UNIVERSITY OF BIRMINGHAM
COUNCIL
8th October 2014 at 5.00pm
MINUTES

Members present: Mr Ed Smith CBE (Pro-Chancellor, in the Chair); Mr Derrick Anderson; Professor Kathleen Armour; Dame Christine Braddock; Mr Wiseborn Danquah; Mr Alan Davey; Mr David Davies OBE; Mr Martin Devenish; Professor Sir David Eastwood (Vice-Chancellor and Principal); Professor Jon Frampton; Professor Peter Fryer; Ms Sukhvinder Kaur-Stubbs; Mr Richard Haywood; Mrs Caragh Merrick (Treasurer); Dr Norman Price OBE; Professor Adam Tickell (Provost and Vice-Principal); Ms Poppy Wilkinson (President, Guild of Students).

Also present: Mrs Gill Ball OBE (Director of Finance); Professor Saul Becker (Pro-Vice-Chancellor and Head of College); Professor John Heath (Pro-Vice-Chancellor); Professor Eric Jenkinson (Pro-Vice-Chancellor and Head of College); Mrs Colette McDonough (Assistant Secretary); Professor Myra Nimmo (Pro-Vice-Chancellor and Head of College); Ms Heather Paver (Director of HR); Professor Malcolm Press (Pro-Vice-Chancellor); Mr Lee Sanders (Registrar and Secretary); Professor Michael Whitby (Pro-Vice-Chancellor and Head of College); Professor Richard Williams OBE (Pro-Vice-Chancellor and Head of College).

Apologies: Dr Chris Banks CBE (Deputy Pro-Chancellor); Mr Robert Halton; Mr Malcolm Harbour CBE; Mr Richard Keys; Professor Andrew Sanders; Dr Ranjit Sondhi CBE; Professor Jeff Bale (Pro-Vice-Chancellor).

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

14/60 Member and Terms of Reference

Noted: the membership and terms of reference of the Council (CO.14.10.01).

14/61 Minutes of previous meeting

Resolved: that the minutes of the meeting held on 2nd July 2014 be approved (CO.14.10.02).

14/62 Matters Arising

Reported that, in relation to minute 14/38, a significantly improved revised draft of the Higher Education Code of Governance would be considered at the Committee of University Chairs (CUC) Autumn Plenary on 16th/17th October 2014. The Code would then be released for consultation.
14/63 Pro-Chancellor’s Items

Considered: a report from the Pro-Chancellor on the outcome of the annual one-to-one meeting process (CO.14.10.03). These meetings were held between members of Council and either the Pro-Chancellor, Deputy Pro-Chancellor or Treasurer to provide a formal opportunity for members to reflect on the working of Council during the academic year.

Noted:
(a) the positive outcome of the one-to-one meetings in terms of overall satisfaction with the effectiveness of the Council and its discharge of formal responsibilities;
(b) that the Chair of Audit Committee would also reflect on the outcome of this year’s process in the Annual Report of the Audit Committee which would be submitted to Council in November 2014;
(c) that the suggestions/comments made by individual members of Council would be followed up after the meeting, including the issue of advice to authors of reports for Council on the importance of focus on key issues and clarity of recommendation to Council.

Resolved: that Council in October 2015 would receive a report on how the actions arising from this year’s one-to-one meeting process had been implemented.

14/64 Vice-Chancellor’s Items

Considered: a report from the Vice-Chancellor (CO.14.10.04).

Reported that:
(a) the Pro-Chancellor was congratulated on his appointment as Chair of the Crown Commercial Service;
(b) there had been a number of new appointments to the University Executive Board. Kevin Greenleaves, Q4 Solutions, would be providing coaching and mentoring to members of UEB to support the transition of the senior leadership team;
(c) the bid to HEFCE in respect of the Collaborative Teaching Laboratory had been submitted on the basis of completion of the project by March 2017;
(d) the assessment of the annual desktop risk assessment by HEFCE that the University was not at higher risk was formally noted. This was the assessment reached for the majority of institutions;
(e) the High Speed 2 (HS2) Academy, the National College for High Speed Rail, would be located in Birmingham. The Academy would provide specialist vocational training to the next generation of engineers working on the HS2 project and beyond. This was excellent news for the region, especially given that the headquarters for HS2 were already located in the city.

14/65 Business Engagement Report

COMMERCIAL IN CONFIDENCE

Considered: a progress update on business engagement. This had been requested by Council in February 2014 (CO.14.10.05).

Reported that:
(a) the first year targets for business engagement had been exceeded, [NOT FOR PUBLICATION]
(b) there was a robust pipeline of potential partners that mapped on to areas of
research strength with a demonstrable appeal to business and the ability to attract leveraged funding;
(c) the University had completed recruitment of the business engagement team which had started new, and developed nascent and pre-existing, business relationships;
(d) business engagement targets had been co-set with Colleges for 2014/15, initial progress was pleasing but would continue to be monitored;
(e) the benefits of co-location of DABE and RIS and the embedding of business engagement partners in the Colleges. The latter had provided expertise and knowledge to enable each College to maximise opportunities for business engagement and to enter into a shared commitment to future business engagement target performance;
(f) the University had provided the opportunity for academic members of staff to be promoted on the grounds of business engagement to encourage and incentivise academic business engagement activity and further embed business engagement principles and values in the ethos of the University;
(g) [NOT FOR PUBLICATION]
(h) [NOT FOR PUBLICATION]

Resolved: that Council would receive an update on business engagement in October 2015.

14/66 Recruitment and Admissions Update

COMMERCIAL IN CONFIDENCE

Considered: the position with regard to admission of undergraduate and postgraduate students for 2014/15 (CO.14.10.06).

