

## MINUTES OF A COUNCIL MEETING

Held on 16<sup>th</sup> October 2020 (held virtually)

ITEM	DISCUSSION	ACTION	WHO
1.	<p><b><u>Apologies &amp; Absences</u></b></p> <p>For a record of attendance, apologies and absences, see attached list.</p> <p>The Chair welcomed Clare Stevenson (Head of Legal, Governance &amp; Compliance) and Robbie Pickles (Director of Global Student Recruitment &amp; Admissions) to the meeting as observers.</p> <p>The Chair reported that Rebecca Leach had stepped down from Council and Senate and that an election would be held shortly to find a replacement. She wished to record her thanks to Dr Leach for her contribution, commitment and insight during her time on Council.</p>		
2.	<p><b><u>Declarations of Interest</u></b></p> <p>None.</p>		
3.	<p><b><u>Vice-Chancellor's Update</u></b></p> <p>Members received an update on the following:</p> <ul style="list-style-type: none"> <li>▪ The Vice-Chancellor shared recent photographs of the hotel and the new Vet School building.</li> <li>▪ Admissions - Item commercial in confidence</li> <li>▪ Gaye Blake Roberts, Chair of the College of Fellows had been recognised in the Queen's Birthday Honours List and had been awarded an MBE.</li> <li>▪ Final approval would be sought at the Senior Council Members Group meeting following this meeting to proceed with phase one of IC7. External funding had been secured from the European Regional Development Fund (£7.2m) and the Getting Building Fund (£6.1m).</li> <li>▪ Keele had been shortlisted for four awards in the Green Gown Awards, including Sustainable Institution of the</li> </ul>		

	<p>Year.</p> <p><u>EDI Update</u></p> <ul style="list-style-type: none"> <li>▪ A new Race Equality Officer had been appointed in HR, who would support work across both the staff and student communities.</li> <li>▪ It was hoped that the 19<sup>th</sup> November 2020 webinar would be a joint session with Senate on tackling race equality at Keele.</li> <li>▪ The Schools of Computing &amp; Maths and Pharmacy &amp; Bioengineering had been awarded a Bronze Athena Swan award.</li> </ul> <p><u>Covid-19</u></p> <ul style="list-style-type: none"> <li>▪ The University was publishing data on the number of confirmed cases on and off campus and amongst staff and students on a daily basis at: <a href="http://www.keele.ac.uk/coronavirus/cases">www.keele.ac.uk/coronavirus/cases</a></li> <li>▪ The University was liaising regularly with Public Health, the County Council and the Borough Council along with other agencies such as the police and fire service.</li> <li>▪ Students continued to receive a hybrid of online and face to face teaching.</li> <li>▪ In response to a question regarding the level of unrest from staff and students, it was reported that for most students the balance between online and face to face teaching was about right. The majority of calls from students were in relation to checking what they could and couldn't do, which was reassuring. Further consideration was being given to how the University heard the student voice.</li> <li>▪ Extensive support measures had been put in place for students isolating, particularly vulnerable students, including 'cuddle calls'.</li> <li>▪ Staff had placed lots of emphasis on the open lines of communication, which they welcomed. Members of the executive were meeting with the trades unions on a weekly basis and were in a regular dialogue. The Universities and Colleges Union had recently raised concerns regarding staff who were anxious or experiencing mental health issues and the executive committed to addressing their concerns with the support of Deans and Heads of Schools. There was recognition, however, of the lengths the University had gone to to ensure the campus was Covid-secure.</li> </ul> <p><u>Finance Update</u></p>		
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	<ul style="list-style-type: none"> <li>Item commercial in confidence</li> </ul>		
4.	<p><b><u>Financial Sustainability Plan</u></b></p> <p>The Chief Information Officer, Dan Perry, attended the meeting for this item.</p> <p>(a) <u>Overview of delivery and approach to reporting to December 2020</u></p> <p>Item commercial in confidence</p> <p>(b) <u>Digital Transformation Investment Plan</u></p> <p>Item commercial in confidence</p> <p>(c) <u>One Keele Implementation Plan</u></p> <p>Item commercial in confidence</p> <p>(d) <u>Overview of shared investment in digital transformation and One Keele implementation</u></p> <p>Item commercial in confidence</p>		
5.	<p><b><u>Health &amp; Safety Update</u></b></p> <p>Council received a paper from the Director of HR providing an update on the necessary changes to the University's approach to health and safety during the Covid-19 pandemic.</p> <p>It was reported that, in order to focus our efforts on planning for the safe return of campus operations as well as ensuring a timely response to the emerging guidance and direction from Government via the Department of Education and Public Health England, decisions and actions relating to health and safety, welfare and wellbeing needed to be taken on a very frequent (almost daily) basis.</p> <p>Key decisions and measures had been documented in broad terms within the various Covid-19 response documents, but the update paper provided assurance to Council on the following:</p> <ul style="list-style-type: none"> <li>The approach adopted</li> <li>Current management arrangements</li> <li>Activities that had been undertaken</li> <li>Health and safety measures that were in place</li> <li>Policy decisions that had been implemented or were in the process of being implemented</li> </ul> <p>These measures were all in order to create and sustain a "Covid Secure" University and Council praised the executive on its approach and unwavering commitment to the health, safety and wellbeing of its staff and students.</p>		

