



## Council Papers

**Paper no:** 2017-07-13-03

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

Minutes of the Council meeting held on 12 April 2017, in the Aerospace Integration Research Centre (AIRC), Cranfield University, 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)

Professor Simon Jones, Chair of H&S Committee (for item 4)

Mrs Julie Morris, Governance Officer

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

Professor William Stephens, Secretary

### **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 19 December 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 Simon Jones and Mr Paul Bradley joined Council for this item.*

4.1 In March 2017, the HSE visited Cranfield Defence and Security to discuss arrangements regarding the School's explosive licence. The Inspector took the opportunity to review several of the explosives facilities on site. A number of points were discussed and the Inspector considered it appropriate to issue a 'Notification of Contravention' in relation to an activity witnessed in one of the buildings. In the Inspector's opinion, there were inappropriate controls in place to deal with the risk of an unplanned ignition and the risk assessment for this activity was not considered suitable or sufficient. A number of action points were raised and as soon as the School was made aware of these, the activity was stopped and will not recommence until the necessary actions have been satisfactorily undertaken.

Additional personal protective equipment has been purchased and necessary alterations are being made to the health and safety documentation. The Chair of the Health & Safety Committee responded to comments from Council and confirmed that he will be leading an internal investigation which may result in disciplinary action. Council wishes to receive notification of the outcome once the investigation is known. **Action: WS/SJ**

- 4.2 Following a health and safety incident in the School of Management when an individual was injured whilst undertaking contracted work, the HSE visited the site and is content that the University's and the Contractor's health and safety procedures are appropriate. A formal report from HSE is awaited.
- 4.3 Council commented on the non-completion statistics of mandatory online health and safety training modules and has asked the University Executive to review and report back to the next meeting. The report should define what mandatory means, what training modules are to be classed as mandatory and how the University will handle non-completion of such modules going forward. **Action: WS/SJ**
- 4.3 In conclusion, Council recognises that the University has made tremendous progress in terms of increased visibility, responsibility and accountability with regards to health and safety procedures, practice and culture; achievement of ISO18001 is testament to this. The Health and Safety Manager advised that a three-year health and safety plan is being developed for presentation to University Executive in the summer. **Action: WS/SJ**

*Professor Jones and Mr Bradley withdrew from the meeting.*

## **5 Chief Executive's Report**

### **5.1 Student surveys update**

The University continues to prioritise the student experience as part of the Corporate Plan. To gain further insight into the Cranfield experience, students are being encouraged to complete the Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) as appropriate. This year the surveys have been opened slightly earlier and a campaign launched, with support from the Cranfield Students' Association, to get an optimum return rate.

### **5.2 Research**

The University has been very successful in winning a number of large research projects and the overall number of research grants awarded is well ahead on previous years. A £1.9m contract, jointly submitted to Innovate UK with Nissan entitled 'HumanDrive' (formerly BeHAVE), has been awarded. This contract will enable development of the Multi-User Environment for Autonomous Vehicle Innovation research project (MUEAVI). The outcome of the University's second bid to RPIF, DARTeC, is awaited.

### **5.3 Masterships**

Cranfield is committed to making Masterships pathways an option on all its courses and is engaged in helping to shape the standards for Level 7 Apprenticeships across our subject areas. The University and Grant Thornton held a successful launch event for the Masterships Executive MBA in March 2017.

#### 5.4 Academic Provider Contract

The University is facing ongoing contractual discussions with the Defence Academy regarding the AP contract; this is taking up a considerable amount of management resource.

### 6 **Opportunities for growth**

Council discussed the possibility of working in closer partnership with Aston University through some form of strategic alliance. It was agreed that, subject to a further assessment by a sub-group of Council and the Cranfield Executive, they would progress to further exploratory discussions with Aston Council and our Executive team after the end of May.

### 7 **Report from the University Executive**

Council noted:

- the Equal Pay Audit 2016 had been completed and Executive is addressing the key findings;
- that progress has been made with the University's Prevent arrangements since the end of the HEFCE Prevent annual reporting cycle in September 2016;
- the new organisation structure within the School of Management from four communities to 13 market-driven thought leadership groups;
- a new University-level teaching award entitled 'Cranfield Teaching Fellowship' has been introduced;
- the University has submitted an application to join Midlands Innovation, a network of six universities aimed at creating collaborative research, innovation and training partnerships;
- the progress made against the University's Estate Master plan.

### 8 **Financial Matters**

*Mr Ian Sibbald joined Council for this item*

[Redaction applied]

#### 8.3 Endowment Fund

Council considered a proposal to appoint an endowment fund investment manager and approved the appointment of CCLA to manage the Cranfield University Endowment Fund.

#### 8.4 Photovoltaic Array proposal

Council approved the proposal to install a ground mounted solar photovoltaic array and associated energy efficient projects at Cranfield campus and in so doing, agreed to the University taking up the £1.6m interest free Salix loan repayable from savings in energy costs over five years. A tendering process will commence in due course.

## **9 Airport Update**

Since the previous update on airport activities, significant progress has been made with regard to commercial activity. [Redaction applied] has been taken forward as the preferred bidder and heads of terms have now been signed. Due diligence is underway. In addition, Harrods Aviation has become an airport tenant and has now signed an agreement to use Cranfield Airport as an alternative to Luton within the current airport operating hours and facilities from April 2017.

*Mr Sibbald withdrew from the meeting.*

## **10 Report from Nominations Committee**

The Chair of Nominations Committee reported on the recent recruitment process for new independent members and the Committee's review of sub-committee membership. Council approved Nominations Committee's recommendations as follows:

- (a) appoint Mr Colin Day as a new Independent Member of Council for the period 1 June 2017 to 31 May 2020; and to appoint him to membership of Finance Committee for the same period;
- (b) co-opt Mrs Caroline Carter as a member of Council for the period 1 September 2017 to 31 May 2018, with a view to her becoming an Independent Member of Council from 1 June 2018;
- (c) re-appoint Mr Anthony Carey to a second term from 1 June 2017 to 31 May 2020; and to continue as Chair of Audit Committee for the same period;
- (d) re-appoint Mr Bill Thomas to a second term from 1 June 2017 to 31 May 2020; and to continue as President of the Alumni Association for the same period;
- (e) re-appoint Mrs Louise Redmond for a further year from 1 June 2017 to 31 May 2018;
- (f) appoint Mr Iain Ferguson as Deputy Chair of Council from 1 June 2017; and to be a member of Finance, Nominations and Remuneration Committee.

## **11 Quarterly Academic Report**

Council received the quarterly report from Senate highlighting the introduction of a new Student Attendance Policy, which has been introduced following recommendations from an independent audit on the University's UKVI compliance arrangements.

## **12. Any Other Business**

This is the last meeting of Council for Mr Kelechi Anyaoha as he completes his term of office as President of the Cranfield Students' Association. Council thanked Mr Anyaoha for his contribution at meetings over the past year.

Dr Andreas Raffel completes his term of office as an Independent Member of Council at the end of May 2017. Council thanked Dr Raffel for his tremendous contribution to the University since 2009.