

Council**MINUTES AND ACTION**

12 December 2019

11:00-17:30hrs

Council Chamber, Northcote House

CONTENTS:**Council Meeting**

No.	Item
1.	Chair's Introduction and Away Day Report (CNL/19/155)
2.	Minutes of the Meetings of 17 October (CNL/19/154) and 21 November 2019 (CNL/19/155), and Matters Arising - Integrated digital research capability (CNL/19/156)
3.	Vice-Chancellor's Report (CNL/19/157)
4.	Campaign Update (CNL/19/158)
5.	Maximising the Use and Benefit of the University of Exeter Innovation Centre Building (CNL/19/159)
6.	Risk Report 1 - Summary Paper (CNL/19/160)
7.	First Financial Forecast 2019/20 (CNL/19/161)
8.	Sexual Misconduct
9.	Admissions 2020 Entry (CNL/19/162)
10.	Management Information Pack (CNL/19/163)
11.	Dual Assurance (verbal update)
12.	Report from Senate (verbal update)
13.	Report from Audit Committee (verbal update)
14.	Autumn Term Students Reports 2019/20 - Exeter Students' Guild (CNL/19/164)
15.	Autumn Term Students Reports 2019/20 - Falmouth and Exeter Students' Union (CNL/19/165)
16.	Lessons Learned - Freedom of Speech (CNL/19/166)
17.	Equality, Diversity and Inclusion - Supplementary Briefing (CNL/19/167)
18.	Health, Safety and Fire - Summary Paper (CNL/19/168)
19.	Environment and Sustainability - Executive Summary (CNL/19/169)
20.	Matters brought forward from Part II (CNL/19/170)
21.	Chair's Closing Remarks

Attendees

Present

Sarah Turvill	Pro Chancellor and Chair
Professor Sir Steve Smith	Vice-Chancellor
Richard Atkins	Pro Chancellor
Jo Binding	Independent Member
Gerry Brown	Independent Member
Dr Sarah Buck	Pro Chancellor
Graham Cole	Independent Member (morning session only)
Nicholas Cheffings	Independent Member
Andrew Greenway	Independent Member
Patrick Hoyle	President, Students' Guild
Professor Mark Goodwin	Deputy Vice-Chancellor (External Engagement)
Professor Andrew McRae	Senate Representative
Salam Katbi	Independent Member
Professor Janice Kay	Provost
Professor Caroline MacEwen	Independent Member
Alison Reed	Independent Member
Joe Rigby	Exeter President, Falmouth and Exeter Students' Union
Professor Wendy Robinson	Senate Representative
Alison Rose	Professional Services Representative
Dr Anni Vanhatalo	Senate Representative
Glenn Woodcock	Independent Member

Apologies

Sir John O'Reilly	Independent Member
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Secretary

Mike Shore-Nye	Registrar and Secretary
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In attendance

Andrew Connolly	Chief Financial Officer
Joff Cooke	Chief Executive, Students' Guild
Jacqueline Hodges	Deputy Secretary to Council (Minutes)
Professor Tim Quine	Deputy Vice-Chancellor (Education)
Imelda Rogers	Director of People Services

With

Jane Chafer	Director, Marketing and Communications (items 9 and 15)
Dr Shaun Curtis	Director, Global Advancement (for item 4)
Chris Lindsay	Director of Compliance, Governance and Risk (for items 6 and 8)
Jo Hamilton	Head of Admissions (for item 9)
Mike Wetherell	Head of Health and Safety (for item 18)
Dr Emma Page	Head of Sustainability (for item 19)

1. CHAIR'S INTRODUCTION

The Chair welcomed Council members to the meeting and noted apologies from Sir John O'Reilly.

The Register of Interests was considered with an interest declared by the Registrar & Secretary in relation to his role as Chair of the Science Park Board.

i. VC Appointment

The Chair discussed the recently announced appointment of Professor Lisa Roberts as the University's next Vice-Chancellor. Transition and handover plans were discussed and the proposal made that Professor Roberts be invited to May's Joint Council and Senate meeting.

ACTION: Professor Lisa Roberts to be invited to attend the Joint Council and Senate meeting in May (Registrar and Secretary)

ii. OfS Compliance

The Chair made Council members aware that the University had received a letter from the OfS regarding the late submission of a return and payment. The Registrar confirmed that the University had responded to the letter and put in place a schedule of delegation for OfS requirements to mitigate against the risk of future late submissions.

