



University Council Papers

Paper no: 2017-12-14-03

Paper title: Minutes of previous meeting and matters arising

Minutes of the Council meeting held on 26 October 2017, in the Lord Kings Norton Room, Mitchell Hall, Cranfield University

Present: Dame Deirdre Hutton, Chair

Alderete, Mr Ali
Arculus, Sir David
Braithwaite, Professor Graham
Carey, Mr Anthony
Carter, Mrs Caroline
Day, Mr Colin
Fairweather, Mr Paul
Ferguson, Mr Iain
Gregson, Sir Peter

Hunter, Mr Dougie
Lewis, Mr Mark
Mannings, Mrs Moni
Mayhew, Mrs Maxine
Redmond, Mrs Louise
Ryals, Professor Lynette
Thompson, Dr Chris
Thomas, Mr Bill
Young, Baroness Barbara

In attendance: Mr Philip Aspinall, Chief Operating Officer
Mr Paul Bradley, Health & Safety Manager (for item 4)
Mr Gregor Douglas, Director of Education Services and Academic Registrar (for item 7)
Mr Gareth Ellis, Energy & Environment Manager (for item 4)
Professor Simon Jones, Chair of H&S Committee (for items 4 and 5)
Ms Jaq Moore, Director of HR&OD (for items 6 and 7)
Mrs Julie Morris, Governance Officer
Professor Simon Pollard, PVC-SWEE (for item 9)
Mr Ian Sibbald, Director of Finance (for items 6 to 9)
Professor William Stephens, Secretary

1 Introduction

The Chair welcomed members to the meeting, in particular Mr Colin Day and Mrs Caroline Carter, both attending their first meeting of Council since their respective election and co-option to membership.

The Chair advised Council that Professor Stephens would be leaving the University at the end of December 2017. On the recommendation of the Joint Committee of Council and Senate Mr Gregor Douglas will take up the role of University Secretary from January 2018. Council **approved the appointment** of Mr Douglas as University Secretary from 1 January 2018.

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 13 July 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 and Environment Annual and Quarterly Reports

4.1 Health and Safety Annual Report

Professor Simon Jones and Mr Paul Bradley joined Council for this item.

Council noted that the annual report included a range of information on health and safety objectives, leading indicators, training, visits by enforcing agencies, notice of contravention, hazard profiling, RIDDOR reportable incidents, occupational health and fire safety. Council discussed the objectives for the coming year which focus on eLearning, completion, student and staff induction processes and the prevention and management of work-related stress. The core focus of the three year plan is people and culture, developing individual responsibility and enabling staff to feel empowered to challenge health and safety practices.

4.2 Health and Safety Quarterly Report

Council noted five specific health and safety items including:

- the closure of the ranges connected to CDS, Shrivenham;
- RIDDOR reportable incident involving a student;
- cessation of events at COTEC;
- UAV activity; and
- airport odour investigation.

Following discussion of the annual and quarterly reports, the Chair summarised Council's views that the University must:

- maintain momentum with regard to OHSAS 18001;
- drive through cultural change across the university;
- monitor student health and safety training;
- enhance third party (contractor) inductions; and
- for the next annual report provide an assessment of desired results against actual.

Mr Paul Bradley withdrew from the meeting.

4.3 Environment Annual Report

Mr Gareth Ellis joined Council for this item..

Council noted the annual report from the Board of Energy and Environment which included reports on the key performance indicators, environmental objectives and quality assurance.

4.4 Environment Quarterly Report

Council noted the quarterly report which included updates on progress with ISO14001, pollution incidents, the living laboratory, carbon and ISO50001 and community engagement.

Following discussion of the annual and quarterly reports, the Chair summarised Council's views that the University must include information relating to the financial investment and savings.

Mr Ellis withdrew from the meeting.

5. Chief Executive's Report

- 5.1 The Chief Executive referred to his report highlighting that the Office for Students will be formally established from January 2018, Professor Lynette Ryals has taken up the role of Interim Director of the School of Management in succession to Professor Maury Peiperl and Professor Helen Atkinson has succeeded Professor Phil John as Pro-Vice-Chancellor, SATM.

Embargoed until 30 November 2017: Cranfield is to receive its fifth Queen's Anniversary Prize for the entry 'Soils for Life: Protecting our Natural Capital'.

5.2 Defence Academy Update

Council noted that negotiations with the DA are at a critical stage. A draft Heads of Terms framework has been agreed in outline by both parties covering the main aspects of an amended AP contract. The University is continuing to negotiate with the MoD to agree a sustainable future value of the contract and the implications for educational provision, given the University's commitment to high quality postgraduate education in defence and security. In discussion opinions were expressed that the MoD remains unclear on what educational provision it requires and this is very much being governed by the resources available to them.

The University could potentially continue to run courses elsewhere (ie. Cranfield) however, for some courses access to facilities at the Defence Academy is key. A further update will be provided in December.

Professor Simon Jones withdrew from the meeting.

6. **Fit for the Future**

Mr Ian Sibbald and Ms Jaq Moore joined Council for this item.

(a) The Director of HR&OD presented an update highlighting:

- the 45 day collective consultation period ends today, 26 October, however the University will not officially close consultations as in some areas there is value in continuing;
- the proposed number of redundancies at the beginning of the programme had been 113 but, following receipt of a number of signed and returned settlements, a number of verbal agreements yet to be processed, and other alternative solutions, the number has reduced to c59. It is expected this number will drop further;

(b) In discussion, Council was reassured that procedurally and from a staff welfare perspective this complex exercise has been handled extremely thoroughly from the outset. As each stage progresses a number of checks and processes are run to ensure there are no disproportionate affects or unintended consequences.

