

UNIVERSITY OF BIRMINGHAM

COUNCIL

3rd October 2012

MINUTES

Members present: Mr J E K Smith (Pro-Chancellor, in the Chair); Mr D Anderson CBE; Mr C N Banks CBE (Deputy Pro-Chancellor); Mr D J Davies OBE; Mrs M C Davies; Mr M Devenish; Professor D S Eastwood (Vice-Chancellor and Principal); Professor J Frampton; Ms E Halford (Postgraduate Mature Students Officer, Guild of Students); Mr R Halton; Mr D Franklin (President, Guild of Students); Mr R Haywood; Dr R C Horton; Ms S Kaur-Stubbs; Mr R J Keys; Dr N E Price OBE; Professor C Ryan; Hon Alderman D Roy OBE; Professor A Sanders; Professor A J Schofield; Professor M C Sheppard (Provost and Vice-Principal); Dr R Sondhi CBE

Also present: Mrs G Ball OBE (Director of Finance); Dr S J L Gower (Assistant Secretary); Professor J K Heath (Pro-Vice-Chancellor); Ms T Lancaster (Director of External Relations) for item 12/57 only; Professor K O'Brien (Pro-Vice-Chancellor); Ms V Pargetter (Assistant Registrar); Mrs H Paver (Director of HR); Professor E W Peck (Pro-Vice-Chancellor and Head of College); Professor M C Press (Pro-Vice-Chancellor and Head of College); Mr L Sanders (Registrar and Secretary); Professor A Tickell (Pro-Vice-Chancellor); Professor M Whitby (Pro-Vice-Chancellor and Head of College); Professor R A Williams OBE (Pro-Vice-Chancellor and Head of College); Professor L S Young (Pro-Vice-Chancellor and Head of College)

Apologies: Dr M G Gilbert (Treasurer); Ms C Snowball CBE

Papers: The minute book contains copies of all written papers or reports to which reference is made below unless indicated otherwise.

12/52 Membership and Terms of Reference of the Council

Received: the membership of the Council for 2012/13 and its terms of reference (CO.12.10.01).

12/53 Minutes of previous meeting

Resolved: to approve the Minutes of the meeting held on 27th June 2012 (CO.12.10.02).

12/54 Matters arising not addressed elsewhere on the agenda

(a) 12/41 Report of the Council Membership Committee

Reported: that Ms Salley Vickers had retired from Council during the summer and that Ms Sukhvinder Kaur-Stubbs had commenced her period of office on 1st August 2012.

12/55 Pro-Chancellor's Items

Received: a report from the Pro-Chancellor (CO.12.10.03).

(i) Acquisitions and Disposals Group

Resolved: to approve the continuation of the Acquisitions and Disposals Group for the year to 30th September 2013.

(ii) One-to-one meetings with Council Members

Reported: that one-to-one meetings had taken place over the spring and summer between the Senior Officers and members of Council. The Pro-Chancellor thanked members for their openness and engagement with the process. Members had all expressed the view that Council had been effective in the discharge of its duties, and no significant matters of concern had been raised. The Pro-Chancellor would share the findings with the Chair of the Audit Committee to provide the Committee with reassurance in relation to Council's effective discharge of its governance responsibilities.

(iii) HEFCE Annual Assessment of Institutional Risk

Reported: that details had recently been received from HEFCE of its annual assessment of the risk status of the University. The University was deemed to be "not at higher risk" which was the best assessment available.

12/56 Vice-Chancellor's Items

Received: a report from the Vice-Chancellor (CO.12.10.04).

(a) UKBA Update

Reported: that the Audit Committee had received a lessons learnt report at its recent meeting in the light of the issues that had arisen at London Metropolitan University in relation to the UKBA, which had resulted in that University losing its Highly Trusted Sponsor status. The episode underlined the importance of ensuring that systems were in place and that they were understood and operated by all staff, particularly at School level. The Audit Committee had been reassured by the report and that this University's systems were operating satisfactorily.

(b) A2B Students

Reported: that notwithstanding the challenges of the recent recruitment round, the A2B scheme had been particularly successful this year in recruiting over 20% more students than in 2011.

(c) Congratulations

Reported: that Professor J K Colbourne of the School of Biosciences had been awarded a Royal Society Wolfson Research Merit Award.

Resolved: to congratulate Professor Colbourne on the award.

(d) Condolences

Reported: that Mr David Brooks, a Lay Member of Council between 2000 and 2007, had recently died. A letter of condolence had been sent to his family on behalf of Council

12/57 Admissions

Received: a report (CO.12.109.05).

