



MINUTES OF A COUNCIL MEETING

Held on 9<sup>th</sup> February 2023

ITEM	DISCUSSION	ACTION	WHO
1.	<p><b><u>Apologies &amp; Absences</u></b>                      For a record of attendance, apologies and absences, see attached list.</p>		
2.	<p><b><u>Declarations of Interest</u></b>                      All the staff members of Council and all the staff attendees declared that they were members of the Universities Superannuation Scheme (USS). Lesley Thompson declared that her husband was also a member of USS.</p>		
3.	<p><b><u>Student Story</u></b>   <i>Item confidential.</i></p>		
4.	<p><b><u>Minutes and Actions</u></b>                      (i) <u>Minutes</u>                      Council received and approved the minutes of the Council meeting held on 1<sup>st</sup> December 2022.                      (ii) <u>Actions List</u>                      Council received and noted the actions.</p>		
5.	<p><b><u>Matters Arising</u></b>                      None.</p>		
<b>PART A – REPORTS &amp; APPROVALS</b>			
6A.	<p><b><u>Vice-Chancellor’s Update</u></b>                      Members received an update on the following:</p> <ul style="list-style-type: none"> <li>▪ Work continued to help students with the cost-of-living challenges, which included the following actions:                             <ul style="list-style-type: none"> <li>○ The University had formed a joint group with Staffordshire University to work with private sector housing providers, which was particularly important for students with dependents and needing family accommodation</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Accommodation related: targeted use of access and participation, hardship and strike funds to support accommodation costs for those from low-income households</li> <li>○ Discussion with third party launderette suppliers on the ability to reduce their 5% price increase after a four-year freeze</li> <li>○ Provide a Totum card for students choosing to live on campus</li> <li>○ Use of strike funds to support clubs and societies to encourage student engagement</li> <li>○ Repeat the established social media campaigns on the packages available to students</li> <li>○ Coffee and cake offer in more venues on campus</li> <li>○ Extended cheap food offers to more venues on campus</li> <li>○ Modified parking arrangements for healthcare students</li> </ul> <p>The University and the Students' Union (SU) continued to work closely together, and the SU commended the actions taken by the University.</p> <ul style="list-style-type: none"> <li>▪ The graduation ceremonies on 18<sup>th</sup> and 19<sup>th</sup> January 2023 had been a great success, despite heavy snow both days.</li> <li>▪ There had been a number of developments with regard to employee relations: <ul style="list-style-type: none"> <li>○ Local Union Negotiations – the University brought forward the local pay negotiations with a view to implementing the pay award in January rather than April to support colleagues through the cost-of-living challenges. The University's offer of the Real Living Wage hourly rate for operational staff was put to a ballot by Unison and unanimously accepted. The award would be implemented in January 2023. In addition, a temporary supplement had been added to spine points 3-9 on the Keele pay spine and agreement to pay apprentices the Real Living Wage.</li> <li>○ National Union Negotiations – the University and College Employers Association (UCEA) had met with the University and College Union (UCU) on three occasions and the offer currently on the table was an offer ranging from 8% for staff on the lowest grades on the pay spine to 5% for those at the top of the pay spine. Should there be agreement to the offer, it would be paid in two-parts; the first part would be implemented in January 2023 and the</li> </ul> </li> </ul>		