	Council approved the interim arrangements for the management of health and safety and the actions taken by the University as presented.		
6.	<b><u>National Student Survey 2020</u></b> Item commercial in confidence		
7.	<p><b><u>Other Business</u></b></p> <p>The Vice-Chancellor noted that Council would have seen the proposal that the University took out a £10m revolving credit facility (RCF) with Nat West in the Senior Council Members (SCM) meeting minutes and the Secretary's Interim Reports. Negotiations between the lawyers and Nat West were now complete and the SCM had a paper to be discussed at its meeting later that day to request that final approval be given, subject to an executable document being ready for signature.</p> <p>Council was reminded that the SCM had delegated authority from Council as granted in April 2020 and reaffirmed/extended in August 2020 to take decisions on behalf of Council.</p> <p>It was noted that the decision would be reported back to Council via the minutes when the final documents had been signed.</p> <p>[<b>Secretary's Note:</b> to confirm that an executable document was ready in time for the SCM meeting so approval of the RCF was granted at the meeting and the document was signed on behalf of the University by the Vice-Chancellor and Director of Finance]</p>		
8.	<p><b><u>Date of Next Session</u></b></p> <p>The date of the next session would be a Council Webinar on 19<sup>th</sup> November 2020, 9.00 am – 11.15 am.</p>		

## COUNCIL MEETING

### ATTENDANCE LIST – 16<sup>th</sup> October 2020 – VIRTUAL MEETING

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	Dame Jo Williams	Pro-Chancellor
A	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
A	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost

#### MEMBERS OF UNIVERSITY STAFF

	Professor Lisa Dikomitis	Senate Member
	Professor Peter Andras	Senate Member
	<i>Vacancy</i>	Senate Member
	Emma Colley	Appointed by the Professional Services Staff

#### LAY MEMBERS APPOINTED BY THE COUNCIL

	Ruth Bagley
	David Brown
	Peter Harris
	Sajid Hashmi
A	Manali Lukha
A	Sherree Schaefer
	Dr Lesley Thompson

#### STUDENT MEMBERS

	Jack Karimi	Union Development & Democracy Officer, SU
	Katie Charlton	President, Keele Postgraduate Association

#### SECRETARY TO COUNCIL

	Dr Helen Galbraith	Secretary to Council
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#### IN ATTENDANCE

	Dr Mark Bacon	Chief Operating Officer
	Rachel Adams	Director of Human Resources
	Paul Buttery	Director of Finance

#### SECRETARIAT

	Fiona Dumbelton	Governance Manager
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Key A = Absent