



## Council Papers

**Paper no:** 2016-07-15-03

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

Minutes of the Council meeting held on Monday, 11 April 2016, in the Lord Kings Norton Room, Mitchell Hall, Cranfield, Bedford, MK43 0AL

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

Professor Jackie Akhavan	Mr Dougie Hunter
Sir David Arculus	Miss Chiara Palla
Dr Tracey Bailey	Dr Andreas Raffel
Professor Graham Braithwaite	Mrs Louise Redmond
Mr Anthony Carey	Professor Lynette Ryals
Mr Paul Fairweather	Dr Frances Saunders
Mr Iain Ferguson	Mr Bill Thomas
Professor Sir Peter Gregson	Baroness Barbara Young

**In attendance:** Mr Philip Aspinall, Chief Operating Officer  
Mr Gregor Douglas, Director of Education Services (for item 6)  
Mrs Maxine Mayhew, Council Member from 1 June 2016  
Mrs Jaq Moore, Director of Human Resources & Organisational Development (for item 6)  
Mrs Julie Morris, Governance Officer  
Mrs Hiran Odedra, Diversity Manager (for item 6)  
Mr Ian Sibbald, Director of Finance (for items 7-8)  
Professor William Stephens, Secretary  
Professor Tom Stephenson, Chair of H&S Committee (for items 4-6)  
Mr John Street, Director of Facilities (for items 8)

**Apologies:** Mrs Moni Mannings

### **1 Introduction**

The Chair welcomed members to the meeting and in particular Professor Lynette Ryals who joins as a staff member nominated by Council, and Mrs Maxine Mayhew who is in attendance in advance of her becoming an elected member of Council with effect from 1 June 2016.

Members noted that Mr Paul Fairweather and Mrs Moni Mannings have both been re-elected to membership of Council, by ex-committee resolution of Court, for a further three year period.

### **2 Disclosures of Interest**

The Pro-Chancellor declared an interest in Appendix 1 of Item 8 relating to the Airport & Fire Station; the Deputy Chair of Council will take the chair for this item.

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

The minutes of the Council meeting held on 9 December 2015 were approved. 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.*

Dr Saunders presented the Health & Safety Report, commenting that the University has made tremendous progress towards improved health and safety across the board in terms of practice, culture and reporting. The report presented a comprehensive summary of progress towards OHSAS 18001 certification, corrective and preventative action plans, enhanced governance arrangements of health and safety, incident activity reporting and the implementation of leading indicators and proactive monitoring measures.

Council queried what the category 'Other' covered in Chart 3 - total number of reported incidents (page 15).

*[Post meeting note: The Health & Safety Manager advises that the incident categories broadly align with those required for the HESA reports. The 'Other' category is for those incidents that don't fall neatly into the other categories and include for example – someone catching their thumb on the underside of a stapler, a few ill health related, and some where people have had an accident off site (eg. slipped at the railway station) and a delivery driver who cut themselves on the lock of their van door as they closed it.]*

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

##### **5.1 HE Sector Update**

The Chief Executive and Vice-Chancellor (CE&VC) presented his report, highlighting the major importance to Cranfield of the forthcoming UK Referendum on EU Membership, the pending publication (expected in May) of a Government White Paper introducing a Higher Education Bill, the ongoing developments of the UK Government's Strategic Defence and Security Review and the current position with regard to HEFCE's Review of Institution Specific Allocations (RISTA).

##### **5.2 Corporate Plan**

Implementation of the Corporate Plan lies at the heart of the leadership and management priorities. The Chief Executive briefed Council on specific priorities including recruitment, retention and development of staff, progress towards the corporate goals articulated in Plan 415i and development of facilities in line with the Master Plan.

#### **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 Policy**

Council considered that the proposed University Ethics policy required further development and tasked the Secretary with drafting a new document which defined a set of key ethical principles. Action: WS

*Mr Gregor Douglas joined Council for this item.*

##### **6.2 PREVENT agenda**

Council members were aware that HE providers became subject to Prevent Duty from September 2015. Following guidance issued by HEFCE in November 2015, the University provided a preliminary self-assessment to HEFCE in January 2016. A sector-wide consultation was designed by HEFCE to assess how much progress institutions had made in relation to the development of risk assessments, action plans and associated policies and procedures, with a submission required by 1 April. Council noted the progress against the requirements of the Prevent duty and the submission to HEFCE.

