

LANCASTER UNIVERSITY

Minutes of a meeting of the Council
held on 19 July 2012

PRESENT: Mr B. M Gray (in the Chair); Vice-Chancellor; Mr A. Baker; Dr R. Boumphrey; Dr G. Brown; Dr K. Davidson; Mr J. Hadfield; Mr L. King; Mr G. Middlebrook, Mr G. Parker; Professor E. Rose; Mr S. Smith; Professor H. Thomason; Mr M. J. Walker; Ms L. Willis.

IN ATTENDANCE: Miss F. M. Aiken; Professor S. Bradley; Professor A. G. Chetwynd; Mr A. Clarke; Mr N. Fragel; Dr H. Hardie; Professor R. D. McKinlay; Professor T. J. McMillan; Mrs S. Randall-Paley.

APOLOGIES FOR ABSENCE: Councillor P. Aitchison; Mr J. R. Carr; Mr F. Fitzherbert-Brockholes; Professor G. Johnes; Mr R. Turner.

CO.12/50 Council members

The Chair welcomed Matt Walker, the new student representative, to his first meeting.

The Council noted that the following members had reached the end of their terms on the Council: Dr G. Brown, Dr K. Davidson, Mr G. Middlebrook and Mr R. Turner. On behalf of the Council the Chair thanked them for their service to the University and their contributions to the work of Council, and in the case of the two lay members over a considerable period of time and in a variety of roles.

CO.12/51 Declaration of interest

Ref: CA.1

There were no declarations of interest.

CO.12/52 Presentation: Director of Alumni and Development

Ref: CA.2; document: SEC/2012/2/0820

The Council received a presentation by Mr Nick Fragel, Director of Alumni and Development, on 'Lancaster University Fundraising and Alumni Engagement'.

The Council discussed the presentation and expressed support for the issues raised by Mr Fragel, and for the fund-raising activities in general. Members suggested that the fund-raising and alumni engagement for the Jubilee Campaign should be considered separately.

In response to questions, Mr Fragel noted that a steering group would consider the issues surrounding alumni engagement, fundraising and the Jubilee Campaign. This group would include the Pro-Chancellor, the Vice-Chancellor and representatives from the Council and the academic community.

THE COUNCIL RESOLVED to note the presentation and to thank Mr Fragel and his team for their hard work.

CO.12/53 Minutes

Ref: CA.3; document: SEC/2012/2/0811

THE COUNCIL RESOLVED to approve the minutes of the meeting held on 18 May 2012.

CO.12/54 Current Schedule of Future Council Business

Ref: CA.4; document: SEC/2012/2/0842

THE COUNCIL RESOLVED to note the schedule of future Council business.

CO.12/55 Pro-Chancellor: Report

Ref: CA.5; document: SEC/2012/2/0806

The Council received the Pro-Chancellor's report as set out and noted that the lessons learned from the Business Process Review would be considered by both Finance and Audit Committees.

THE COUNCIL RESOLVED to note the Pro-Chancellor's report.

CO.12/56 Vice-Chancellor: Report

Ref: CA.6; document: SEC/2012/2/0798

The Vice-Chancellor presented his written report and highlighted the following points.

- (a) He was delighted to report that both the Postgraduate Admissions Team and LUSU had received high level industry awards.
- (b) The access agreement had been submitted to OFFA.
- (c) The University had received a highly satisfactory report following the HEFCA assurance review.
- (d) The graduation ceremonies had been a success, and thanks should be given to the staff involved in organising the events.
- (e) The international strategy was under development in three strands: Brazil, China and Ghana.

The Council received an oral proposal to commence the accreditation process for the partnership with Transnational Education (TNE) in Ghana, with a view to achieving a first intake in 2013. It was noted that the proposed timescale and academic case for this would be circulated to members of Council and Senate shortly.

In response to questions, the Deputy Vice-Chancellor reported that due diligence had been performed on TNE by KPMG, and that the tax implications of the agreement would be fully determined prior to the submission for accreditation.

THE COUNCIL RESOLVED to note the Vice-Chancellor's report, and agreed that a special meeting of the Finance Committee should be held to discuss the business case for the partnership. It was agreed that the Finance Committee would be given delegated authority to approve the signing of an Agreement with TNE.

CO.12/57 LUSU President: Report

Ref: CA.7; document: SEC/2012/2/0821

The LUSU President introduced his report as set out, and noted that a response regarding the proposed new LUSU space would be provided to the Pro-Vice-Chancellor, Colleges and the Student Experience the following day.

THE COUNCIL RESOLVED to note the LUSU President's report.

