



University Council Papers

Paper no: 2017-10-26-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 13 July 2017, in Lecture Room 17, Cranfield Management Development Centre

Present: Dame Deirdre Hutton, Chair

Alderete, Mr Ali	Lewis, Mr Mark
Arculus, Sir David	Mannings, Mrs Moni
Braithwaite, Professor Graham	Redmond, Mrs Louise
Carey, Mr Anthony	Ryals, Professor Lynette
Fairweather, Mr Paul	Thompson, Dr Chris
Ferguson, Mr Iain	Young, Baroness Barbara
Gregson, Sir Peter	

Apologies: Day, Mr Colin, Hunter, Mr Dougie, Mayhew, Mrs Maxine and Thomas, Mr Bill

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 items 7-10)
Professor William Stephens, Secretary

1 Introduction

The Chair welcomed members to the meeting, in particular Mr Ali Alderete who was attending his first meeting since being elected as President of the CSA.

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 12 April 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 Health and Safety Quarterly Report

- (a) *Closure of Ranges, CDS.* The MoD Commanding Officer has advised the PVC-CDS that, following the University's decision to close the firing ranges for health and safety reasons, the MoD has instructed an independent review of the facility. The Chair of the Health & Safety Committee confirmed that the ranges will not be reopened until they meet HSE compliance.
- (b) *RIDDOR reportable incident.* Council noted that a RIDDOR reportable incident had occurred at CDS whereby a PhD student received injuries

when a substance they were using exploded. The incident was reportable as the student was taken to hospital for treatment; the student was discharged later the same day. The initial investigation by the Health and Safety Manager confirmed that the student was wearing protective health and safety garments. A full investigation is underway as to the cause of the incident.

- (c) In the light of the Grenfell Tower fire incident in London this year, Council enquired whether any works were required to Cranfield University student accommodation to ensure that a similar incident would not occur. The Health and Safety Manager advised that in terms of the University's accommodation the University is not at similar risk, however, in the light of the incident in London the University's Emergency Response Plan has been reviewed and amended appropriately and awareness to fire prevention is being raised.
- (d) Council noted the terms of reference of the Safety Health and Environment Performance Group (SHE), the University's strategic health and safety plan 2017 – 2020 and the health and safety targets and objectives (2017/18).

4.2 Environment Quarterly Report

Mr I Sibbald joined Council for the following items.

- (a) Council welcomed news that following the recent BSI audit of the CDS, COTEC site, the whole University is now within scope of BSI ISO14001:2004 environmental standard. This standard has recently been updated to ISO14001:2015 and from September 2017 the BSI will work with the University to undertake a readiness review for compliance. The differences between the two standards will be communicated to the University Executive via the Board for Energy and Environment.
- (b) Council discussed the challenges around carbon reduction acknowledging that the University is on track for its 6% reduction target.
- (c) With regard to the wide range of other environmental matters, eg. biodiversity, waste recycling etc., Council was pleased to note that the continuing work of the Energy and Environment team is being rewarded through recognition of a Green Gown award.

5 **Chief Executive's Report**

- 5.1 The CEO presented his report to Council highlighting the University's recent successes in winning significant funding through RPIF for the DARTeC project, achievement of the Athena Swan Bronze Award, and the Research and Innovation Office being named as the Research Management Team of the Year by the Association of Research Managers and Administrators (AMRA).
- 5.2 Council considered the ongoing challenges with student recruitment and the impact of Brexit. Under cover of separate items on the agenda Council considered other ongoing matters including contract negotiations with the Defence Academy (*see minute ...*), financial situation (*see minute....*) and the budget (*see minute ...*).

- 5.3 Professor Helen Atkinson CBE, FEng has been appointed as Pro-Vice-Chancellor and Head of SATM with effect from 1 September 2017. Professor Atkinson joins us from the University of Leicester where she has been Head of the Engineering Department and, most recently, Graduate Dean.