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	<p>second in August 2023. If the offer was rejected, the Joint Negotiating Committee for Higher Education Staff disputes procedure would be invoked. UCU had called 18 days of strike action in support of the Union’s dispute on pay and changes to the Universities Superannuation Scheme (USS). The University would deduct pay for the strike days taken.</p> <ul style="list-style-type: none"> <li>○ Individual Employee Relations Cases - in recent months, two individual cases had been closed relating to an employment tribunal and a Stage 3 Grievance process. Both cases were found to be in the University’s favour. The Grievance Committee did, however, make recommendations to enhance the University’s processes and procedures and re-establish a constructive future employee relationship and these had either been enacted or were well progressed towards completion.</li> <li>○ Universities Superannuation Scheme Update – the University continued to keep a close watch on the Scheme as the next triennial valuation approached.</li> <li>○ Keele Superannuation Scheme Update – the Scheme continued to move towards adjusting the Investment Strategy to try to lock in some of the gains in recent months. A professional Trustee had been appointed to oversee the Scheme, which was aiming to be fully funded by 2033.</li> <li>○ It was proposed that a Pay &amp; Pensions Sub-Group of the Business Review Committee be established to expedite decision-making (within appropriate delegations) and to provide a sounding board for the executive. It was noted that hearing the staff view was an important consideration and that this would be borne in mind by the Sub-Group. The establishment of the Sub-Group was approved by Council on the recommendation of the Business Review Committee. <ul style="list-style-type: none"> <li>▪ Council approved the appointment of Helen Simpson, Interim Chief Financial Officer and Pro Vice-Chancellor International, Antonius Raghubansie.</li> <li>▪ Keele’s Teaching Excellence Framework (TEF) submission was made on 20<sup>th</sup> January 2023 and was available for Council to read.</li> <li>▪ The Academic Partnerships Annual Report was presented, and it was agreed that relevant financial</li> </ul> </li> </ul>	<p>To provide financial data in future reports</p>	<p>Vice-Chancellor</p>

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	<p>information would be provided in future reports.</p> <ul style="list-style-type: none"> <li>▪ The Equality &amp; Diversity Annual Report was presented and noted.</li> <li>▪ <i>Item commercial in confidence</i></li> </ul> <p>The latest version of the University Risk Register, which had previously been considered by the University Executive Committee (UEC) and the Audit &amp; Risk Committee was presented. It had been updated to reflect the current risks and identify the implications and controls, contingency plans and assurance mechanisms that had been or would be put in place. The University's updated key performance indicators (KPIs) were also presented. It was reported that a further, more comprehensive review would be undertaken to enhance assurance reporting of key risks and that the proposed new format and simplified framework would be presented to the Audit &amp; Risk Committee at its next meeting prior to the July meeting of Council.</p> <p><i>To note: a small number of members of UCU picketed outside the Old Library during this part of the meeting.</i></p>	<p>To bring back revised Risk Register and KPIs</p>	<p>Chief Operating Officer</p>
<p><b>7A.</b></p>	<p><b><u>Student Reports</u></b></p> <p>(i) <u>Report of the Students' Union (SU)</u>  The Union Development &amp; Democracy (UDD) Officer presented her report, which included:</p> <ul style="list-style-type: none"> <li>▪ NUS UK</li> <li>▪ Accommodation</li> <li>▪ Cost-of-living</li> </ul> <p>The SU was thanked for its excellent contribution to the University's TEF submission.</p> <p>(ii) <u>Report of the Keele Postgraduate Association (KPA)</u>  The President of the KPA presented his report, which included:</p> <ul style="list-style-type: none"> <li>▪ KPA strategy and governance, including Constitution and Bye-Laws</li> <li>▪ KPA events</li> <li>▪ Staffing</li> <li>▪ Update from the Vice-President</li> <li>▪ Committee training</li> <li>▪ Keele Information and Digital Services</li> <li>▪ Measuring Officer Performance</li> </ul>	<p>KPA Constitution and Bye-Laws to</p>	