Reported that:
(a) the 2015 recruitment cycle and Confirmation and Clearing process had been very successful. [NOT FOR PUBLICATION]
(b) [NOT FOR PUBLICATION]
(c) [NOT FOR PUBLICATION]
(d) significant planning had taken place, including close and positive working with the Guild of Students, to ensure that accommodation and teaching could support the undergraduate intake and that the overall student experience would not be adversely impacted. The President of the Guild acknowledged this and enquired whether the University was monitoring student drop out rates to assure itself that the measures put in place had been effective. The Vice-Chancellor advised Council that the enrolment monitoring data for 2014/15 was being monitored by UEB on a weekly basis and that the attention of Council would be drawn to any significant enrolment fluctuations or any increase in the first year drop out rate above the norm.

14/67 Recommendations of Membership Committee

COMMERCIAL AND IN CONFIDENCE

(1) Deputy Pro-Chancellor

Considered: the election and appointment of the next Deputy Pro-Chancellor (CO.14.10.07).
Reported that:
(a) Council on 2nd July 2014 had agreed to hold a closed election for the vacancy for Deputy Pro-Chancellor. The aim was to hold the election in November but the nomination process has been completed earlier than expected;
(b) one nomination had been received from members of Council. Mr Richard Haywood had been proposed by the Pro-Chancellor and seconded by the Treasurer and was willing to stand for election;
(c) given that there was one candidate nominated for election, it was proposed that Mr Haywood was elected at the meeting (rather than by the issue and return of ballot papers).

Resolved: unanimously, that Mr Richard Haywood be elected and appointed as Deputy Pro-Chancellor for a term of office of five years (renewable) from 1st December 2014.

(2) Membership of Audit Committee

Resolved: that Dame Christine Braddock and Mr Alan Davey be appointed to serve on the Audit Committee to 31st July 2017.

Noted: that the appointment of Mr Richard Haywood as Deputy Pro-Chancellor created another vacancy on the Audit Committee. This vacancy would be considered by the Membership Committee.

University of Birmingham School Governance Arrangements

COMMERCIAL IN CONFIDENCE

Considered: the proposed governance arrangements to oversee the opening and ongoing operation of the University of Birmingham School, in particular:
(a) the constitutional relationship between the University and the University School;
(b) the different means by which Council would receive assurance about the School (CO.14.10.08).

Reported that:
(a) it was important to progress the governance arrangements swiftly and effectively in order to obtain sign off of the Department of Education Funding Agreement and as governance would be assessed in the School’s pre-opening OFSTED inspection in April/May 2015;
(b) once approved by Council, the governance arrangements would form part of the Department for Education’s Funding Agreement and would enable the University of Birmingham School to progress Governor recruitment;
(c) as with the appointment of School Governors, Council would receive assurance about the School by receipt of an annual performance report, reporting to the University Audit Committee by the School’s Audit Committee (including review of the School’s annual accounts) and establishment of a School/University Liaison Committee as the main day to day interface between the University of Birmingham and the School, in particular between the academic community and the teaching staff.

Resolved: that the governance arrangements for the University of Birmingham School be approved as set out in Paper CO.14.10.08.
Noted:
(a) the constitutional relationship between the School and the University, and the means by which Council would be assured about the School once open;
(b) the plans for Governor recruitment and Board development.

[Note: Professor K Armour and Mr L Sanders declared interests in this agenda item because they were members of the governing body of the University of Birmingham School].

14/69 Guild of Students

(1) Quinquennial Review Update

Noted: progress with implementation of the Quinquennial Review Action Plan (CO.14.10.09A).

Resolved: that the Relationship Agreement between the University and the Guild of Students be approved as set out in Appendix 2 of Paper CO.14.10.09A.

(2) Amendment of Bye-Laws

Resolved: that the amendment of Guild of Students' Bye-Law 8, Elections, be approved as set out in Paper CO.14.10.09B, noting that further amendments were due to be presented to the next meeting of Council for approval.

14/70 Amendment of Scheme of Delegated Powers of Council and Ordinances of the University

Resolved: that the proposed amendment of the Scheme of Delegated Powers of Council and Ordinances of the University be approved as set out in Appendix 1 to Paper CO.14.10.10.

14/71 Capital Projects Over £5m

COMMERCIAL AND IN CONFIDENCE

Received: a report from the Director of Estates (CO.14.10.11).

14/72 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.14.10.12).

14/73 Items Approved between Meetings of Council

Received: a list of items approved since the meeting of Council on 2nd July 2014, under the procedure for approval of business between meetings of Council (CO.14.10.13).

Endorsed: the lease of land at Norbury Park and the sale of 1 and 2 Wast Hills Lane as set out at Paragraphs 1 and 2 of Paper CO.14.10.13.
Programme of Meeting 2014/15

Noted: the programme of meetings of Council for 2014/15 as follows:

25th November 2014, 5.30pm, Council Presentation and Dinner
26th November 2014, 9.00am, Council Meeting

3rd February 2015, 5.30pm, Council Presentation and Dinner
4th February 2015, 9.00am, Council Meeting

21st April 2015, 6.30pm, Council Dinner
22nd April 2015, 9.00am*, Council Strategy Day

30th June 2015, 5.30pm, Council Presentation and Dinner
1st July 2015, 9.00am, Council Meeting

*The start time has been brought forward from 10.00am at the request of the Pro-Chancellor.

Any Other Business

On behalf of Council, the Pro-Chancellor thanked Mr Wiseborn Danquah, Guild Postgraduate Students Officer, who would complete his term of office on Council later in the month.