6 Defence Academy Update

Council noted the latest position with regard to the ongoing dispute with the Defence Academy over the academic provider contract. The University is working hard to bridge the gap between the two parties and is seeking to resolve the matter as soon as possible so as to provide certainty into the future.

7 Finance matters

[Redaction applied]

7.2 Depreciation Policy

Council approved the depreciation policy, subject to more frequent review than had been custom and practice to date. **Action: IS**

8 Integrated Plan for 2017/2018

8.1 Integrated Plan for 2017/2018

The University Executive thanked Council members for their valuable contributions to the strategy discussions in April 2017 which had helped greatly in the drafting of the Integrated Plan 2017-2018: Fit for the Future. The plan has been strongly informed by the poor financial results forecast for 2016/2017 and the subsequent actions that the Executive proposes to ensure that the University is fit for the future. The School plans are in preparation and are subject to further modification following Council's consideration of the budget for 2017/2018. Council is generally supportive of the direction of travel and accepted the integrated plan for 2017/2018.

[Redaction applied]

8.3 Cranfield Group Holdings Budget 2017/2018

Council noted the consolidated Cranfield Group Holdings Ltd (formerly Cranfield Ventures Limited) budget for the year ended 31 July 2018.

9 Report from the University Executive

9.1 Revising the KPIs

Council approved the extension of the KPIs for the Corporate Plan until 2019/20, the proposed revised targets for 2019/20 and the revision of the KPI related to UK students subject to the Executive proposing appropriate targets for UK student numbers for future years.

9.2 Annual Diversity Monitoring Statement

This item was deferred to the October meeting.

Action: WS

9.3 Student Charter

Council noted amendments to the Student Charter which enhanced the CSA's responsibility to encourage students to provide feedback through the University's communication channels and to ensure that respective University committees consider such feedback effectively. Council approved the Student Charter for publication.

9.4 HEFCE Annual Provider Review 2016/2017

Council noted HEFCE's report detailing the positive outcome of its annual provider review 2016/2017 in which HEFCE confirms that Cranfield is 'not at higher risk' and 'meets requirements'.

9.5 Annual Report from Research Ethics Committee

Council noted the annual report from the Research Ethics Committee and extended its thanks the chair and members for their ongoing support and contributions to the work of the University.

9.6 Internationalisation Strategy

Council noted the revised Internationalisation Strategy and was encouraged that the strategy and action plan has been communicated widely across the University. Members requested a full briefing on internationalisation at a future meeting.

Action: PJG

10 Airport Update

In discussion Council explored the current status of the proposed research activities, noting that much of the focus has been around the two key bid areas, DARTeC and a second opportunity to be developed through the Midlands Growth Engine. With regard to future commercial activities, Council noted that heads of terms agreements had been signed with a third party in March 2017 and the University's Lawyers were now consulting on the full contract. Council considered alternative scenarios if the proposal did not come to fruition, but approved the contract subject to no material changes and the satisfactory conclusion of the due diligence review.

11 Opportunities for growth

11.1 MK:U Update

Council was advised that the business and development plan prepared by the University has been submitted to Milton Keynes Council. Members were invited to take a copy of the report for information. Council noted that the University was preparing a draft bid for Catalyst funding from HEFCE to support the development of a new form of alliance in Higher Education.

11.2 Aston

Council discussed the report from the Council and Executive Working Group and approved the formation of a Joint Executive Project Team with Aston University to evaluate the options for an alliance.

12 Conferment of the title of Emeritus Professor

Council conferred the title of Emeritus Professor on Keith Goffin.

13 Quarterly Academic Report

Council received the quarterly academic report from Senate noting that during the previous three months, Senate had undertaken a periodic review of academic provision at the Defence Academy, Nuclear Department; had approved a number of amendments to its regulations; approved a new course, withdrawn two courses and amended course titles to three courses. Council noted ongoing work towards an assessment strategy which would address issues raised by students via the Postgraduate Taught Education Survey.

14 Any Other Business

There were no further items of business recorded.