



## Council Papers

**Paper no:** 2016-10-10-03

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

Minutes of the Council meeting held on Friday, 15 July 2016, in Lecture Room 2, Martell House, Cranfield, Bedford

**Present:** Dame Deirdre Hutton, Pro-Chancellor (Chair)

Professor Jackie Akhavan	Mr Dougie Hunter
Mr Kelechi Anyaoha	Mrs Moni Mannings
Sir David Arculus	Dr Maxine Mayhew
Dr Tracey Bailey	Dr Andreas Raffel
Professor Graham Braithwaite	Mrs Louise Redmond
Mr Anthony Carey	Professor Lynette Ryals
Mr Paul Fairweather	Mr Bill Thomas
Mr Iain Ferguson	Baroness Barbara Young
Professor Sir Peter Gregson	

**In attendance:** Mr Philip Aspinall, Chief Operating Officer  
Mrs Julie Morris, Governance Officer  
Professor Simon Pollard, PVC-School (for item 7)  
Mr Ian Sibbald, Director of Finance (for items 7-8)  
Professor William Stephens, Secretary  
Professor Tom Stephenson, Chair of H&S Committee (for item 4)

**Apologies:** None

### 1 Introduction

The Chair welcomed members to the meeting, in particular Mr Kelechi Anyaoha, President of the Cranfield Students' Association, who was attending his first meeting.

The Chair thanked members for their participation in the strategy sessions which focussed on topics aligned to the five budgetary units as follows:

- SoM: MBA and Executive Education
- SATM: Airport and Technology Leadership
- CDS: Beyond the AP contract and future research capability
- SWEE: Agriculture and Energy Research
- Professional Services: Recruitment and HR Strategy

Council expressed its thanks to the University's Executive and management teams for the work undertaken in the past year and, in particular, Council is pleased to note an increase in cross-collaboration across the University.

### 2 Disclosures of Interest

There were no disclosures of interest noted.

### **3 Minutes of previous meeting and matters arising**

The minutes of the Council meeting held on 11 April 2016 were approved subject to minor correction to minute 8.5 as follows "... earmarking of a capital **contribution** from the University ...". Council further approved publication of the redacted minutes on the University website. There are no matters arising that are not included on the agenda.

### **4 Health and Safety Quarterly Report**

*Professor Tom Stephenson joined Council for this item.*

4.1 Dr Mayhew presented the Health and Safety Quarterly Report in her capacity as Council lead on health and safety matters. Dr Mayhew advised members that, in preparing for her first presentation, she had undertaken meetings with her predecessor, Dr Saunders, the Chair of the University Health & Safety Committee, Professor Stephenson and the University Health & Safety Manager, Mr Paul Bradley. Dr Mayhew is encouraged by the progress Cranfield has made in regard to a range of health and safety matters and acknowledges that there is a need for development in a number of areas, including for example, tracking and benchmarking.

#### **4.2 OHSAS:18001**

Progress towards accreditation to OHSAS:18001 continues. The final areas to be audited are within the School of Aerospace, Transport and Manufacturing; the results of the audit are imminent. Members of Council will be notified of the outcome in due course.

*[Post meeting note: The University is now certified to the health and safety standard OHSAS 18001 following a successful audit. This is a tremendous achievement; Cranfield is the only English university with this accreditation. Accreditation is not the end of the journey and the University will continuously strive to improve performance.]*

#### **4.3 Mercury**

Council discussed the delay to the removal of the mercury from a building on Cranfield campus and were satisfied that this delay was necessary whilst a further review of safety precautions was undertaken following recent rainwater flooding to the area.

#### **4.4 Objectives for 2016/17**

Council reviewed the key objectives for 2016/2017 which included an increase of 10% in the average SHEL inspection score across the University, demonstrating continued engagement by senior managers in the management system and attendance by all senior managers to attend training sessions addressing the requirements of a successful system.

*Professor Stephenson withdrew from the meeting.*

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

#### **5.1 Impact of EU referendum**

Council received a briefing on the impact of the EU referendum on Thursday, 14 July 2016. Two key risk areas for Cranfield relate to student recruitment and executive education. Council noted that the University is actively exploring the potential impacts of Brexit and is developing plans to mitigate any potentially adverse effects.

5.2 The Chief Executive and Vice-Chancellor thanked those Council members who had been able to support the Cranfield Graduation ceremonies. The two day event had been very well attended and the University had been delighted to welcome distinguished honorary graduates.

5.3 The launch of the University's new brand and website took place on Monday, 4 July. This has been very well received by both our internal and external communities. There are a range of films showcasing our thematic capabilities. Please click the links below to access the film series 'Creating leaders in ..'

- [Aerospace](#)
- [Defence and Security](#)
- [Energy and Power](#)
- [Environment and Agrifood](#)
- [Manufacturing](#)
- [Transport Systems](#)
- [Water](#)
- [Management](#)

5.4 Athena Swan

Regrettably, the University did not achieve the Athena Swan bronze award. The external panel provided feedback that our submission showed much ambition and they recommended that our future submission should provide evidence of the journey we are on. The Director of HR&D is supporting a further submission for the award in November 2016.

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

Council discussed the report from the University Executive and in relation to the following items made specific decisions as recorded under each minute:

6.1 Ethics Code

Council considered the revised Ethics Code which had been based upon a model developed by LSE. Council agreed that the revised Code appropriately highlighted the principles of ethical behaviour and provided links to other relevant policies, procedures and guidance. Council approved the Ethics Code.