2. MINUTES OF THE MEETING OF 17 OCTOBER 2019 AND 21ST NOVEMBER 2019 AND MATTERS ARISING

The minutes of the October and November meetings were approved without amendment. It was noted that actions were also on track.

i. Integrated digital research capability

The Registrar & Secretary presented a paper outlining measures in place to demonstrate the value to be realised from the investment in the integrated digital research management capability.

3. VICE-CHANCELLOR'S UPDATE

The Vice-Chancellor provided an update on the industrial relations climate following the latest strike action taken by staff in relation to the pension dispute. Council discussed statements made by the local leadership of the UCU and the Chair noted UCU representatives' stated disappointment at length of time given by Council at the November awayday to hear their position. Claims made by UCU that only 10mins had been offered to discuss the issues and that Council had not taken note or listened were disputed. It was further noted that no written material had been prepared outlining the unions' position for Council to consider. It was confirmed that further strike action was expected to take place in February.

The impact on the student experience was discussed, including the potential impact of strike action on NSS results. The University's position in relation to the occupation by members of the student community was also discussed. Student representatives shared details of survey's undertaken amongst Cornwall and Exeter-based students regarding levels of support for the causes of the dispute and strike action.

Council members discussed steps taken to address issues raised about casualisation to date and debate was held regarding varying use of casual contracts within the PG community.

Senate representatives asked that full consultation with the PG staff and students be undertaken to inform any proposals.

DECISION: Council offered broad support ‘fairness for all’ approach towards casualisation

Council also discussed the risks relating to the potential outcomes of the General Election, the 18+ demographic upturn and widening participation.

4. CAMPAIGN UPDATE

The Director, Global Advancement (GA) joined the meeting to share with Council members details of the recent fundraising campaign and discuss next steps. The Registrar and Secretary introduced the discussion, highlighting that the team had achieved positive delivery of financial targets and engagement with the alumni. Credit was also paid to the support and leadership provided by Gerry Brown as Chair of the Campaign Board.

The Director, GA highlighted sections of the report, including the latest data on fundraising totals and volunteering hours achieved. The University’s achievements against those of peer institutions was presented and Council discussed future plans.

Debate was held with regard to the shape of future fundraising activities, the timeline and process for bringing proposals forward and resourcing future initiatives. Ideas discussed included the potential for a £100m campaign, inclusion of the climate emergency, social mobility and sustainability initiatives within any future activities and considerations regarding resource.

It was agreed that plans would be delivered for Council’s future consideration. It was stressed that the current campaign was scheduled to continue for a future year, therefore next stage plans would also need to reflect the views of the next Vice-Chancellor.

ACTION: Develop options for future plans for consideration at a future Council meeting (Director, GA)

5. MAXIMISING THE USE AND BENEFIT OF THE UNIVERSITY OF EXETER INNOVATION CENTRE BUILDING

The Registrar and Secretary and Graham Cole left the meeting

The Chief Financial Officer (CFO) presented a paper detailing the progress made regarding future use of the Innovation Centre building and seeking approval to complete the transactions as detailed in the paper.

The history and context of the existing arrangements with stakeholders was explained. Council members discussed the proposals and a query was made with regards to the VAT status of the investment. It was confirmed that the proposals had been reviewed by the University’s Tax Manager and that the total sum was additionally subject to VAT but this would be recovered. Some relief on stamp duty would also be made. It was confirmed that the provision for the investment had been accounted for in budgets.

6. RISK REPORT 1 – SUMMARY PAPER (CNL/19/160)

The Director, Compliance, Governance and Risk joined the meeting to present the first institutional risk report of the academic year.

7. FIRST FINANCIAL FORECAST 2019/20 (CNL/19/161)

The CFO shared a report on the first financial forecast for the forthcoming year and highlighted the key points.

8. SEXUAL MISCONDUCT

The Provost and Director, CGR provided Council members with an insight into the University's new Sexual Misconduct Policy and Procedure (shared under part 2 of the agenda). It was explained that the policy had been developed on the principle of safety of students, wellbeing and individuals' role in assuring that students are safeguarded and safety was paramount. The policy covered student misconduct against other students, but it was reported that further work was planned to align policy for staff misconduct with the aim of establishing a zero tolerance culture. It also provided greater clarity on how to get support, was less procedural and was focused towards the needs of students.

