



## University Council Papers

**Paper no:** 2018-07-25-04

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

Minutes of the Council meeting held on 12 April 2018 in Lecture Room 13, Cranfield Management Development Centre, Cranfield University.

**Present:** Dame Deirdre Hutton, Chair  
Arculus, Sir David  
Braithwaite, Professor Graham  
Carey, Mr Anthony  
Carter, Mrs Caroline  
Ferguson, Mr Iain  
Gregson, Sir Peter  
Redmond, Mrs Louise  
Ryals, Professor Lynette  
Thompson, Dr Chris  
Young, Baroness Barbara

**Apologies:** Alderete, Mr Ali, Day, Mr Colin, Fairweather, Mr Paul, Hunter, Mr Dougie, Lewis, Mr Mark, Mannings, Mrs Moni, Mayhew, Mrs Maxine, Thomas, Mr Bill

**Attending:** Aspinall, Mr Philip, Chief Operating Officer  
Douglas, Mr Gregor, University Secretary  
Morris, Mrs Julie, Governance Officer  
Sibbald, Mr Ian, Director of Finance (for items 1-7)

**1. Introduction**

The Chair welcomed members and attendees to the meeting, noting that Mr Ian Sibbald was joining Council for items 1 to 7. Apologies were noted.

**2. Declarations of Interest**

There were no declarations of interest.

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

The minutes of Council held on 14 December 2017 were approved. There were two matters arising:

(a) *Reference minute 7.3: Air Park:* The third party company, identified as the preferred investor in the Air Park, had subsequently withdrawn from negotiations. The Director of Finance had re-opened negotiations with the reserve investor who had confirmed their continued interest. A phased development of the Air Park had been agreed in principle, with the first phase being completed within five years (although the third party had indicated a wish to complete the first phase within three-years). It was proposed that the second phase would be completed within a further ten years; the maximum project time was fifteen years. Under the new contract Cranfield would retain access to the airfield for research purposes for specified hours each year. Planning permission for the Air Park infrastructure had been granted for cycle paths, new roads and roundabouts. For the most part, this infrastructure development would be funded by the third party investor. Council would welcome a visit to the AIRC/IMEC building in conjunction with a future meeting.

(b) Reference paragraph 8: Fit for the Future

- In summary, it was reported that the University had achieved what it needed to in terms of finances; costs had been lower at c£3.5m rather than the predicted £4m.
- The redundancy process overall had been difficult as this was the first time the University had had to run a focused scheme rather than a voluntary one. Staff morale had been low but it was improving as communications on positive future projects were emerging.
- Council members who had participated in redundancy appeal hearings noted the importance of clarity of the logic in management reports for any future such exercise in order to minimise the risks of adverse employment tribunal judgements.

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

The Chief Operating Officer reported that:

- there had been a RIDDOR reportable incident whereby a panel had fallen from the roof of a hangar on an area accessible to staff. The findings of the safety assessment revealed that the panel had weakened due to a leak in the roof. Repairs had been made;
- the MoD was recommissioning one of their radioactive source facilities which had been out of action for some time. There had been a number of challenges in repairing the source but the University was working closely with the MoD to monitor management of the process;
- further asbestos and mercury monitoring had been undertaken within B83 and results were within the permissible levels;
- issues regarding road safety around Cranfield campus had been taken forward at a meeting with the local council's highways officer;
- monthly meetings between the University Executive and the Council H&S leads had been scheduled to enable regular update, discussion and support on H&S issues as and when they arose;
- generally, performance was tracking in the right direction and focus on leading indicators was going well, for example, the percentage completion of mandatory training had improved significantly and was therefore helping to ensure awareness and key skills were maintained;
- improving and simplifying H&S reporting to Council was being reviewed.

#### 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 was pleased to note that:

- the BSi audit for ISO 14001 had been successful and the University had been granted a three year re-certification;
- following an audit of mixed recycling waste at Cranfield campus, a project was underway to reduce the high levels of single-use plastic waste;
- installation of the solar farm was nearing completion and would be operational by the end of April 2018;
- the electric vehicle charging strategy had been developed for the campus. In discussion Council noted that the University had chosen only two rapid chargers because of electricity demand and cost to users, so would focus on slower charging options for staff and visitors. Payment for energy used was processed via card payment integrated in the charging points.

