



## University Council

**Paper no:** 2022-11-25-03

**Paper title:** Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 20 October 2022 in LR17 CMDC, Cranfield

Present: Ferguson, Iain (Chair)                      Hynes, Alice  
Atkinson, Helen                                      Holford, Karen  
Carter, Caroline                                      Rowlands, Simon  
Chen Davison, Lesley                              Saggu, Jaz  
Day, Colin    Smallwood, Anna  
Greening, Connie                                      Stokes, Claire  
Hart, Ian    Wainwright, James  
Hill, James    Watkins, Peter  
Hubble, Jane

Attending: Aspinall, Philip, Chief Operating Officer  
Douglas, Gregor, University Secretary  
Fogwill, Chris, PVC-SWEE and Chair of Hydrogen Group (*for item 8*)  
Morris, Julie, Governance Officer  
Pollard, Simon, Chair of CU H&S Committee (*for item 4*)

### 1. Introduction

The Pro-Chancellor and Chair of Council welcomed members, attendees and new members Anna Smallwood, Connie Greening, and Jane Hubble.

This was the first time Council had met since the death of HM Queen Elizabeth. Her Majesty's service to the country and commonwealth was recorded.

### 2. Disclosure of interest

There were no disclosures recorded.

### 3. Minutes of previous meeting and matters arising

Received: Paper 2022-10-20-03 setting out the minutes of the meeting held on 21 July 2022.

Resolved: (a) The minutes were approved subject to the following corrections:

- paragraph 8.1.3: correction of typographical error;
- paragraph 8.5(c): "The **Academic Provider (AP)** contract was due to **complete end** in 2028 but it was likely that MOD would **raise this a number of years earlier start the process to replace it two or three years earlier. The Chair advised that** The MOD appeared to be favouring consortia more often and CADS would therefore be encouraging Cranfield to position itself as a trusted provider singly or in partnership."
- paragraph 9.1: the addition of the change in theme title 'Manufacturing and Materials'

## Matters arising

There were no matters arising.

### 4. Health & Safety (H&S) update

*Professor Simon Pollard joined for this item*

Received: Paper 2022-10-20-04a setting out the quarterly health and safety report covering the period 1 June 2022 to 31 August 2022; and Paper 2022-10-20-04b setting out the annual health and safety report for 2021/2022.

- Noted:
- (a) Anna Smallwood, the new Council lead on H&S, introduced this item advising that as part of her induction to Council she had met with the Chair of the Health & Safety Committee, the Health & Safety Manager, and had had a briefing with her predecessor on Council, Maxine Mayhew. She had also met with the PVC-SWEE and PVC-SATM who had briefed her on the anticipated growth in hydrogen activities at Cranfield.
  - (b) The Chair of the H&S Committee presented the reports to Council, drawing on specific issues as noted below:
    - *RIDDOR reportable incident update*: the internal investigation had resulted in recommendations to amend processes and practices relating to the lifting of heavy materials. The report arising from the investigation had been sent to the HSE.
    - *H&S Governance arrangements*: changes to governance arrangements had been made. The H&S Committee was confident that effective channels of engagement were in place.
    - *Road safety*: improvement works on University Way, adjacent to the Sports Hall, were due to commence in October 2022.
    - *H&S Accidents and Near Misses*: the main reasons for reported accidents were slips, trips, and falls which were mostly due to lapses in concentration. A campaign to raise awareness of this issue had been launched with the aim of reducing the number of incidents.
    - *Hydrogen research*: Cranfield's hydrogen inventory was expected to increase over time. Work was underway to understand the regulatory environment as well as the impact on resources.
    - *Occupational health*: the number of referrals to occupational health due to stress, anxiety, or depression had prompted the H&S Committee to review the Prevention and Management of Work-Related Stress procedure.
  - (c) Council sought further information on the level and type of pastoral support available to staff who were working from home and/or a combination of home and office. The Chair of H&S Committee confirmed that Cranfield had worked with the Unions, and its third-party occupational health provider, to ensure that

provision was appropriate. Staff were notified regularly of the support mechanisms available to them and up-to-date information was always available via the intranet.

Redactions made

Resolved: Council thanked the Chair of the Health & Safety Committee for his report.

*Professor Pollard withdrew from the meeting.*

**5. Chief Executive & Vice-Chancellor's (CEVC) Report**

Received: Paper 2022-10-20-05 setting out the CEVC's report covering the period July to October 2022.

Noted: The CEVC took her paper as read and reported on other items as noted below:

- *Civitas – Inadvertently Arming China*: First published in 2021 the report documented and analysed the extent to which some of the UK's leading universities etc collaborated with the People's Republic of China on defence related topics. A recently published update to that report had named academics and institutions, including Cranfield. The PVC-CDS and Chair of the National Security Standing Group was consulting with colleagues on the possible impact of the report.
- UCU were balloting their members nationally in an aggregated ballot on pay and changes to the USS pension scheme. In previous years, strike action at Cranfield has been minimal. Plans were in hand to mitigate impact on the Cranfield student experience.
- Professor Simon Pollard had taken on the role of University Executive lead on risk and resilience.
- Strategic appointments had been made at CDS:
  - Dr Annette Southgate, Director of Security, commenced July 2022; and
  - Heather Goldstraw, Director of Defence, commencing January 2023

Resolved: Council thanked the CE&VC for her report.