The revision gave the University more powers to take action in cases the police had chosen to review and was now better aligned with the University's disciplinary procedures.

Council discussed safety on campus, students' experience of the issue and the University's response to it. Queries raised including how the new policy was being communicated to staff and students, its impact and the reporting of incidents. It was explained that Senate had approved the policy in November so it was not possible to yet measure the impact. Senate had been involved in a special session to discuss the policy and it had been communicated widely within the University's Weekly Bulletin. A trained professional lead for sexual misconduct was also to be appointed. An individual with a background in supporting victims of sexual violence was being brought in for this dedicated role.

9. ADMISSIONS 2020 ENTRY (CNL/19/162)

The Head of Admissions joined the meeting to present the latest admissions position with the Director of Communications and Corporate Affairs and the DVC (Education). The University's website had also been reviewed and relaunched and it was anticipated that this would bring further improvements to the admissions process, for example in the booking on to open days. Focus had been placed on turnaround time of offers and developing the CRM to become more automated.

Council discussed the position, in particular in relation to Widening Participation and state school admissions, PGT admissions and decreasing numbers for PGCE.

10. MANAGEMENT INFORMATION PACK (CNL/19/163)

The CFO to present the first prototype version of the Management Information Pack, initiated following Council's 2018 effectiveness review. He explained that Dual Assurance Finance and Investment had discussed the pack and it had been agreed it would be shared with Council in the current format with the view of making incremental improvements based on feedback received from members. Council would receive the pack at each meeting including a table of key indicators which would be coded for status. The CFO invited feedback from Council on whether there was further information they would like within the pack.

ACTION: Consider the feedback provided on the MI pack for inclusion with future versions (CFO)

11. DUAL ASSURANCE

Dual Assurance Independent Leads provided a verbal update on any issues arising from the meetings.

12. REPORT FROM SENATE

Senate representatives on Council provided an update from the Senate meeting held on 6th November. Senate had discussed digital check in and research data security and received an update on the Industrial Strategy. The Annual Self-Assessment of Senate's effectiveness was considered with themes raised within the feedback about time allocation on agenda's clarity of Senate's role, induction of Senate members and how elected members of Senate can bring forward issues for debate. An update on the VC recruitment process was provided and additional session arranged for Senate members on the Sexual Misconduct Policy. It was noted that although attendance at the sessions was low, the opportunity to engage with such issues was greatly appreciated.

Senate also discussed the student survey results and Post Graduate action plans.

13. REPORT FROM AUDIT COMMITTEE

The Chair of the Audit Committee noted that the Student Guilds' priorities had been discussed in detail at the October meeting of the Committee. Value for money had also been discussed.

14. AUTUMN TERM STUDENTS REPORTS 2019/20 – EXETER STUDENTS' GUILD (CNL/19/165)

Professor Carrie MacEwen left the meeting

The President, Exeter Students' Guild presented the termly report. The 'readiness' of the city for increased international student numbers were discussed with calls made for how the Guild, University and Council could work together to develop supporting plans. Student experience was debated, as was the role of the Guild in connecting with students and reflecting the student voice. The rapidly changing expectations and needs of students was also discussed.

15. AUTUMN TERM STUDENTS REPORTS 2019/20 – EXETER FALMOUTH AND EXETER STUDENTS' UNION (CNL/19/166)

The President, Exeter and Falmouth Students' Union presented the termly report, highlighting that the new CEO had undertaken a democracy review and review of the officer roles.

Council discussed the report, including sports provision and required investment in the Cornwall offering. It was agreed that the Students' Union's vision for Cornwall's campuses would be shared at the next meeting in Penryn.

The Chair thanked the Guild and SU for their reports and paid credit to the helpful input they had made in the Vice-Chancellor recruitment process.

16. LESSONS LEARNT – FREEDOM OF SPEECH (CNL/19/166)

Professor Wendy Robinson presented a paper which had been produced following issues in the previous year with external speaker talks hosted on campus. The report outlined the process and methodology for the review which has included a representative group of staff and students and Council's former DA EDI lead.

Council considered the recommendations of the report and risks/mitigations as detailed in the paper with comment made that the report provided reassurance on the University's

handling of such matters. It was suggested that close monitoring should be undertaken to ensure that the volume of external speaker risk assessments completed matched the number of talks taking place. The University's legal responsibilities regarding freedom of speech were discussed as was the importance of striking a balance between freedom of speech and EDI values, with the need to protect people leading as a guiding principle.

