

LANCASTER UNIVERSITY

Minutes of a meeting of the Council
held on 23 November 2012

PRESENT: Pro-Chancellor (in the chair); Vice-Chancellor; Councillor P. Aitchison; Mr A. Baker; Dr R. Boumphrey; Mr J. R. Carr; Professor J. Garside; Mr J. Hadfield; Professor G. Johnes; Mr G. Parker; Mr J. Pullan; Professor E. Rose; Mr S. Smith; Dr J. Taylor; Professor H. Thomason; Mr J. Thornberry; Ms L. Willis.

IN ATTENDANCE: Miss F. M. Aiken; Professor S. Bradley; Mr A. Clarke; Dr H. Hardie; Professor R. D. McKinlay; Mrs S. Randall-Paley; Mr M. Swindlehurst.

APOLOGIES FOR ABSENCE: Mr F. Fitzherbert-Brockholes; Mrs G. Gardner; Mr L. King, Professor C. Ram-Prasad.

CO.12/81 Declaration of interest

Ref: CA.1

Councillor P. Aitchison declared an interest in item CA.7(A)(ii).

CO.12/82 Presentation: Director of Facilities

Ref: CA.2; document: SEC/2012/2/1242

The Committee received a presentation by the Director of Facilities, Mark Swindlehurst, on the Lancaster University Masterplan 2012-2022. It was noted that the Masterplan had been revised following extensive consultation with stakeholders.

In response to questions, Mr Swindlehurst stated that there was negligible chance of a new train station being created near to the University, and he agreed to continue discussions with LUSU regarding Students' Union space following the meeting.

Cllr Aitchison raised the issue of prioritising the building of student residences on campus, to reduce the pressure for new accommodation in the city centre. Mr Carr agreed to take the comments forward to Estates Committee for further consideration.

ACTION: JRC

THE COUNCIL RESOLVED to note the presentation and to thank Mr Swindlehurst for the update.

CO.12/83 Minutes

Ref: CA.3; document: SEC/2012/2/1218

THE COUNCIL RESOLVED to approve the minutes of the meeting held on 5 October 2012.

CO.12/84 Current Schedule of Future Council Business

Ref: CA.4; document: SEC/2012/2/1219

THE COUNCIL RESOLVED to note the schedule of future business.

CO.12/85 Vice-Chancellor: Report

Ref: CA.5; document: SEC/2012/2/1210

The Vice-Chancellor introduced his written report as set out, and gave the following verbal updates.

- (i) Progress was being made regarding international partnerships, and further updates would be brought to Council in Spring 2013.
- (ii) Applied Linguistics had been selected as the University's submission for a prestigious Regius Professorship by HRH The Queen.
- (iii) The situation concerning the 1994 Group membership was being monitored by the Vice-Chancellor, who remained in close communication with other Vice-Chancellors and would update the Council on the matter as necessary.
- (iv) The Vice-Chancellor was pleased with the appointments of the new Deputy Vice-Chancellor and Chief Administrative Officer, both of whom had already engaged with the University prior to starting their roles.

- (v) UMAG had received reports on the seven strands of strategic development, and had agreed that the following areas should be emphasised in the refreshed strategic plan: student experience and employability; international experiences available for home/EU students; links to the region; and outreach within the local community in Lancaster.
- (vi) Consultations were ongoing with stakeholders regarding the University's strategic goal of becoming a top 100 global institution, and the Vice-Chancellor would bring a report to the Council in Spring 2013.

THE COUNCIL RESOLVED to note the report of the Vice-Chancellor.

CO.12/86 LUSU President: Report

Ref: CA.6; document: SEC/2012/2/1243

The LUSU President reported that the roles of cross-campus officers had been reviewed by LUSU, and it had been agreed to change the date of election for the LUSU representative on Council. Future representatives would be elected on an academic year's basis, rather than the current calendar year term.

It was noted that 100 Lancaster students had attended the NUS demonstration in London, and that LUSU expected to receive an official response from the University regarding the new LUSU space in time for the next meeting of LUSU Trustees.

THE COUNCIL RESOLVED to note the report of the LUSU President.

CO.12/87 Governance

Ref: CA.7

(A) UNIVERSITY SECRETARY: REPORT

Document: SEC/2012/2/1211

The University Secretary presented a document which outlined suggested amendments to the membership of the Ruskin Foundation and to Statute 9. It was noted that the City Council were in full agreement with the proposed changes to Statute 9, and that the changes would not impact Councillor Aitchison's term on Council.

The Council discussed the report and voted on the amendment to Statute 9. The resulting votes were as follows:

For – 12
Against – 4
Abstained – 1.

THE COUNCIL RESOLVED to:

- (i) approve the nomination of Professor Simon Bainbridge as a Trustee of the Ruskin Foundation;
- (ii) approve the draft amendments to Statute 9: the Council, for submission to Senate.

(B) APPOINTMENT OF PRO-CHANCELLOR

Document: SEC/2012/2/1214

The Council received a paper on the proposed process and remit for the Pro-Chancellor Search Committee. Members discussed the role description and were invited to provide any specific comments to the Chair of the Search Committee, Mrs G. Gardner.