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

- 5.1 Cranfield had been chosen by Milton Keynes Council as the lead higher education provider for the new university proposed for Milton Keynes, currently known as MK:U. The Pro-Chancellor reported that she had been proud of Cranfield's professionalism in the quality of its submission and during the presentation to Milton Keynes Council. Council congratulated Professor Ryals and colleagues on this achievement.
- 5.2 The Chief Executive advised Council of three senior staff changes: Professor Ryals had relinquished her role as Pro-Vice-Chancellor-Education after Easter and would now split her time 60:40 between her roles of MK:U Programme Manager and Director of Cranfield School of Management respectively; Professor Sean Tyrrel had been appointed Interim Pro-Vice-Chancellor-Education until a permanent appointment had been made; Jaq Moore had tendered her resignation from the University and would leave at the end of July 2018.
- 5.3 Cranfield had agreed an academic provider (AP) contract which would secure delivery on the Defence Academy (DA) site until 2028. There would be a reduction in revenue of circa £6 million per annum. Growth potential and new market opportunities for Cranfield Defence and Security would address the shortfall. From August 2018, CDS staff at the DA would primarily be located within Wellington Hall and the Slim Building with continued access to laboratories and specialist research facilities on site. From August 2019 onwards, AP courses would be delivered at the DA and new PV taught intakes would be based at Cranfield. Other PV activities would be located at the most appropriate site. The Cranfield campus would thereafter become the base for CDS.
- 5.4 The USS Pension negotiations continued. The most recent proposals had been rejected by the union and UCU was encouraging ongoing industrial action which could resume on Monday, 16 April. The impact to date on Cranfield had been minimal compared to others in the sector. There had been a handful of pickets at Cranfield and Shrivenham sites and the University had received three templated letters of complaint from students. A communications plan with staff and students continued to be in place, with Schools putting contingencies in place.
- 5.5 The Office for Students (OfS) had taken over from HEFCE with effect from 1 April 2018 and the University was engaged in drafting its application to join the new OfS Register, which was a regulatory requirement from 2019/20 onwards. The timelines for registration was noted along with the requirements for a self-assessment on consumer rights, student protection plans and governance arrangements.
- 5.6 Council congratulated Professor Leon Terry and colleagues on receiving the University's fifth Queen's Anniversary Prize, on this occasion for Soil Science.

## 6. **Report from the University Executive**

Council considered the quarterly report from the University Executive, and noted the following:

- publication of the Gender Pay Gap report; the report showed a disappointing outcome but Council acknowledged that plans to address this were embedded in the Athena Swan action plan;
- HEFCE had categorised Cranfield University as 'not at higher risk' in regard to financial sustainability, good management and governance matters;
- The interim report on developments with regard to Prevent arrangements since presentation of the annual report in October 2017;
- HEFCE's monitoring outcome concluded that Cranfield University had 'demonstrated sufficient evidence of due regard to the Prevent Duty';
- The Statement of Commitment to Prevent Facilitation of Fraud and a draft Criminal Facilitation of Tax Evasion Policy
- The Public Engagement Policy; which was important in terms of the Research Excellence Framework;

## 7. Financial matters

### 7.1 Management Accounts to 31 January 2018

- (a) Council discussed the School and Professional Service Outturn report 2017/2018, focusing on the challenges and highlights within each budgetary unit. In his oral report, and in response to questions, the Director of Finance provided an overview on the University's performance over the last two months, in order to update Council on the figures presented in the papers which were to the period ending 31 January 2018.

[Redactions applied]

### 7.2 Proposal for Microscopy Facility at Cranfield

*Professor Helen Atkinson joined Council for this item.*

- (a) Council was advised that a Research Infrastructure Framework was being developed and would include a longer term investment profile for key items, including, for example, new/refurbished laboratories, super computers and high level technical equipment, maintenance programmes etc. The framework would form part of the next round of budgetary discussions and would be presented to Finance Committee and Council in June/July 2018.

- (b) Council discussed the proposed case for investment in the Microscopy Facility at the Cranfield campus and approved the update of Cranfield's capability including new equipment and refurbishment of the housing facility at a cost of £1.65m over two financial years.

*Professor Atkinson and Mr Sibbald withdrew from the meeting.*

## 8. Quarterly Academic Report

Council noted the content of the quarterly academic report. The Chair advised members that the University Secretary was reviewing the style and content of the report going forward.

## 9. Governance

### 9.1 Amendments to Ordinances

Council approved amendments to Ordinance 4 to amend *ex officio* membership of Senate.

9.2 Research Integrity Annual Statement

Council approved the Research Integrity Annual Statement for publication on the university website, noting that this it was a requirement under The Concordat to Support Research Integrity for this statement to be presented to the governing body.

10. **Emeritus Professor**

Council approved the proposal to confer the title of Emeritus Professor upon Professor Ruth Bender following her retirement from the University at the end of July 2018. The honorary title would be effective from 1 August 2018.

11. **Any other business**

11.1 Assurance Matters

Following HEFCE's increasing demand on governing bodies to provide assurance on a range of matters, the Chair of Council advised members that she had considered a draft proposal from the University Secretary on the scheduling of assurance matters. It was clear that in order for Council to provide assurance to the regulatory body by the annual deadline of 1 December each year, the December meeting of Council needed to be brought forward to a date in November. The University Secretary would circulate a revised date shortly.

11.2 Feedback on format and content of Council Strategy discussions

Members reported that they have found the format and content of the three strategy sessions valuable and welcomed the opportunity for discussion. Members were encouraged to hear that the University was focusing on a positive future, and hearing from the two external guest speakers enabled members to see the broader challenges and opportunities from across the sector and stimulated discussion. Council suggested this form of delivery should be continued into the future.

11.3 This was the last Council meeting for Sir David Arculus, Mr Dougie Hunter and Mrs Louise Redmond, each having completed their term as an independent member of Council. Council recorded its thanks and appreciation for the tremendous support, guidance and contributions each of them had made to Council and to the University over many years.

[Post meeting note: This was also the last meeting for absent members Mr Ali Alderte who would have served his term as CSA President at the end of April 2018; and the last meeting for Mr Mark Lewis who is leaving the University at the end of April 2018.]

J Morris  
17 April 2018