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	The KPA Constitution and Bye-Laws were presented for approval but the University had not yet had the opportunity to review the proposed changes. Council delegated authority to the Nominations & Governance Committee to approve the revised Constitution and Bye-Laws on its behalf.	be approved by the Nominations & Governance Committee	Secretary to Council
8A.	<p><b><u>Academic Delivery Plan</u></b></p> <p><i>Item commercial in confidence</i></p>		
9A.	<p><b><u>Admissions &amp; Applications Update</u></b></p> <p><i>Item commercial in confidence</i></p>		
10A.	<p><b><u>UK Home Office Update</u></b></p> <p><i>Item commercial in confidence</i></p>		
11A.	<p><b><u>Estates Update</u></b></p> <p><i>The Director of Estate &amp; Campus Services attended the meeting for this item.</i></p> <p>(a) <b><u>Student Accommodation Update</u></b> <i>Item commercial in confidence</i></p> <p>(b) <b><u>Capital Project Update Report</u></b> Council received both the December 2022 and the January 2023 Capital Project Update Reports.</p> <p>Updates were provided on the Harper Keele Veterinary School, the student accommodation project, the Digital Research &amp; Education Building (IC7) and the Digital Society Centre in Newcastle under Lyme.</p>		
12A.	<p><b><u>Finance Report</u></b></p> <p>(a) <b><u>Period 4 Management Accounts</u></b> <i>Item commercial in confidence</i></p> <p>(b) <b><u>Charging &amp; Payment of Student Fees Policy</u></b> Council received the Charging &amp; Payment of Student Fees Policy for approval.</p> <p>It was agreed that defining major and minor amendments would be useful and that it would be for the Business Review Committee to determine what constituted major and minor.</p>	To amend the	Interim Chief Financial

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	Council approved the policy subject to the above amendment.	policy accordingly	Officer
13A.	<p><b><u>Secretary's Report</u></b>  The Secretary to Council presented her report as follows:</p> <ul style="list-style-type: none"> <li>▪ <b><u>Confidential:</u></b> Council approved the honorary degrees presented. The names of the successful candidates must be treated as highly confidential until it was known whether they wished to accept.</li> <li>▪ Council noted that the Governance Team had produced a paper on writing papers to Council and its committees and it was hoped that the impact of this would be seen over the course of the next couple of meetings.</li> <li>▪ Council noted that Chair's action had been taken on three occasions since the previous meeting.</li> <li>▪ It was noted that three documents were signed under Seal since the previous meeting.</li> <li>▪ Council was presented with information on training and some useful resources.</li> </ul>		
<b>PART B – COMMITTEE REPORTS</b>			
14B.	<p><b><u>Committee Reports</u></b>  Council received updates on the recent meetings of the Senior Remuneration Committee, Equality, Diversity &amp; Inclusion Oversight Group, Senate and the Business Review Committee.</p>		
<b>PART C – ANY OTHER BUSINESS</b>			
15C.	<p><b><u>Any Other Business</u></b>  None.</p>		
16C.	<p><b><u>Date of Next Meeting</u></b>  The date of the next meeting would be 27<sup>th</sup> April 2022</p>		

## ATTENDANCE LIST – 9<sup>th</sup> February 2023

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	Mike Farrar	Pro-Chancellor
	Richard Barnes	Deputy Pro-Chancellor
A	Sally Bucknell	Deputy Pro-Chancellor
	Richard Callaway	Deputy Pro-Chancellor
	David Hall	Honorary Treasurer
	Professor Trevor McMillan	Vice-Chancellor
	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost

### MEMBERS OF UNIVERSITY STAFF

	Dr Abbie Rutter	Senate Member
A	Dr Masi Noor	Senate Member (attended from item 10 onwards)
	Dr Shalini Sharma	Senate Member
	Emma Colley	Appointed by the Professional Services Staff

### LAY MEMBERS APPOINTED BY THE COUNCIL

	Ruth Bagley
	Tracy Bullock
A	Jane Burns
	David Brown
	Tim Forman
A	Hifsa Haroon-Iqbal
A	Manali Lukha
A	Andrew Macleod
	Sherree Schaefer
	Dr Lesley Thompson

### STUDENT MEMBERS

	Jade Cioffi	Union Development & Democracy Officer, Students' Union
	Abdelrhman Rayis	President, Keele Postgraduate Association

### SECRETARY TO COUNCIL

	Clare Stevenson	Secretary to Council
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### IN ATTENDANCE

	Dr Mark Bacon	Chief Operating Officer
	Frances Hewison	Chief People Officer
	Helen Simpson	Interim Chief Financial Officer
	Lucy Robinson	Governance Apprentice
	Jessica Okoro	Governance Apprentice
	Jen Hallsworth	Chief of Staff

### SECRETARIAT

	Fiona Dumbelton	Governance Secretariat Manager
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Key A = Absent

