



Council Papers

Paper no: 2016-12-19-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on Monday, 10 October 2016, in the Lord Kings Norton Room, Mitchell Hall, Cranfield, Bedford

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

Mr Kelechi Anyaoha

Sir David Arculus

Professor Graham Braithwaite

Mr Anthony Carey

Mr Paul Fairweather

Mr Iain Ferguson

Professor Sir Peter Gregson

Mr Dougie Hunter

Mr Mark Lewis

Mrs Moni Mannings

Dr Maxine Mayhew

Dr Andreas Raffel

Mrs Louise Redmond

Professor Lynette Ryals

Dr Chris Thompson

Baroness Barbara Young

In attendance: Mr Philip Aspinall, Chief Operating Officer

Mr Paul Bradley, Health & Safety Manager (for item 4)

Mr Gregor Douglas, Director of Education Services (for item 6)

Mrs Julie Morris, Governance Officer

Professor Maury Peiperl, PVC-School (for item 7)

Professor Simon Pollard, PVC-School (for item 4)

Mr Ian Sibbald, Director of Finance (for item 7)

Professor William Stephens, Secretary

Professor Tom Stephenson, Chair of H&S Committee (for item 4)

Apologies: Mr Bill Thomas

1 Introduction

The Chair welcomed members to the meeting, in particular Mr Mark Lewis and Dr Chris Thompson, who were both attending their first meeting as staff members of Council.

2 Disclosures of Interest

DH and GB: Cranfield has been engaged to undertake a review on behalf of the CAA.

3 Minutes of previous meeting and matters arising

The minutes of the Council meeting held on 15 July 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 and Annual Reports

Professor Tom Stephenson and Mr Paul Bradley joined Council for this item.

4.1 Dr Mayhew presented the Health & Safety Quarterly report highlighting that, since receiving certification to OHSAS 18001 in July 2016, the University continues to enhance its approach to health and safety. Council was encouraged to see the development of leading indicators.

- 4.2 Council was advised that since publication of this report, the UCU has requested documentation relating to the storage and handling of materials in a laboratory. The University will respond once an investigation has been completed and Council will be kept informed as appropriate.
- 4.3 Referring to the Annual Report, Council acknowledged the tremendous achievements in enhancing the health and safety culture across the University, noting that in the new academic year, colleagues will be encouraged to participate in Health and Safety Engagement Workshops to contribute to the future direction of travel with regard to safety management.
- 4.4 Council expressed its thanks to the University's Health and Safety Committee. *Professor Stephenson and Mr Bradley withdrew from the meeting*

Environment

Professor Simon Pollard joined Council for this item.

- 4.5 Council was pleased to note that overall good progress was being made against the key performance indicators, and in particular with regard to biodiversity, recycling and carbon reduction. Waste disposal did not return such a positive result which was due, in part, to the significant amount of continuing changes to infrastructure and buildings at Cranfield.
- 4.6 In discussion, Council suggested that the table of key performance indicators would benefit from an additional column detailing where we are aiming for year on year and, while recognising that there are different operating procedures at Shrivenham, the University report should reflect activities undertaken at Shrivenham.
- Professor Pollard withdrew from the meeting.*

5 Chief Executive's Report

- 5.1 The University continues to provide support to all staff and students as uncertainty with regards to Brexit and the longer-term implications for higher education continues. Staff and students are encouraged to come forward with any concerns, comments or questions to the Director of HR and OD or the Student Advice Centre.
- 5.2 The University continues its focus on developing new business both in the UK and internationally. Opportunities to raise Cranfield's profile included: attendance at the Farnborough Air Show, where the Defence Secretary welcomed Cranfield as one of three new members of the UK Defence Solutions Centre (DSC); joining a ministerial visit to China; and a University visit to Singapore.
- 5.3 The University's 70th anniversary celebrations, including an afternoon conference, dinner, full day of events and an air show, was a tremendous success. Council expressed its congratulations to the University.
- 5.4 Council received a copy of the Annual Review 2015/2016 setting out notable successes during the year, examples of work ongoing, introductions to new colleagues and the building projects shaping the future of Cranfield.

6 Report from the University Executive

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

6.1 RPIF Update

The two RPIF proposals continue to be developed. Good progress is being made with key partners on the DARTec proposal and it is expected that a full

proposition will be available in due course. With regard to the Defence Innovation Centre, conversations are being had with potential partners, which would need to secure financial commitments to underpin the proposal.

