



University Council Papers

Paper no: 2018-04-12-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 14 December 2017 in the Lord Kings Norton Room, Mitchell Hall, Cranfield University.

Present: Dame Deirdre Hutton, Chair

Alderete, Mr Ali	Mannings, Mrs Moni
Arculus, Sir David	Mayhew, Mrs Maxine
Braithwaite, Professor Graham	Redmond, Mrs Louise
Carey, Mr Anthony	Ryals, Professor Lynette
Carter, Mrs Caroline	Thompson, Dr Chris
Fairweather, Mr Paul	Young, Baroness Barbara
Gregson, Sir Peter	

Apologies: Day, Mr Colin, Ferguson, Mr Iain, Hunter, Mr Dougie, Lewis, Mr Mark, Thomas, Mr Bill

Attending: Aspinall, Mr Philip, Chief Operating Officer
Douglas, Mr Gregor, University Secretary Designate
Jones, Professor Simon, Chair of H&S Committee (for items 4-9)
Moore, Ms Jaq, Director of HR&OD (for item 8)
Sibbald, Mr Ian, Director of Finance
Stephens, Professor William, University Secretary

1. **Introduction**

The Chair welcomed members to the meeting.

The Chair advised Council that there were two substantive items on the agenda that Council should give adequate time to. Specifically, these were the Defence Academy Update (item 9) and the MKU bid (item 11). The Chair proposed to take the following agenda items as read:

- Item 6 - Report from the University Executive (there were no decisions required in this paper);
- Item 12 - Quarterly Academic Report (a more substantive discussion would be scheduled at a future meeting);
- Item 13 - Cranfield Students' Association accounts (the accounts were in order but require Council to approve);
- Item 15 - Annual Report from Remuneration Committee (the report was clear and was for information only); and
- Item 16 - Emeritus Professors (four cases recommended by Senate for approval).

Council agreed to the proposal.

2. **Declarations of Interest**

Professor William Stephens had been nominated for an Emeritus Professorship. He would withdraw from the meeting before a decision was made.

3. **Minutes of the previous meeting and matters arising**

The minutes of Council held on 26 October 2017 were approved, subject to inclusion of Mrs Caroline Carter in the attendance list. Council further approved the publication of the redacted minutes on the University website. There were two matters arising:

- Reference paragraph 9.2: following subsequent correspondence with the Chairs of Finance Committee and Audit Committee, the financial statements had been signed, dated and lodged with HEFCE prior to 1 December 2017; and
- Reference paragraph 7.1: The University Secretary Designate was reviewing the assurance reporting cycle and timetabling. A proposal would be brought forward to the next Council meeting for consideration.

4. 4.1 **Health & Safety Quarterly Report**

Professor Simon Jones, in his capacity as Chair of the Cranfield University Health & Safety Committee, joined Council for this item.

The Council lead on Health & Safety matters reported that:

- there had been one RIDDOR reportable incident in which an individual had tripped over steps when entering a building; the investigation confirmed that there were no defects at the entrance or to lighting levels;
- following the OHSAS 18001 surveillance audit a corrective and preventative action plan had been developed and was being implemented; and
- the style and content of reporting health and safety matters was being reviewed.

Professor Jones remained for the following items.

4.2 **Environment Quarterly Report**

Mr Ian Sibbald, in his capacity as a member of the Board of Energy and Environment (BEE), joined Council for this item.

Council were pleased to note:

- progress towards compliance with updated ISO 14001:2015 standard;
- progress towards achieving ISO 50001 certification by July 2018;
- Cranfield's ranking as 4th in the 'Top 10 universities by renewable energy production'.

Council suggested that there had been positive news coming through in this report and that it would be a publicity opportunity.

Mr Sibbald remained for the following items.