17. EQUALITY, DIVERSITY AND INCLUSION (CNL/19/167)

The Director, HR presented a briefing paper summarising the progress on equality, diversity and inclusion over term 1 of the 2019/20 academic year. Council discussed how impact could be measured and EDI embedded within all aspects of the university's work and culture.

Successes achieved from the Education Engagement Strategy were highlighted and feedback sought from Council members on which initiatives could make the greatest difference. Council discussed EDI within the recruitment process, female representation within engineering and maths, unconscious bias, celebrating achievements and work planned in preparation for greater internationalisation of campuses to support increasing international student cohorts.

Council welcomed the update and offered its support for the direction of travel.

18. HEALTH, SAFETY AND FIRE (CNL/19/168)

The Head of Health and Safety and Head of Sustainability joined the meeting

The Head of Health and Safety presented the Annual Report to Council, noting that fire was high on the agenda following recent events and receipt of a letter from the Minister of Education (sent to all universities) regarding fire compliance. It was reported that a new fire officer was in place following the retirement of the University's previous officer.

Council discussed the challenges set out in the Minister's letter and work being undertaken in response. Council's attention was also bought to the full report shared under part ii which scrutinised wellbeing and health.

19. ENVIRONMENT AND SUSTAINABILITY (CNL/19/169)

The Head of Sustainability shared the headlines from the Annual Environment and Sustainability report, drawing attention to achievements to date, including Council decision to divest from fossil fuels. Considerable work was also being made in delivering sustainable travel.

The first Climate Emergency Board had met in December and agreed the terms of reference and governance of the group. Challenges with resourcing were highlighted and the need for integration across the University to deliver initiatives. High levels of engagement had been achieved with staff and students with 681 emails received containing suggestions and feedback, with plastic usage generating the most comment. Climate action plans were being established and a delivery plan for 2020-2030 was in development.

Council welcomed the progress made to date and made a further challenge to the team to ensure that the University aimed to be number 1 in the rankings as the most sustainable University.

20. MATTERS BROUGHT FORWARD FROM PART II (CNL/19/170)

Council approved the following papers

- Affixing the Seal (CNL/19/175)
- Ordinance Amendments: 20 (The Senate) and 34 (Disciplinary, Grievance and Dismissal Procedures) (CNL/19/180)
- Statute Amendment: 9 (The Council) (CNL/19/181)

Council noted the following papers

- Sexual Misconduct Policy and Procedure (CNL/19/171)
- Compliance with OfS Regulatory Deadlines (CNL/19/172)
- Audit Committee Minutes - 24th September 2019 (CNL/19/173)
- Annual Teaching Quality Assurance Report (CNL/19/174)
- Capital Investment Group - October 2019 (CNL/19/176) and November 2019 (CNL/19/177)
- Annual Report from Senate (CNL/19/178)
- Academic Promotions (CNL/19/179)
- Estate Services Report (CNL/19/183)
- Equality, Diversity and Inclusion Termly Report to Council (CNL/19/184)
- Health and Safety Annual Report (CNL/19/185)
- Environment and Sustainability Annual Report (CNL/19/186)
- Dual Assurance Annual Report (CNL/19/187)
- Risk Report 1 of the 2019/20 risk management cycle (CNL/19/188)
- Faculty Board Terms of Reference and Membership (CNL/19/182)

21. CHAIR'S CLOSING REMARKS

The Chair passed on thanks to staff at Owlets Nursery for accommodating Council members on the morning's tour of the facilities and confirmed that the next meeting would be in Penryn on 27th February, with a briefing day taking place on 26th February.