Gregor Douglas joined Council for this item.

6.2 Prevent progress on Annual return to HEFCE

- (a) Council considered progress against compliance with regulation, the University's revised welfare guidance and the delivery of training.
- (b) Council discussed the monitoring and accessing an individual's IT systems for the purposes of detecting, investigating and preventing crime and indicated the importance of recording the authorisation and decision making process for audit purposes. **Action: PJA/GD/WS**
- (c) With regard to web filtering, it was suggested that non-Cranfield IT assets at Shrivenham may require independent review.
Action: PJA/GD
- (c) Council endorsed the actions taken with respect to the University's Prevent duty and the report to the Higher Education Funding Council for England (HEFCE).

Mr Douglas withdrew from the meeting.

6.3 Modern Slavery and Human Trafficking Statement

Council endorsed the Modern Slavery and Human Trafficking Statement noting that the policy that sits underneath the statement is being drafted. Council discussed the wider implications this has on the University's supply chain and acknowledged that the University will closely monitor any identified medium to high risk areas, taking appropriate actions as necessary.

7 **Integrated Plan – SoM 3-year business plan**

Mr Ian Sibbald and Professor Maury Peiperl joined Council for this item.

- 7.1 Council considered the revised business plan for School of Management noting that the plan has been developed to address a range of matters including, improving market positioning, increasing revenue, channelling new routes for external funding and launching new areas of business.
- 7.2 In discussion, Council explored the operational and delivery plans behind the strategy and sought clarity on the timing and likely outcomes of the priority actions identified.

8 **Financial matters**

8.1 Initial projections and budget revisions

Council considered the revised budget, noting that each income stream has been reviewed and revised in the light of leading indicators. Council approved the adoption of the revised budget for 2016/17.

Text redacted

8.3 Financial Statements for the year ended 31 July 2016

- (a) Council noted that this is the first year that the University has produced its statutory accounts in accordance with FRS 102 and the Statement of Recommended Practice (SORP): Accounting for Further and Higher Education 2015. As a result of the transition to FRS 102 the reported surplus in the prior year has been restated. To assist in interpreting the changes Council received an extract from the KPMG Audit highlights memorandum setting out the impact of FRS 102.
- (b) The most significant impact of FRS 102 on the reported surplus is the recognition of the pension deficit relating to the USS scheme.
- (c) Council approved the financial statements for signature subject to minor amendments highlighted in the Joint Finance and Audit Committee meeting which took place on 10 October.

8.4 Airport Update

- (a) A full progress report towards ensuring the sustainability of the Airport as a research/commercial facility was presented to Finance Committee on 5 October 2016.
- (b) Text redacted

9 **MK:IT**

- (a) The MK Futures 2050 Commission was established as an independent body to take an objective long-term view of Milton Keynes' future. The Commission's report, published in July 2016, set out six major projects that, taken together, are essential to delivery of their vision. One of the projects is a Milton Keynes Institute of Technology (MK:IT). The University Executive has been considering whether it would be appropriate to submit an expression of interest to become a Lead Supplier (Tier 1) in regard to MK:IT.
- (b) Council considered Cranfield's current distinctive and niche position in an increasingly competitive HE market and whether the proposal is aligned to Cranfield's own strategic interests.
- (c) Council discussed a range of matters including current thinking around the development of a business case and the academic and governance models.
- (d) Council was broadly supportive of the initiative and Cranfield's possible lead role, but indicated areas requiring close attention such as the University's brand positioning, the demands on Cranfield resources and the impact on Cranfield's students. In progressing, the University should adopt a gated process based on satisfactory academic, governance and business cases.

- (e) Council agreed that the University could submit an expression of interest or a similar proposal to Milton Keynes Council, if this was requested.

10 Senate Quarterly Academic Report and Assurance Report

- (a) Council noted that the Quality Assurance Agency (QAA) will no longer be undertaking review audits and that the Higher Education Funding Council for England (HEFCE) had recently published the replacement assurance process and reporting requirements.
- (b) Council commented that it would be helpful going forward for the paper to include benchmarked performance indicators and acknowledged that HEFCE will in time advise us of the metrics that they will wish to see included.
- (c) Council endorsed Senate's processes and ongoing actions to secure the standards of its awards and enhance the quality of students' learning experience.

11 Any other business

Council expressed its congratulations to the University Executive on leading a number of complex projects.

JAM
20.10.16