6.2 PREVENT agenda

Following feedback on our April 2016 Prevent submission to HEFCE, the University has been working in consultation with the HEFCE Prevent Adviser to provide additional information on welfare, pastoral care and chaplaincy; a schedule of prevent training for staff and revisions to the Council statement on Freedom of Speech, Meetings and Events. Council noted the statement relating to welfare, etc., endorsed the training plan and approved the revisions to the Council statement on Freedom of Speech, Meetings and Events.

*[Post meeting note: Following resubmission of further evidence, HEFCE has confirmed that Cranfield now satisfies HEFCE requirements and that we have had regard to the Prevent statutory guidance in our response to the Prevent duty.]*

6.3 HR Strategy

The HR strategy is intended to be a high level framework, developed to support the University's long term aims, and is underpinned by a number of policies. In discussion, Council suggested that the contribution framework, which is currently being developed by the Executive, in consultation with HR&OD, should be included in the strategy. The contribution framework should include leadership, entrepreneurship, citizenship, advocacy etc.. In response to a query on the value of investors in people, Council were advised that for Shrivenham, this was a contractual clause of the academic provider contract so it was critical to regain accreditation. Council noted progress with

the HR Strategy and requested an enhanced strategy to be presented in the future. Council would welcome a briefing session on the HR Strategy.

**Action: PJA**

6.4 Student Charter

Council approved the student charter for 2016/2017, welcoming the amendments which widens their support to learners on other University courses.

6.5 Alumni and Development

Council noted progress against the Alumni Relations and Development Strategy.

6.6 Annual Report from Cranfield University Research Ethics Committee

Council discussed the annual report noting the significant improvements that have been made to both the governance structure and, in particular, the ethical approval process. Council thanked CUREC for their report.

**7 Financial matters**

*Mr Ian Sibbald joined Council for this item.*

*[text redacted]*

7.3 Capital investment in support of Agri-informatics facility

*Professor Simon Pollard joined Council for this item.*

In presenting the proposal to Council, Professor Pollard advised that there has recently been a re-emerging interest in the area of agri-informatics and colleagues within the Environment and Agrifood theme have responded rapidly to this interest. Significant matched-funding has been secured for capital equipment from Innovate UK (IUK) and industry which will enable the University to support a new Agri-informatics facility at Cranfield. Council considered the current context around Brexit and the risks and implications to the proposed income streams; Council suggested that a two-phase approach is adopted for this proposal as follows: phase 1 is to progress with the planning consent, phase 2 budget review at the October Council meeting, with a view to approval. Council approved commencing phase 1. **Action: SP**

*Professor Pollard withdrew from the meeting*

**8 Plan for 2016/2017**

8.1 Integrated Plan for 2016/2017

Council congratulated the University on presenting the first fully integrated plan commenting that this was a huge step forward. Council focussed on the seemingly high levels of recruitment planned for the forthcoming year and enquired whether this level of recruitment was feasible. In discussion, members acknowledged the importance of maintaining ambition and to

support growth. Council approved the Integrated Plan for 2016/2017, recognising staff numbers may be affected by the revised budget to be presented to Council in October 2016. **Action: PJG/WS**

8.2 University Budget 2016/2017

Council acknowledged that the University Budget 2016/2017 had been discussed by Finance Committee pre-Brexit. Council agreed that the revised post-Brexit budget would be presented for consideration by Finance Committee and Council in October. **Action: IS**

8.3 Cranfield Ventures Group Budget 2016/2017

Council received the summary of the budget of the Cranfield Ventures companies for the year ended 31 July 2017, noting that Cranfield Aerospace Solutions Limited (CAe) is the only trading company in the Cranfield Ventures Group.

*Mr Sibbald withdrew from the Council meeting.*

**9 Report from Nominations Committee**

Staff membership of Council

9.1 Council noted that the period of election of all four staff members on Council is due to be completed at the end of September 2016. In accordance with Statute 2, a nomination and election process has taken place to identify potential new members; ten members of staff submitted nominations, eight of which were taken through to election, the remaining two being included in the pool of members to be considered by Nominations Committee.

9.2 Professor Graham Braithwaite and Dr Christine Thompson, Director of Research and Innovation have been elected, by the staff, to serve on Council for the period 1 October 2016 to 30 September 2019.

9.3 Council approved the recommendations of Nominations Committee that Professor Lynette Ryals, Pro-Vice-Chancellor, Education and Mr Mark Lewis, Lecturer in Defence Simulation are appointed staff members of Council for the period 1 October 2016 to 30 September 2019.

**10 Senate Quarterly Academic Report**

Council discussion focussed on amendments to the external quality assurance requirements and notice that the University will no longer be subject to Quality Assurance Agency (QAA) audits. Council acknowledged that Senate will be undertaking a review of its own effectiveness and at the same time will undertake a 'light-touch' audit. Council will await advice from Senate on any additional actions Council may be required to consider.

**11 Conferral of the title of Emeritus Professor**

Council approved the proposal to confer the title of Emeritus Professor on Keith Weatherhead.

**12 Any other business**

Council expressed its thanks to Dr Tracey Bailey and Professor Jackie Akhavan, who will complete their term of office on Council on 30 September 2016.

JAM/03.08.16