



Council Papers

Paper no: 2017-04-12-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 19 December 2016, in the Lord Kings Norton Room, Mitchell Hall, Cranfield, Bedford

Present: Dame Deirdre Hutton, Pro-Chancellor (Chair)

Mr Kelechi Anyaoha	Mrs Moni Mannings
Sir David Arculus	Dr Maxine Mayhew
Professor Graham Braithwaite	Dr Andreas Raffel
Mr Anthony Carey	Mrs Louise Redmond
Mr Paul Fairweather	Professor Lynette Ryals
Mr Iain Ferguson	Dr Chris Thompson
Professor Sir Peter Gregson	Baroness Barbara Young
Mr Dougie Hunter	

In attendance: Mr Philip Aspinall, Chief Operating Officer
Mr Martin Davy, General Manager, CSA (for item 10)
Mrs Julie Morris, Governance Officer
Professor Simon Pollard, PVC-SWEE (for item 9)
Mr Ian Sibbald, Director of Finance (for item 8)
Professor William Stephens, Secretary
Professor Tom Stephenson, Chair of H&S Committee (for item 4)

Apologies: Mr Mark Lewis

1 Introduction

The Chair welcomed members to the meeting.

2 Disclosures of Interest

There were no declarations of interest.

3 Minutes of previous meeting and matters arising

The minutes of the Council meeting held on 10 October 2016 were approved. Council further approved the publication of the redacted minutes on the University website. There were no matters arising not already included on the agenda.

4 Health and Safety Quarterly Report

Professor Tom Stephenson joined Council for this item.

- The campaign with regard to the reporting of 'slips, trips and falls' has been rolled out across the University. The health and safety team has seen an increase in the number of trip hazards being reported and corrective actions are being prioritised.
- With the increasing amount of building works taking place across the Cranfield campus, Council was assured that all contractors are carefully briefed in regard to specific site, and wider campus, safety.
- As in previous years, the Health & Safety Policy and the Fire Policy statements have been reviewed by the Health & Safety Committee and have been signed off by the Vice-Chancellor.

Council thanked Professor Stephenson for his leadership of the Health & Safety Committee over the last five years and for his tremendous contribution in raising health and safety awareness and standards across the University. Council noted that Professor Simon Jones will take over as Chair of the Health & Safety Committee with effect from 1 January 2017.

Professor Stephenson withdrew from the meeting.

5 Chief Executive's Report

5.1 The Chief Executive thanked Council for their engagement in the briefing on the apprenticeships levy and, in particular, Cranfield Masterships™. Council was strongly supportive of the opportunities this will bring and encouraged careful thinking around the delivery plan and how this will be embedded into the school plans.

5.2 Council thanked the Chief Executive for his 'Positioning Update' and 'key talking points' for each theme. Council considered the importance of implementing a public relations strategy following the successful rebranding and were advised that this was a high priority to be addressed by the new Communications and External Affairs professional service unit. Council requested a future briefing on the marketing strategy. **Action: Exec**

5.3 For the airport update and DARTeC bid please refer to minute 8.

5.4 A Steering Group has been initiated to oversee the development of the University's position on MK:IT with sub-groups working on Governance, Education and Business case aspects. Separately, Professor Ryals is leading a project funded by MK Council, to develop the educational and business case for the new University. MK:IT will form the subject of one of the strategy sessions at Council's meeting in April.

6 Report from the University Executive

Council discussed the report from the University Executive and in relation to the following items noted or made specific decisions as recorded under each minute:

6.1 Investors in People:
Council congratulated the University on successful retention of the Investors in People award at Cranfield Defence and Security.

6.2 Athena Swan
Council noted the resubmission of the Athena Swan application for a Bronze Award.

6.3 Annual Assurance report to Council
This was the first annual assurance report to be received in this format. The Chair commented that there was an increasing number of accountability returns requiring sign-off by the Chair of the governing body, but that the annual report, as presented, had not taken such returns into account. Council agreed to accept this as an interim annual report, on the understanding that a formal process for documenting and recording accountability is developed for future annual reports. **Action: WS**

7 Annual Report from Audit Committee

The Chair of Audit Committee presented the Annual Report commenting on changes in Committee membership, the Committee's continued focus on encouraging prompt completion of actions to recommendations, the services of the external auditors and University's revised approach to risk management. Council recorded its thanks to Audit Committee for a comprehensive report and the continued assurances it provides.

8 Financial Matters

Mr Ian Sibbald joined Council for this item

[Text Redacted]

Mr Sibbald withdrew from the meeting.

9 Infrastructure

Professor Simon Pollard joined Council for this item.

AgriEPICentre:

Council considered the proposal to consolidate all agri-related capabilities in a purpose built "agri-informatics" facility based at Cranfield campus. Council acknowledged the importance of realising value from the national soils facility and the priority the University places on the proposed investment. Council recognised the continued success of Professors Pollard and Terry in attracting inward capital investment in the Environment and Agri-food theme and agreed that in accordance with Finance Committee's recommendation a revised budget of £4.0m (subject to a successful Wolfson bid), the revised contribution model and that the funding would be made available in the 2017/2018 financial year.

Professor Pollard withdrew from the meeting.

10 Cranfield Students' Association

Mr Martin Davy joined Council for this item.

10.1 Constitution and Bye Laws

Council endorsed the Cranfield Students' Association constitution and bye laws, but expressed concern relating to the rules regarding referenda and in particular the numbers required to vote.

[Post meeting note: Following the concern raised by Council, the CSA Board of Trustees reconsidered the rules regarding referenda when it met on 8 February 2017. The CSA Trustees decided that, rather than specifying a percentage of the CSA membership required to call a referendum, the number required would be reduced from 500 to 400 and agreed that any vote would be on-line.]

10.2 Annual Audited Accounts

Council endorsed the annual audited accounts of the Cranfield Students' Association

Mr Davy withdrew from the meeting.

11 Annual Report from Remuneration Committee

Council noted that bonus payments for achievement of targets for the Executive Team for 2015/2016 had been approved by Remuneration on 10 October 2016. In response to a query on how this scorecard works the Secretary was asked to circulate this information to members.

Action: WS

12 Senate Academic Report

Council considered the academic report and the Chancellor commented on the positive steps taken with regard to the arrangements for conferral of degrees and the issuing of degree certificates.

13 Any other business

There were no further items of business.

JAM
15.02.17