CO.12/58 Strategic Options for the University: Processes for Consultation following joint Council and Senate meeting

Ref: CA.8; documents: SEC/2012/2/0845; SEC/2012/2/0841

The Vice-Chancellor presented a document which set out the proposed consultation process on the University's strategic direction, and informed the Council that a website had been created to act as a discussion forum and information portal. Council members were invited to add their own comments to the website if they wished.

It was noted that the Chairs of Council Committees would meet to discuss the potential for alternative partnerships and international collaborations, and would report back to the Council at a later meeting.

THE COUNCIL RESOLVED to:

- (i) receive and note the minute of the joint meeting of Senate and Council held on 15 May 2012;
- (ii) endorse the process for consultation as set out.

CO.12/59 Governance

Ref: CA.9

(A) **UNIVERSITY SECRETARY: REPORT**

Document: SEC/2012/2/0812

THE COUNCIL RESOLVED to note the report from the University Secretary.

(B) **REPORT ON APPOINTMENTS**

Document: SEC/2012/2/0807

The Council received and noted a report on appointments. It was noted that there had been overwhelming support from within the faculty for the reappointment of Professor McEnery as the Dean of the Faculty of Arts and Social Science.

THE COUNCIL RESOLVED to:

- (i) approve the reappointment of KPMG as the University's internal auditors; and
- (ii) approve the reappointment of Mr Gary Parker as an independent member of Council for a period of three years from 1 October 2012.

CO.12/60 Chief Operating Officer: report

Ref: CA.10; document: COO/12/42

THE COUNCIL RESOLVED to note the Chief Operating Officer's report.

CO.12/61 Finance

Ref: CA.11

(A) **DIRECTOR OF FINANCE: REPORT**

Document: FIN/12/53

The Director of Finance presented her report as set out and noted that there were no issues arising from the latest Gold Report.

THE COUNCIL RESOLVED to note the report of the Director of Finance.

(B) **HEADLINE BUDGET AND FINANCIAL FORECASTS**

Document: FIN/12/54

The Director of Finance presented the Headline Budget for 2012/13 and Financial Forecasts to 2015/16. It was noted that the staff costs had been increased due to recruitment in Chemistry, Engineering and the Management School.

THE COUNCIL RESOLVED to note the contents of the report, approve the Headline Budget for 2012/13 and the Financial Forecasts to 2015/16, and give retrospective approval for the required submission to HEFCE under the Annual Accountability return.

(C) **CAPITAL PROGRAMME 2012-2017**

Document: FIN/12/58

The Council received and discussed a paper on the proposed capital programme for 2012-17. The following points were noted.

- (a) The expenditure during 2011/12 had been lowered to £36M.
- (b) Some expenditure for 2013/14 may have to be deferred until later years.

- (c) The Chemistry project was on schedule for the first student intake in 2013. The specific departmental space would be decided once a head of Department had been appointed.
- (d) Discussions were ongoing regarding the increased centralisation of student space, including the balance between LUSU and college social space.
- (e) The Estates Committee had been asked by the Finance Committee to become more involved in determining the budget for future projects.

THE COUNCIL RESOLVED to approve the proposed capital programme for 2012-17.

(D) **MANAGEMENT ACCOUNTS**

Documents: FIN/12/36 (previously circulated); FIN/12/49 (previously circulated)

THE COUNCIL RESOLVED to note the Management Accounts as at April 2012 and May 2012.

CO.12/62 Key Performance Indicators

Ref: CA.12; documents: SEC/2012/2/0832; PSU/12/0072

The Council received a report on the Key Performance Indicators related to people. In response to questions, the Director of Human Resources stated that the level of stress related absence within the university was low compared with other universities, and that the occupational health team were conducting further research into the deeper causes of the stress.

It was noted that the presentation of KPIs would be reviewed by the University Secretary.

THE COUNCIL RESOLVED to note the thematic report on people.

CO.12/63 University Appointments

Ref: CA.13; document: SEC/2012/2/0834

THE COUNCIL RESOLVED to approve as set out:

- (i) the emeritus professor appointments
- (ii) the continuing membership appointments

CO.12/64 Review of Current Meeting

Ref: CA.14

Council members expressed themselves satisfied with the arrangements.

CO.12/65 Standing Committees and Reports

Ref: CA.15

THE COUNCIL RESOLVED to receive the reports from the following committees.

- (i) Audit Committee, meeting of 1 June 2012 (*SEC/2012/2/0804*);
- (ii) Colleges and Student Experience Committee, meeting of 2 May 2012 (*SEC/2012/2/0843*);
- (iii) Equality and Diversity, meeting of 23 May 2012 (*SEC/2012/2/0836*);
- (iv) Finance Committee, meeting of 25 May 2012 (*SEC/2012/2/0835*);
- (v) Senate, meetings of 2 May 2012 (*SEC/2012/2/0838*) and 6 June 2012 (*SEC/2012/2/0839*).