



## MINUTES OF THE MEETING OF COUNCIL

Held on Thursday 3<sup>rd</sup> May 2018

The Chair welcomed Laurence Fuller (Head of Examinations & Records) and Katie Maddock (Senior Lecturer in Clinical Pharmacy and Associate Dean of Learning & Teaching, Faculty of Medicine & Health Sciences) to the meeting as observers. The Chair congratulated Dame Jo on her appointment as the next Pro-Chancellor and noted that she would be a great Chair and advocate for Keele. He also noted that it was the last meeting for Mr Buttery as Interim Director of Finance and thanked him for everything he had done and that it had been greatly appreciated.

For a record of attendance, apologies and absences, see attached list.

### 1. DECLARATIONS OF INTEREST

Mr Harris declared an interest as he is a consultant to a law firm whose clients include USS. Mr Clark declared an interest as a Trustee of Caudwell Children. Mr Findlay declared an interest as the Chief Executive of Marston's Brewery.

### 2. MINUTES AND ACTIONS

#### (a) Minutes

The minutes of the meeting held on 15<sup>th</sup> February 2018 were approved.

#### (b) Actions List

Council received and noted the actions list.

## PART 1 – THEMED DISCUSSION ITEMS

### 1A. ITEM COMMERCIAL IN CONFIDENCE

### 1B. OFFICE FOR STUDENTS – NEW REGULATORY FRAMEWORK FOR HE

Council received a paper and a presentation from the Secretary to Council on the Office for Students (OfS).

The Higher Education and Research Act (HERA 2017) brought major changes to how higher education providers in England are overseen and regulated. Central to these changes was the establishment of the OfS, which was a non-departmental government body, sponsored by the Department for Education.

The OfS began its work on 1<sup>st</sup> January 2018 and replaced the Higher Education Funding Council for England (HEFCE) from 1<sup>st</sup> April 2018 as the body responsible for overseeing the HE sector in England and had also subsumed the Office for Fair Access (OFFA). Full implementation of the provisions of the HERA would be incremental over the course of 2018-2019.

The OfS Regulatory Framework was published on 28<sup>th</sup> February 2018, which included details of the requirements for both initial and ongoing registration in order to access degree-awarding powers, funding, higher fees, student support and international recruitment. The deadline for initial registration for Keele was 30<sup>th</sup> April 2018.

As part of the initial registration process, Keele was required to submit the following:

- An application form (including Council /trustee details)
- Student Protection Plan – including a refund and compensation policy and requirements for greater communication to students
- Consumer protection law self-assessment
- Access & Participation Plan (to replace the OFFA Access Agreement) – with a much greater focus on participation and success of under-represented groups, ensuring the right level of ambition with regard to targets and resources and the importance of student consultation and engagement
- Management and governance self-assessment – with an emphasis on existing documents and assurances and value for money for both students and taxpayers (new guidance is expected)

The ongoing requirements were:

- Quality and standards - the Teaching Excellence Framework (TEF) and a new quality review system
- Financial viability and sustainability - annual accountability returns
- Transparency of information - admissions, student and outcome data
- Provision of information to the OfS and the Higher Education Statistical Agency (HESA) as the designated data body

It was noted that the implications of the OfS were still an evolving picture and that guidance and requirements were still being published. There appeared to be a focus on ensuring the student voice, addressing government priorities (unconditional offers, grade inflation, subject-level TEF and senior pay) and a new annual accountability cycle, which would hopefully reduce the burden on ‘trusted’ providers and place a greater emphasis on metrics and self-assessment. The OfS registration fee from 2019-2020 was also still unknown but was expected to be £100k-£125k annually.

Council welcomed the update and the need to engage further on requirements and implications as they become known.

## **PART 2 - REPORTS**

### **2A. VICE-CHANCELLOR’S REPORT – COMMERCIAL IN CONFIDENCE**

Council received a report from the Vice-Chancellor, which provided an overview of major issues and activities since the previous meeting, including:

- A number of new senior appointments were reported and Council approved the appointment of Rob Eastwood as the new Chief Financial Officer with effect from 29<sup>th</sup> May 2018.
- Council received an update on the applications position
- A new league table had recently been published, which combined research performance based on the Research Excellence Framework and teaching performance based on the Teaching Excellence Framework. It was reported with pleasure that Keele was in the top 10.
- At the UEC Away Day in February 2018, eight strategy enabling projects had been identified in the context of the production of a new University strategy. The eight projects were:
  - Strategy refresh and communications
  - Benchmarking
  - Resource allocation and contribution model
  - Financial plan
  - Planning and implementing change: building capacity
  - Process review and redesign
  - Income generation
  - Academic staffing strategy
 Each of the 8 projects had identified objectives, timescales, costs, deliverables and the stakeholders involved.
- It was reported that the General Data Protection Regulation (GDPR) would come into force on 25<sup>th</sup> May 2018 and that a great deal of work had been undertaken to seek to ensure that the University was compliant.
- The government announced in March 2018 the biggest ever increase to medical training in the UK and Keele had been successful in its bid for an additional 35 places on a recurrent basis over the next two years, representing a 30% increase in the intake of home students by September 2019.
- Keele submitted its Prevent annual report to HEFCE in December 2017 and received a letter on 16<sup>th</sup> March 2018 confirming that it concluded that the information submitted “demonstrated sufficient evidence of due regard to the Prevent duty”.

## 2B. FINANCE REPORT – COMMERCIAL IN CONFIDENCE

### (i) Draft Budget 2018-2019

Council received the draft budget 2018-2019

Council **resolved:**

**That** the budget 2018-2019, together with the accompanying schedules and commentary, be approved on the recommendation of the Business Review Committee.