THE COUNCIL RESOLVED to approve the establishment of a Search Committee with the remit and membership as set out.

(C) PRO-VICE-CHANCELLOR (RESEARCH)

Document: SEC/2012/2/1241

THE COUNCIL RESOLVED to approve the recommendation of the Senate that Professor Trevor McMillan be reappointed as Pro-Vice-Chancellor (Research) for the period 1 August 2013 to 31 July 2014.

CO.12/88 Audit

Ref: CA.8; documents: SEC/2012/2/1222; SEC/2012/2/1224; SEC/2012/2/1228; SEC/2012/2/1220

The Council received the Audit Committee's Annual Report and associated documentation. The Chair of the Audit Committee confirmed that there was no report from the external auditors, since no recommendations for changes to the accounts had been made.

THE COUNCIL RESOLVED to:

- (i) approve the Audit Committee's Annual Report;
- (ii) note that the Annual Report will be submitted to HEFCE;
- (iii) note the Internal Audit Annual Report 2011/12;
- (iv) note the External Audit Letter of Representation;
- (v) note the report of meetings of the Audit Committee held on 21 September 2012 and 18 October 2012 prior to approving the financial statements; and approve the Committee's recommendations as set out in 1 and 2.1 of the attached document.

CO.12/89 Finance

Ref: CA.9

(A) DIRECTOR OF FINANCE: REPORT

Document: FIN/12/91

The Director of Finance reported that 2011/12 was a year of transition between fee regimes, and the University had met all key targets and thresholds for that year.

In response to questions, it was noted that additional headroom in the 2013/14 budget was being identified in order to recruit additional academic staff in advance of the Research Excellence Framework (REF) in 2013.

THE COUNCIL RESOLVED to note the report.

(B) UNIVERSITY ANNUAL ACCOUNTS

Document: FIN/12/95

THE COUNCIL RESOLVED to approve the annual accounts for the University for the financial year 2011/12.

(C) HEFCE ANNUAL ACCOUNTABILITY RETURN – FINANCIAL RESULTS 2011/12 AND UPDATED FORECAST TABLES 2012/13

Document: FIN/12/96

THE COUNCIL RESOLVED to note and approve the commentary and tables within the report as part of the required submission to HEFCE.

(D) **STATEMENT TO HEFCE ON THE IMPACT OF THE NEW FUNDING REGIME**

Document: PSU/2012/0098

THE COUNCIL RESOLVED to receive and approve a proposed statement from the University to HEFCE.

(E) **MANAGEMENT ACCOUNTS/MONTHLY FINANCIAL REPORTING PACK**

Documents: FIN/12/61 (previously circulated); FIN/12/83 (previously circulated)

THE COUNCIL RESOLVED to note the Management Accounts as at July 2012 and the Monthly Financial Reporting Pack as at September 2012.

CO.12/90 Key Performance Indicators

Ref: CA.10

(A) **REPORT ON UNIVERSITY LEAGUE TABLES**

Document: PSU/2012/0095

The Council received and discussed a report on Lancaster's current rankings in the domestic and international league tables, and the factors which influenced that position.

THE COUNCIL RESOLVED to note the report, and to thank the Director of Planning Support for the detailed analysis.

(B) **LANCASTER EXPERIENCE KPIS**

Document: PSU/2012/0096

The Vice-Chancellor introduced the updated Key Performance Indicators and thematic report on the Lancaster Experience.

The Council noted the report and commented on the low level of the maintenance budget, which might raise concerns about maintaining the high standard of buildings currently on campus. It was agreed that the comments would be taken to the Estates Committee for consideration.

ACTION: JRC

THE COUNCIL RESOLVED to note the updated KPIS and the thematic report on the Lancaster Experience.

CO.12/91 Report from Marketing and External Linkages

Ref: CA.11; document: SEC/2012/2/1253

The Council received a report from the Director of Marketing and External Linkages on activities since the previous meeting. The LUSU President reported that some applicants had been disappointed by the lack of senior academic staff present at departmental Visit Days, and the University Secretary agreed to pass this feedback on to Marketing and External Linkages.

ACTION: FMA

The Dean of Graduate Studies emphasised the importance of having the postgraduate recruitment software in place by April 2013.

THE COUNCIL RESOLVED to note the report.

CO.12/92 University Appointments

Ref: CA.12; document: SEC/2012/2/1258

THE COUNCIL RESOLVED to approve the continuing membership appointments as set out.

CO.12/93 Review of Current Meeting

Ref: CA.13

Council members expressed themselves satisfied with the arrangements.

CO.12/94 Standing Committees and Reports

Ref: CA.14

THE COUNCIL RESOLVED to receive the reports.

- (i) Finance Committee, meeting of 19 October 2012 (*SEC/2012/2/1251*);
- (ii) Senate, meeting of 10 October 2012 (*SEC/2012/2/1245*)
- (iii) University and Students' Union Joint Committee, meeting of 27 September 2012 (*SEC/2012/2/1250*)
- (iv) Report on the Use of the University Seal (*SEC/2012/2/1183*).