*Mr Douglas withdrew from the meeting.*

6.3 Knowledge Exploitation Strategy

The knowledge exploitation strategy has been developed in line with the research and education strategies and brings forward mechanisms for monitoring performance against agreed targets.

*Professor Stephenson withdrew from the meeting.*

*Mrs Jaq Moore and Mrs Hiran Odedra joined Council for this item.*

6.4 Annual Diversity Monitoring Statement

The report highlights progress against the University's Equality Objectives from 2015-16 and provides assurance to Council that there is an effective infrastructure in place to monitor the University's equality and diversity performance. Council approved the actions and progress against the University's objectives and further approved the Annual Diversity Monitoring Statement for publication.

*Mrs Moore and Mrs Odedra withdrew from the meeting.*

**7 Financial matters**

*Mr Ian Sibbald joined Council for this item.*

7.1 Management Accounts – quarter ended 31.01.16 and forecast for 2016/2017 financial year

The Chair of Finance Committee summarised the management accounts highlighting that:

*[text redacted]*

*Mr Martin Davey joined Council for this item.*

7.2 CSA Annual Accounts

The University's Charter and Statutes establish an Association of Students as a constitutional body of the University. The University has agreed that this shall be known as 'The Cranfield Students' Association' (CSA). The governance of the CSA is subject to the Charter, Statutes and Ordinances of the University and as such the CSA accounts must be presented annually to Council. The General Manager of the CSA presented the annual accounts highlighting that the CSA had made a small surplus in the 2015/16 financial year. Capital expenditure had concentrated on refurbishment projects within the CSA building, purchasing equipment for the new mosque and investment in new sport teams and activities.

*Mr Davey withdrew from the meeting.*

## **8 Capital Investment projects**

*Mr John Street joined Council for this item.*

### **8.1 Estate Master Plan Exhibition**

Prior to the Council meeting, members had the opportunity to visit an exhibition showing progress made against the Cranfield campus Master Plan (first approved by Council in April 2014). The exhibition highlighted the range of completed and on-going projects, together with potential projects for the future. Council discussed the Master Plan in light of the exhibition and noted progress against the plan.

*The Deputy Chair of Council took the Chair for this item.*

### **8.2 Airport Fire Station**

Council considered a proposal for a new Airport Fire Station and approved expenditure of £1.5m for the development of a replacement facility, subject to review in October prior to entering into contract.

*The Pro-Chancellor resumed the role of Chair.*

### **8.3 Technology Park**

Council considered a proposal to dispose of the freehold interest on the Technology Park and approved this in the sum of £1.4m.

### **8.4 Test Area**

Council noted progress on establishing the future of the Test Area.

*Mr Sibbald and Mr Street withdrew from the meeting.*

### **8.5 RPIF**

At their meeting earlier in the day, Finance Committee had considered and approved two proposed expressions of interest for submission to the UK Research Partnership Investment Fund (RPIF). The Chair of Finance Committee advised that the Committee had approved the earmarking of a capital contribution from the University for each of the projects, subject to securing the required third party capital. If either, or both, expressions of interest resulted in an invitation to submit a full proposal, the final submission would require final approval from Council.

## **9 Quarterly Academic Report**

Council received the quarterly academic report noting the range of projects being undertaken to enhance the University's academic offerings and best practice.

## **10 Governance**

### **11.1 Progress against recommendations made following the Council Effectiveness Review**

Council noted progress against the recommendations arising from the Council Effectiveness Review.

### **11.2 Amendments to University Laws**

Council's decision, in December 2015, to dissolve Court, requires amendment to the University Charter and Statutes. Council considered the proposed amendments in this regard and commend submission of a special resolution to HM The Queen in Council for approval. Council also considered and approved proposed amendments to the University Ordinances.

## **11 Any other business**

### **Dr Frances Saunders**

This is the last meeting for Dr Frances Saunders, who completes her service at the end of May 2016. Council expressed its appreciation for Dr Saunders' tremendous contribution to the work of Council and the University.

Miss Chiara Palla

This is the last meeting for Miss Chiara Palla. Council expressed its appreciation for her contribution to Council and wished her success with her studies and future career.

JM/25.05.16