COUNCIL & COMMITTEES

REGISTER OF INTERESTS 2019/20

Members

Sarah Turvill	Willis Towers Watson (Director of UK Subsidiary; Pensioner); Yarmouth (IOW) Harbour (Commissioner); Grays Inn (Bencher)
Sarah Buck	BSW Consulting (Consultant; part-time); Institution of Structural Engineers (Ethics Committee member); Joint Board of Moderators (Accreditation Visits)
Richard Atkins	Department for Education (Engaged as FE Commissioner)
Professor Sir Steve Smith	UUK (Board Member); Russell Group (Board Member); UCAS (Chair of Board); Heart of the South West LEP (Board Member);
Professor Janice Kay	Royal Devon & Exeter NHS Foundation Trust (Non-Executive Director); Advance HE (Board Member); Office for Students (Deputy Chair Teaching Excellence Framework); Office for Students (Chair – Teaching Excellence Framework (Subject Level Pilot))
Professor Mark Goodwin	<i>Cornwall and Isles of Scilly LEP (Board Member)</i>
Jo Binding	National Union of Students (Trustee, Chair of Finance Committee); The Student View (Chair of Trustees)
Gerry Brown	NovaQuest Capital (Chairman); IQVIA (Shares)
Nicholas Cheffings	Hogan Lovells International LLP (Consultant to the firm); PRIME Commitment Ltd (Chair); Making the Leap (Chair); CareTech Charitable Foundation (Trustee); ISLP-UK (Trustee); British Paralympic Association Parallel Club (Chair)
Graham Cole	Coldharbour Technology (University of Exeter working with Coldharbour)
Andrew Greenway	None
Patrick Hoyle	Exeter University Students' Guild (President)
Salam Katbi	Department for Education (South West Regional Co-ordinator for Prevent)
Professor Caroline MacEwen	<i>Academy of Medical Royal Colleges (Chair); Tayside Health Board (Consultant Ophthalmologist); Scottish Government/CMO (Clinical Lead); NHS Education for Scotland (Associate Postgraduate Dean); NHS Improvement (Clinical Lead GIRFT Programme); Moorlands Eye Charity (Trustee)</i>
Professor Andrew McRae	None
Sir John O'Reilly	<i>A*STAR (Board Member and Chairman of the Science and Engineering Research Council); ERA Foundation Ltd</i>

	<i>(Chairman); University of Huddersfield (wef 010918 - Royal Academy of Engineering Industrial Visiting Professor); Royal Commission for the Exhibition of 1851 (Board Member); UCL (Visiting Professor); Royal Academy of Engineering (Member, Enterprise Committee & Selection Committee for Enterprise Fellowships); UCL (Visiting Professor)</i>
Alison Reed	British Airways plc (Director); NewDay Ltd (Director); CGI Group Inc (Director)
Joe Rigby	None
Alison Rose	None
Professor Wendy Robinson	None
Anni Vanhatalo	None
Glenn Woodcock	<i>Centre for Science and Policy, University of Cambridge (Policy Fellow Alum); City Science Corporation Limited (Chairman and Shareholder); Cloudsoft Corporation Limited (Shareholder); Exeter City Futures Community Interest Company (CEO and Founder); Exeter College (Governor); Global City Futures Limited (Director); Grenadier Paternoster Limited (Director); Low Carbon Limited (Director); Low Carbon Foundation (Director); Low Carbon Oxygen Limited (Director); Oxygen House Limited (Director); Oxygen House Group Limited (Director); Queen's Drive Exmouth Community Interest (Director); Royal Society for the encouragement of Arts, Manufacturers and Commerce (RSA) (Fellow); Sparx Limited (Director); Dartington Hall Trust (Trustee of Board)</i>

In attendance

Andrew Connolly	Peninsula Innovations Ltd (Director); University of Exeter Consulting Ltd (Director); Falmouth Exeter Plus (Director)
Joff Cooke	Gradsouthwest (Spouse co-owner and Director of Business)
Neil Gow	Sainsbury Laboratory (Trustee Director, Head of Scientific Advisory Board); Westerdijk Institute (Member of Scientific Advisory Board), Editor in Chief, The Cell Surface; Editor, Cellular Microbiology); British Society for Medical Mycology (President 2018-2021)
Professor Tim Quine	University Vocational Awards Council (Board Member); Tianjin University (Honorary Professor)
Imelda Rogers	None
Mike Shore-Nye	Ted Wragg Multi Academic Trust (Institutional Member); Exeter Science Park (Director); Exeter College (Spouse as student); Northcott Theatre (Trustee)

Other Committees

Bettina Rigg	Veale Wasbrough Vizards LLP (Employee-partner); Writtle University College (Governor)
David Dupont	Diabetes UK (Member of Clinical Studies Group researching Type 1 Diabetes); Operation Imprezza (Charity Trustee Director); Pennon Group Plc (Shareholding)
Simon Enoch	Jurit LLP (Consultant); Nescot (Governor); 100% IT Ltd (Director)