### (ii) Pensions Update – Keele Superannuation Scheme

Council received an update on the 2017 revaluation of the Keele Superannuation Scheme (KSS).

## 2C. SECRETARY'S REPORT – COMMERCIAL IN CONFIDENCE

Council received a report from the Secretary to Council, which included the following:

- A number of Council appointments were presented from the Nominations Committee:
  - Council had already unanimously approved by correspondence the appointment of Dame Jo Williams as the next Pro-Chancellor for a four year term, commencing on 1<sup>st</sup> September 2018
  - Council resolved that David Hall be appointed as the new Honorary Treasurer for a four year term, commencing on 1<sup>st</sup> September 2018
  - Council resolved that Ruth Bagley be appointed as a lay member of Council for a four year term, commencing on 1<sup>st</sup> September 2018
  - Council resolved that James Rushton be appointed as an independent member of the Nominations Committee for a four year term, commencing on 1<sup>st</sup> September 2018
  - It was noted that applications would shortly be invited for the position of a fourth Deputy Pro-Chancellor and that the advert would include a positive action statement encouraging female members to apply.
- Council resolved that the membership of Council committees for 2018-2019 be approved on the recommendation of the Nominations Committee.
- Council received the Review of the Effectiveness of Council action plan for information. It was agreed, at the request of the President of the KPA, that further consideration would be given to discussion on the student experience at meetings.
- Council received and noted the student casework annual report 2016-2017.
- Council resolved that the new Whistleblowing policy and supporting procedures be approved on the recommendation of the Audit & Risk Committee.
- Council resolved that the new Anti-Bribery Policy be approved subject to any comments by the Audit & Risk Committee at its meeting on 28<sup>th</sup> June 2018.
- Council noted that confirmation had been received that the recent elections in the Students' Union had been conducted fairly and properly, which is a requirement of the Education Act 1994.
- Council **resolved:**  
  
**That** the amendments to the following Regulations be approved on the recommendation of the Senate:
  - (i) Regulation 20: Student Discipline
  - (ii) Regulation 21: Temporary Exclusion of Students
  - (iii) Various Regulations relating to degree programmes and examinations following the implementation of the Portfolio Curriculum Development project
  - (iv) Ordinance 1.6: Matriculation
- Council **resolved:**  
  
**That** the following appointments be approved:
  - Dr Patricia Owen, School of Nursing and Midwifery be appointed Head of School with effect from 1<sup>st</sup> January 2018

- Professor Nigel Ratcliffe, School of Pharmacy be extended as Head of School until 31<sup>st</sup> October 2020
  - Professor Elaine Hay, Medicine and Health Sciences be extended as Associate Dean for Research and Research Institute for Primary Care and Health Sciences until 31<sup>st</sup> August 2018
  - Professor Derek McGhee be appointed Dean of Research/Director of the Institute for Social Inclusion for the Faculty of Humanities & Social Sciences with effect from 1<sup>st</sup> January 2018
- Council approved that the rewards and promotions presented be approved.
  - Council noted that 14 documents were signed under seal since the previous meeting.

### **PART 3 - STRATEGIC UPDATE REPORTS**

3A. ITEM COMMERCIAL IN CONFIDENCE

3B. ITEM COMMERCIAL IN CONFIDENCE

### **PART 4 – COMMITTEE REPORTS**

4A. COMMITTEE REPORTS – COMMERCIAL IN CONFIDENCE

Council received and noted reports of the following meetings:

- Business Review Committee – held on 23<sup>rd</sup> March 2018
- Nominations Committee – held on 23<sup>rd</sup> March 2018
- Senior Remuneration Committee – held on 23<sup>rd</sup> March 2018
- Audit & Risk Committee – held on 13<sup>th</sup> March 2018
- Senate – held on 14<sup>th</sup> March 2018
- Health & Safety Oversight Group – held on 4<sup>th</sup> April 2018

## COUNCIL ATTENDANCE – 3<sup>rd</sup> May 2018

---

A	Ralph Findlay	Pro-Chancellor
	Professor Alistair Ulph	Deputy Pro-Chancellor
	Richard Barnes	Deputy Pro-Chancellor
	Richard Callaway	Deputy Pro-Chancellor
	Tony Crouch	Honorary Treasurer
	Professor Trevor McMillan	Vice-Chancellor
	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost

### *MEMBERS OF UNIVERSITY STAFF*

Professor Nicholas Forsyth	Senate Member
Dr Rebecca Leach	Senate Member
Professor Peter Andras	Senate Member
Vanessa Hooper	Appointed by the Non-academic Staff

### *LAY MEMBERS APPOINTED BY THE COUNCIL*

	Sally Bucknell
	Paul Clark
	Andrew Harris
	Sajid Hashmi
	Manali Lukha
A	Simon Ramery
	Sherree Schaefer
	Dame Jo Williams
	<i>Vacancy</i>

### *STUDENT REPRESENTATIVES*

Tom Snape	Union Development & Democracy Officer, KeeleSU
Ieuan Smith	President, Keele Postgraduate Association

### *SECRETARY TO COUNCIL*

Dr Helen Galbraith	Secretary to Council
--------------------	----------------------

### *IN ATTENDANCE*

Paul Buttery	Interim Director of Finance
Professor Jonathan Wastling	Pro Vice-Chancellor & Dean (item 1A)
Phil Butters	Director of Estates & Development (item 3B)
Rachel Adams	Director of Human Resources (item 2A)

### *SECRETARIAT*

Fiona Dumbelton	Governance Manager
-----------------	--------------------

### Key

A = Absent