(c) From the students' perspective, the Pro-Vice-Chancellor (Research and Innovation) is leading on actions to ensure that all students who will be affected by the redundancy programme (eg. change in supervision arrangements) will be supported through the transition. The President of the Cranfield Students' Association confirmed that the association is also sending messages of reassurance to the student body.

7. **Governance Matters – Annual Assurance Reports to Council**

7.1 University Executive Annual Report

This was the second annual assurance report from the University Executive. The report provided a summary of some of the key priorities, mapped against the risk register, which had been considered by the Executive during the reporting period. The Chair of Audit Committee confirmed that Audit Committee had endorsed the report to Council at its meeting on 10 October 2017. Council approved the report but tasked the University Secretary to undertake a review of the assurance reporting cycle for 2018 onwards¹.

Action: GD

7.2 University Executive Quarterly Report

¹ The University Secretary was tasked with undertaking a review of all assurance reporting and timetabling of Council and Council sub-committee meetings.

Council considered the quarterly report from Executive and **approved the revised KPI** on student numbers and noted the Entrepreneurship Policy. Council encourages the development of leading indicators and commended that the research order book was a good example.

7.3 Academic Annual Report from Senate

Mr Gregor Douglas joined Council for this item

Council considered the annual report noting that Council also receives a summary of business conducted by Senate at each quarterly meeting. Informed by comments received in the previous year, this report is written to support Council in making its annual assurance statement, and includes further detail on quality assurance and enhancement activities undertaken during 16/17 and the planned ongoing actions which Senate will oversee during 17/18 and beyond to improve the student academic experience and maintain the standards of its awards.

7.4 Prevent Annual Report to HEFCE

Council noted that there is no sector-wide template for Prevent reporting, however, this assurance report has been structured around headings in the HEFCE's Guidance document. In presenting the report, the University's Prevent Lead highlighted:

- that there were no outstanding actions specified in the most recent outcome letter from HEFCE;
- there had been no reportable incidents during the reporting period;
- the University was supported by a local police adviser and a prevent co-ordinator;
- an extensive training programme had been rolled out to staff the previous year, and remained available for all staff and students via the intranet. In addition to the online training, a number of face-to-face sessions had been provided for staff. New staff members receive generic training during induction.

Council were pleased with the progress and **approved the suggested amendments** to the Council Freedom of Speech Statement.

7.5 Diversity Annual Monitoring Statement, and Diversity and Inclusion Strategy

The annual diversity monitoring statement and the Diversity and Inclusion Strategy had been brought forward from the July 2017 Council meeting. Council discussed and agreed the Diversity & Inclusion strategy and aspirational targets and endorsed the current and proposed actions as set out in the report which will form the Equality Objectives from 2017-2022. In responding to a comment about the lack of student data in the report, the Director of HR&OD confirmed that the Diversity Manager supported both staff and students. It was suggested that the Diversity Manager would liaise with the head of the new professional service unit on student experience to address this.

Ms J Moore withdrew from the meeting.

8. Audit Committee

8.1 Annual Report to Council

The Chair of Audit Committee presented the report and confirmed that following Audit Committee's quarterly review of reports received from Internal Audit and the External Auditors during the period covered by the report, and on assurances received from the University Executive, Audit Committee concluded that adequate and effective institutional arrangements exist for risk management, control and governance; for value for money achieved through economy, efficiency and effectiveness; and for the management and quality of data provided to HEFCE, HESA and other funding bodies.

8.2 University Risk Management

Council noted that the risk register has been updated to reflect the Executive's current assessment of risk and risk monitoring measures and assigned to risk owners within the Senior Management structure. The Chair of Audit Committee confirmed that Audit Committee had considered and commends the risk register to Council. Council **approved the risk register**.

9. Financial Matters

[Redacted text]

9.2 Financial Statements for year ending 31 July 2017

(a) Council considered the Financial Statements 2016/2017 noting that, since printing the Council Papers, the Joint Finance and Audit Committee had proposed revisions to page 29 to include an explanatory note about the ongoing discussions with the MoD regarding the long term teaching contract. The revised page was tabled at the meeting which led to detailed discussion.

(b) Council approved the financial statements for signature subject to receipt of written advice from the University's lawyers in respect to the ongoing negotiations with the MoD regarding the AP contract.

9.3 Capital Investment Project – Agri-informatics

Professor Simon Pollard joined Council for this item.

Council had previously agreed to the development of a new purpose-building Agri-informatics facility in July 2016 subject to securing a Wolfson Foundation Fund award. The amount of funding awarded by the Wolfson Foundation had been less than anticipated therefore the proposal had been revised. The drop in Wolfson funding has led to removing the proposal to re-house the national soils collection from this project; alternative funding options for this are being explored. On the recommendation of Finance Committee, Council approved the revised proposal of a reduced budget of £2.72m; revised contributions of £1.555m AgriEPICentre, £0.167m Wolfson Foundation and £1m from Cranfield University, and that the funding would be made available across FY2017/18 and 2018/19.

Professor Pollard withdrew from the meeting.

14 Any Other Business

There were no further items of business recorded.

The following papers were received by Council for information:

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| Secretary's Report | 2017-10-26A |
| Approved minutes of sub-committees and working groups | 2017-10-26B |
| - Council Effectiveness Working Group (26 September 2017) | |
| - Finance Committee (15 June 2017) | |
| - Audit Committee (11 April 2017 & 13 July 2017) | |
| List of Members | 2017-10-26C |
| Schedule of future meetings | 2017-10-26D |

There were no matters raised from these papers.