## 6. Report from University Executive

Received: Paper 2022-10-20-06 being a report from University Executive

Noted: The CEVC took the report as read and responded to queries and discussion as noted below:

- 6.1 Quarterly report from the Board of Energy and Environment  
Council noted the BEE report and welcomed the energy campaign. Given continuing geopolitical risks to energy supplies, Council would welcome an update on early steps to reduce wastage and enhance energy security. **Action: PJA**
- 6.2 Terms of Reference of University Executive and its committees  
Council noted that the terms of reference of University Executive and its committees had been updated.
- 6.3 National Postgraduate Surveys 2022 – the detail on the survey outcomes would be presented to Council in November as part of the annual academic report. Audit Committee had seen a draft of the report at their meeting in October and had noted some continuing areas of dissatisfaction. The President of the CSA added that issues around stipend payments was also an area of frustration for students.

Resolved: Council thanked University Executive for their report.

## 7. Student registrations update

Received: Oral report from the Chief Operating Officer

Noted: The Chief Operating Officer reported that the October 2022 student registration period had largely been completed. The second intake of students was in January 2023 at which point Cranfield would see overall registrations for the year to be 6-7% higher than last year. This was lower than budgeted. All those who were expected to register but hadn't had been contacted; there were varied reasons for non-attendance.

## 8. Briefing – Hydrogen: H2@CU

*Chris Fogwill joined for this item*

Received: Presentation and oral briefing on the future of hydrogen research at Cranfield.

- Noted:
- (a) The PVC-SWEE gave a presentation on H2@CU which included a representative walk-through of all current hydrogen and sustainable fuels research activities, and facilities based at Cranfield campus. Mapped against government's ten point plan for a green industrial revolution, Cranfield's research could underpin the hydrogen economy and was uniquely placed to work across the TRL's in production, utilisation, and storage.
  - (b) Council noted that a £67M RPIF (Research Partnership Investment Fund) bid had been submitted to enable Cranfield to upscale its facilities to become a hydrogen living laboratory.

- (c) In parallel Cranfield had been working with consultants Gexcon to assess the impact on Cranfield of regulatory compliance, not least COMAH (The Control of Major Accident Hazards Regulations 2015). In discussion, Council noted that Cranfield's current levels of hydrogen on site were relatively low but COMAH would come into play if levels, of all gases on site, reached 5 tonnes.
- (d) Noting that the UK itself was slightly behind the EU and other countries in terms of investment in hydrogen and sustainable fuels, the PVC-SWEE commented that Cranfield was well connected across the sector and was already developing international collaborations and positioning itself appropriately.

Resolved: Council thanked the PVC-SWEE for his presentation and looked forward to hearing more about H2@CU in the future.

## 9 Reports from Council Sub-Committees

### 9.1 Finance

#### Air park Update

Received: Oral update on matters relating to the Airport

Noted: The CEVC reported that the Cranfield/Marshall Executive Board meetings continued to be held monthly and were going well. Marshall had held their second public consultation and Cranfield had had an opportunity to provide feedback to Marshall on their draft planning application; the application was due to be submitted to Central Bedfordshire Council at the end of October 2022.

### 9.2 JFAC

Received: Oral report from the Chair of JFAC

Noted: The Chair of JFAC reported that the Committee had met the previous day and had received the external auditors annual report and letter of representation. Council noted that the external auditors had raised two issues which had been identified in respect of the LGPS pension scheme, and which had the potential to have a significant impact on Cranfield's account. The Director of Finance was obtaining qualified external legal advice on the matters raised and this would be reported back to JFAC ex-committee as soon as it was available. Council would be advised of the outcome of discussion in due course but noted that the issues were considered a technical accounting issue outside of the University or PwC's control.

### 9.3 Audit Committee

Received: Oral report from the Chair of Audit Committee

Noted: The Chair of Audit Committee reported that in October 2022 Audit Committee:

- received the annual information assurance and information security reports;

- was pressing for closure of recommendations related to the IT Disaster Recovery review, particularly in a heightened security environment;
- had received the draft annual academic and skills report which included a very pro-active action plan which addressed areas of core business. Audit Committee had strongly commended the report for presentation to Council in November.
- had received the Internal Audit Annual Report and the draft Audit Committee Annual Report. The Audit Committee report had been approved for submission to Council in November and both reports would be submitted to OfS as part of the University's conditions of registration.
- had agreed to undertake an Effectiveness Review in line with guidance set out in the CUC Audit Committee Code of Practice. Council members would be invited to respond to a short survey to inform the review.

#### **9.4 Remuneration Committee**

Received: Oral report from the Chair of Remuneration Committee

Noted: The Chair of Remuneration Committee noted that Remuneration Committee was meeting on 20 October. The focus of the meeting was to consider the University Executive members' salaries, bonuses and agree the individual targets for 2022/23 aligned to the current KPIs. Remuneration Committee's annual statement for 2021/2022 had been embedded in the financial statements for sign off in November 2022. Remuneration Committee was also proposing amendments to its terms of reference which would require an amendment to the relevant Ordinance.

#### **9. Emeritus Professor**

Received: Paper 2022-10-20-09 setting out a proposal to confer the title of Emeritus Professor.

Resolved: Council approved the recommendation from Senate that the title of Emeritus Professor be conferred upon Richard Wilding.

#### **10. Any other business**

Julie Morris  
Governance Officer  
November 2022