5. **Chief Executive's Report**

The Chief Executive presented his report and Council considered a range of opportunities for Cranfield in relation to the Government's new Industrial Strategy, ambitions to increase the level of investment in research and development and the National Infrastructure Commission's report on a new deal for the Cambridge-Milton Keynes-Oxford Arc. Council also welcomed the positive news that Cranfield had been awarded a fifth Queen's Anniversary Prize and that Muscat University had recently launched successfully. It was recognised that the ongoing re-negotiation of the Academic Provider Contract and the University-wide staff reductions had led to low staff morale, and Council offered support to the University Executive in its efforts to address this.

6. **Report from the University Executive**

This item was taken as read.

7. **Financial matters**

[Redacted text]

7.2 **Bank Overdraft Facility Review**

Council approved the proposed renewal of the overdraft facility with RBS of up to £7.5 million.

7.3 **Airport Update**

Council received an oral update on the range of ongoing activities related to the Airport development and research as summarised below:

(a) **Dartec**

- *Virtual Control Tower* – contract signed in October 2017 with the intention to be operational by October 2018; working closely with the CAA and third party.
- *Dartec building* – the Architects for the new build would be appointed in 2018.

(b) **Airpark**

Discussions with third party lawyers continue at a slow pace; meanwhile Cranfield is moving forward with the planning proposals. To date, two public consultations have taken place with the feedback being 75% positive, and the remaining 25% concerned about transport links (not about increased aircraft movement).

8. **Fit for the Future update**

Ms Jaq Moore, Director of Human Resources and Organisational Development (HR&OD), joined Council for this item.

Council discussed the content of the report and noted progress against the Fit for the Future scheme. The Council Lead on Human Resources advised that in terms of process, she was satisfied that the scheme had been fair in process and that it was being effectively managed. There had been a need for eight redundancy panel meetings and it was expected that six appeal hearings would need to be held. It was anticipated that one or two cases may be brought against the University through Employment Tribunal. Council received assurance that the original target saving would be met.

Ms Moore withdrew from the meeting.

9. **Defence Academy update**

[Redacted text]

Professor Jones withdrew from the meeting.

10. **Council and Executive Working Group (CEWG) Report**

Council endorsed the formal alliance with Aston University and the continued work of the Joint Executive Project Team to develop a vision-led proposal. The Council accepted the recommendations of the CEWG report, in particular that the immediate actions were to build confidence through phased development and implementation of existing projects (for example MK:U, partnership working in Muscat and a potential joint REF submission).

- 11, **MK:U draft final bid**
Council noted that although the draft bid was to be considered work in progress, it provided an insight into the intent of the final bid. Council raised a number of questions regarding the scope and development of the bid before providing advice on areas for enhancement. In finalising Cranfield's tender, Council's comments would be addressed and members agreed that, due to timing, the CEWG would sign off on the final submission document. Council commended the work undertaken in preparing the bid.
12. **Quarterly Academic Report**
This item was taken as read. A more substantive discussion would take place at a future meeting.
13. **Cranfield Students' Association**
This item was taken as read. Council endorsed the Annual Accounts of the CSA,
14. **Governance**
- 14.1 Council Effectiveness Review meeting
Council considered the three proposed approaches to undertaking a review of its own effectiveness. Council considered it appropriate to follow approach 1 – to run a largely 'internal' review with a working group comprising members of the University Executive, Senate and Council and an independent external member (to be identified); consideration could be given at the time as to whether it would be helpful to include a member of Aston University Council in the working group. The review should take place in academic year 2018/2019.
- 14.2 Amendments to Ordinance
Council approved amendments to:
- Ordinances 3.3, Terms of Reference of Remuneration Committee;
- Ordinance 3.3.4, Duties of Nominations Committee; and
- Ordinance 12.4, Emeritus Professors.
15. **Annual Report from Remuneration Committee**
This item was taken as read.
16. **Emeritus Professors**
Professor William Stephens withdrew from the meeting.
The proposed conferrals of the title of Emeritus Professor were approved.
Professor William Stephens re-joined the meeting.
17. **Any other business**
This was the last Council meeting for Professor William Stephens who was to retire from Cranfield at the end of the year. Council recorded its thanks and appreciation for the tremendous support, guidance and contribution William had made to Council and to the University over many years.