Noted: that

- (a) the admissions round this year had been particularly challenging in view of the national situation which had seen lower numbers of applicants as a whole and fewer applicants than predicted achieving AAB and above;
- (b) the emerging problems had been identified at an early stage by Admissions staff and as a result mitigating actions had been put in place before most other institutions had reacted. This included mailings to successful candidates to welcome them to the University, a national and regional advertising campaign to attract adjustment and clearing candidates and an Open Day for these candidates. The fact that regular contact had been maintained with applicants from early in the admissions cycle meant that relatively few students had adjusted out and, indeed, in net terms more applicants had adjusted in;
- (c) current projections suggested that the shortfall on Home Undergraduate numbers was likely to be about 400. This had been achieved without taking any applicants below BBB as some institutions had done. The shortfall would have a significant impact on budgets, though the final position was still emerging – in particular postgraduate recruitment activity was continuing and the attrition rate was uncertain. The Finance Office would review the position in mid-October and the budget for the Quarter 1 Outturn would be rebased as appropriate;
- (d) it was likely that the 2013 admissions round would be even more competitive. UEB would spend most of its Away Day later in the month looking at admissions, using market intelligence and an analysis of our performance this year to inform Home Undergraduate target setting and recruitment strategy for 2013;
- (e) a number of measures were being put in place to maximise recruitment in the coming year. Best practice for applicant Visit Days had been identified and would be shared. More Applicant Visit Days would take place on Saturdays and they would be earlier in the recruitment round; the applicant contact centre would run from an earlier date. There was a greater sense of the increased urgency that all staff needed to attach to recruitment.

12/58 Institute of Archaeology and Antiquity (IAA)

Considered: a paper (CO.12.10.06).

Reported: by Professor Whitby that

- (a) the proposals had been occasioned by a number of factors, including a significant decline in the national pool of well-qualified applicants for Archaeology and poor research performance. The proposals aimed to sustain and create areas of distinctive strength, particularly through the establishment of a new integrated Department of Classics and Ancient History and of a Centre for Archaeological Studies to co-ordinate activities in this area – both would be located within the School of History and Cultures;
- (b) a number of changes to the original proposals had been made as a result of the consultation process. One additional permanent post would support the breadth of teaching in Classics and Ancient History and a further fixed-term post would have a specific development remit. Other fixed-term posts would be created to support the teaching of student cohorts. As a consequence the number of proposed redundancies was now 9 rather than the original 20;
- (c) the student interest continued to be paramount through this process. Assurances had been given that all students would graduate with the degrees for which they had registered and that the breadth of modules offered was maintained. The Guild would continue to be briefed on developments.

Noted: that on the previous evening the Birmingham UCU President had sent an email with regard to the IAA, together with more than 200 pages of additional documentation, to a number of Council members with a request that this communication also be submitted to the full Council. The Pro-Chancellor had decided that due process had been followed and that staff had already had an opportunity to feed in to the consultation. The papers had therefore not been submitted to Council.

Resolved:

- (a) to note the outcome of the consultation process;
- (b) to approve paper CO.12.10.06 and its proposals for IAA, including –
 - (i) the disestablishment of the IAA;
 - (ii) the establishment of a Department of Classics and Ancient History in the School of History and Cultures;
 - (iii) the move of the Centre for Byzantine, Ottoman and Modern Greek Studies into the School of History and Cultures;
 - (iv) the cessation of Project Archaeology activity, to be managed out to an agreed timescale ensuring that existing contracts and commitments were honoured;
 - (v) the reduction in the Undergraduate intake target for IAA;
 - (vi) the withdrawal of the Single Honours Archaeology programme;
 - (vii) the staffing changes as set out in the paper;
- (c) to approve the establishment of a Redundancy Panel, under the University Statutes and Ordinances, to select members of staff for redundancy from IAA.

12/59 Quinquennial Review of Guild

Considered: a paper (CO.12.10.07).

Reported: that

- (a) at least every five years Council was require to undertake a review of the operation of the Guild, including its relationship with the University. The paper provided an interim report on progress to date on the basis of a series of productive meetings with the Guild. A full report would be made to Council later in the year;

- (b) Council was now being invited to approve a number of amendments to Guild by-laws in order to enable the smooth running of the Guild.

Resolved:

- (a) to approve the proposed amendments to Guild Bye-Laws as set out in the paper;
- (b) to note the progress of the Review Group to date.

12/60 Institute for Translational Medicine

Received: a briefing paper (CO.12.10.08).

