect following approval. It was noted that final guidance from HEFCE on staff circumstances where less than four outputs were permissible would be finalised in January 2012."

COU11D023 (Divider M)

COU11A002

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 24 November 2011.

C1. ITEMS FOR REPORT

To receive
the following Items for Report. COU11D024

- (1) Promotions to Chairs
- (2) Sealings

SECTION D: RESERVED AGENDA

**D1. REDUNDANCY COMMITTEE

To consider
the confidential and reserved report. COU11D025 (Divider N)

**D2. REDUNDANCY COMMITTEE

To consider
the confidential and reserved report. COU11D026 (Divider O)

**D3. SENIOR OFFICERS' REMUNERATION COMMITTEE

To receive
the confidential and reserved report of the Senior Officers' Remuneration Committee on 2 July 2011. COU11D027 (Divider P)