Reported: by the Provost and Vice-Principal that

- (a) the ITM would offer Birmingham a unique opportunity to build and consolidate a global presence in Translational Research. It also provided an opportunity to transform the University's engagement with a broad range of local partners and would support commercial and community engagement;
- (b) the ITM represented an outstanding opportunity to lever central government funding;
- (c) the indicative budget for the ITM was £24m capital costs and £1-1.5m annual revenue costs. The initial £12m from BIS and the Department of Health investment was expected to be secured as a component of the Birmingham City deal, made possible through partnership with the City Council and supported by the GBS LEP. £6m was the value of the buildings being contributed, including the old QE Hospital;
- (d) the additional £6m funding would be secured from a variety of commercial, philanthropic, educational and health sources, including up to a maximum of £3m each over two financial years from the University and UHBFT. Applications were being made to various sources. It had been agreed with UHBFT that the balance of funding up to £6m would be split 50/50 between the University and UHBFT, which would mean the University's financial contribution to the capital would be up to £3m.

Resolved: to support the concept of the ITM, noting the potential capital cost to the University of up to £3m, and that an update and business case would be presented at the November meeting of Council.

12/61 Update on the University Teaching School

Received: a paper updating Council on recent developments (CO.12.10.09).

Reported: by Professor Peck that

- (a) the Department for Education had allocated £300k to underpin the costs of the University's developmental work on the School;
- (b) work was continuing on the curriculum and a number of key appointments. The main outstanding issues related to the site and to capital, and the University continued to press the Department for a decision on this in time for the November meeting of Council.

Resolved: to approve the continuance of the Reference Group in case action was required urgently between meetings of Council.

12/62 Health and Safety Assurance Report

Considered: the Annual Assurance Report, submitted by UEB (CO.12.10.10).

Noted: that

- (a) the University's insurers, UMAL, had carried out a Health and Safety and Property Audit of the University. The report had been very positive, noting improvements in the approach to Health and Safety in the last year and placing the University's performance above the average for UMAL members. The aim was to build on this achievement;
- (b) a new Assistant Director of HR (Workplace Wellbeing) had been appointed and would take up his appointment in January. One of the issues that he would address would be the assess levels of stress in the University in the current operating environment.

Resolved: to receive the Health and Safety Annual Assurance Report.

12/63 Amendments to Statutes

Considered: a paper, inviting Council to approve proposed changes to Statutes following consideration by Court and Senate. (CO.12.10.11).

Noted: that Court and Senate had been consulted on the changes and were supportive of the proposals.

Resolved: to approve the proposed changes for submission to the Privy Council.

12/64 Recruitment of Pro-Vice-Chancellor and Head of College

Considered: a paper regarding the appointment process for the Pro-Vice Chancellor and Head of the College of Medical and Dental Sciences (CO.12.10.12).

Reported: that

- (a) Perrett Laver had been engaged to assist in the appointment process. Interviews had been arranged for 16th November, and it was hoped that it would be possible to bring a formal recommendation to Council on 29th November;
- (b) in view of Professor Young's move to the University of Warwick and the likelihood that there would be an interregnum before the new appointee could take up the post, it had been decided to make an interim appointment of Pro-Vice-Chancellor and Head of College. Following discussions involving the Vice-Chancellor, the Provost and Vice-Principal and members of the College Board, including the Heads of School, there had been unanimous support for the recommendation that Professor Eric Jenkinson be appointed to serve as Acting Pro-Vice-Chancellor and Head of the College of Medical and Dental Sciences. A copy of Professor Jenkinson's curriculum vitae was tabled (CO.12.10.12a)

Resolved: to approve the appointment of Professor Eric Jenkinson as Acting Pro-Vice-Chancellor and Head of the College of Medical and Dental Sciences from 15th October 2012 until the new Head of College took up the appointment.

12/65 Terms of Office of Chancellor

Considered: a paper inviting Council to approve an extension to the Chancellor's term of office, following consultation with Court (CO.12.10.13).

Resolved: to approve the extension of Sir Dominic Cadbury's term of office as Chancellor until 31st December 2013.

12/66 Items approved between Meetings of Council

Received: a list of items approved since the meeting of the Council on 3rd October 2012 (CO.12.10.14).

12/67 Affixing of the University Seal

Received: a report noting the transactions which had required use of the University Seal since the last meeting of Council (CO.12.10.15).

12/68 Any Other Business

There was none.

12/69 Date of Next Meeting

Reported: that the next meeting of the Council would take place on **Thursday 29th November 2012**, at 9.00 a.m. in the Nettlefold Room, Winterbourne House.

There will be a presentation at 5.30 p.m. on **Wednesday 28th November** on the College of Social Sciences, followed by dinner in Hornton Grange.