



Keele
University

MINUTES OF THE MEETING OF COUNCIL

Held on Thursday 4th May 2017

The Chair welcomed Laura Coulthard (Head of Student Recruitment), Lee Bestwick (Financial Services Manager) and Matthew Clarke (Head of Projects) to the meeting as observers. Helen Galbraith was also welcomed as an observer as part of her handover, subject to approval of her appointment as the new Secretary to Council.

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

1. DECLARATIONS OF INTEREST

Mr Harris declared an interest as KPMG are his personal accountants and the law firm in which he is a consultant acts for USS.

2. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 2nd February 2017 were approved and signed.

(b) Actions List

Council received and noted the actions list. It was reported that an update on UPP would be covered in this meeting, there would be a session on employability at the Away Day tomorrow and that, when there is a clearer picture on what is required from universities with regards to sponsoring schools, Council would be updated. In the meantime, the University is pulling together all of the interactions that it currently has with schools.

3. APPOINTMENT OF A NEW SECRETARY TO COUNCIL

Dr Galbraith left the room for this item.

Council received the report of the Joint Committee of the Senate and the Council that was established to consider the appointment of a new Secretary to Council. The current Secretary, Gemma Lowe, is standing down from the role in order to focus on her substantive role as Head of Academic Legal Services (to be retitled Head of Legal Services) as a result of a growth in this area and also wider Directorate of Engagement & Partnership activities

The Joint Committee was constituted under Ordinance XVIII and the provision for the role of the Secretary to Council is set out under Section 10 of the Statutes.

The Committee considered the appointment of Dr Galbraith. It was noted that she has been a member of staff at Keele for nearly 12 months as Director of Planning & Academic Administration and Academic Registrar, during which time she has established an excellent reputation and positive working relationships with the Governance team, which sits within her Directorate. For this time she has also been the Secretary to Senate and has begun to introduce a series of efficiencies in its operation. Dr Galbraith was previously Director of Planning and the Deputy Secretary to Council at Bristol University and has a strong background in University governance.

The Committee unanimously agreed that Dr Galbraith be appointed. The appointment was approved by the Chair of Senate under Chair's Action and presented to Council for formal approval.

Council **resolved:**

That the appointment of Dr Galbraith as Secretary to Council be approved with immediate effect.

The Chair took the opportunity to thank Ms Lowe for her hard work and the improvements that she had implemented, which had been very much appreciated.

PART 1 – THEMED DISCUSSION ITEMS

1A. COMMERCIAL IN CONFIDENCE

1B. COMMERCIAL IN CONFIDENCE

PART 2 – REPORTS

2A. COMMERCIAL IN CONFIDENCE

2B. SECRETARY'S REPORT

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

- The University currently has three Deputy Pro-Chancellors; Eileen Manley, Alistair Ulph and Richard Barnes. Ms Manley comes to the end of her term of office on 31st August 2017. Following a selection process by the Nominations Committee it was recommended that Richard Callaway be appointed.

Council **resolved:**

That Richard Callaway be appointed Deputy Pro-Chancellor for the period 1st September 2017 to 31st August 2021.

It was also approved that a request be made to the Privy Council to change our statutes to increase the number of Deputy Pro-Chancellors from three to four.

- It was reported that the Nominations Committee approved the re-election of Jonathan Porritt for a further five year term at its meeting on 27th February 2017 under delegated authority from the Council.
- It was reported that a review of the process to award Honorary Degrees had been undertaken and considered by both the Nominations Committee and the Senate. The outcome was that:
 - in recognition of Senate's role in awarding degrees, Senate has the opportunity to provide meaningful academic scrutiny throughout the Honorary Degrees process;
 - the Honorary Degrees Committee is re-established as a joint committee of Senate and Council, mainly driven by Senate members and with one lay Council member;
 - the new Committee would oversee the process and short-list applications prior to consideration and approval by Senate and endorsement by Council;
 - the timetable would be reconfigured so that (i) successful nominees are not written to until their award has been through both Senate and Council; and (ii) degrees can be awarded at the January ceremony;
 - a new process is introduced for the revocation of Honorary Degrees.

Council **resolved:**

That the proposals presented be approved.

- Council received the student casework report 2015-2016, which brings together all areas of student casework considered by the Directorate of Planning & Academic Administration: academic appeals, complaints, discipline, academic misconduct, grievances and complaints to the Office of the Independent Adjudicator for Higher Education. The report highlighted the main trends, areas for concern, developments that have taken place and recommendations where appropriate for each area.

- **Council resolved:**

That, on the recommendation of the Audit Committee, the Information Security Policy be approved.

- **Council resolved:**

That the amendments to Ordinances, Regulations, Council's Statement of Primary Responsibilities, appointments, external examiners and honorary titles presented be approved.

- To note that 10 documents were signed under seal since the previous meeting.
- To note that Chair's action had been taken on three occasions:
 - On 6th March 2017 the Chair approved changes to the Directors and Secretary of Keele University Science & Business Park Limited on the recommendation of the Nominations Committee;
 - On 21st March 2017 the Chair approved an amendment to Regulation 6 on the recommendation of the Senate;
 - On 7th April 2017 the Chair approved amendments to the Students' Union Constitution, on the recommendation of the group established by Council to oversee the incorporation of the Students' Union. The Union Development & Democracy Officer thanked the group, particularly Mr Harris, for their contribution.

PART 3 – SUB COMMITTEE REPORTS

3A. COMMERCIAL IN CONFIDENCE

PART 4 – STRATEGIC OVERVIEW REPORTS

4A. COMMERCIAL IN CONFIDENCE

4B. COMMERCIAL IN CONFIDENCE

PART 5 – MISCELLANEOUS

5A. COMMERCIAL IN CONFIDENCE

COUNCIL ATTENDANCE – 4th May 2017

| | |
|---------------------------|------------------------------------|
| Ralph Findlay | Pro-Chancellor |
| Eileen Manley | Deputy Pro-Chancellor |
| Professor Alistair Ulph | Deputy Pro-Chancellor |
| Richard Barnes | 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 Helen Parr | Senate Member |
| A | Professor Graham Rogerson | Senate Member |
| | Vanessa Hooper | Appointed by the Non-academic Staff |

LAY MEMBERS APPOINTED BY THE COUNCIL

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| | Sally Bucknell |
| | Richard Callaway |
| A | Paul Clark |
| | Andrew Harris |
| A | Sajid Hashmi |
| | Manali Lukha |
| | Simon Ramery |
| | Sherree Schaefer |
| | Dame Jo Williams |

STUDENT REPRESENTATIVES

| | | |
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| | Emily Horsfall | Union Development & Democracy Officer, KeeleSU |
| | Rob Meredith | President, Keele Postgraduate Association |

SECRETARY TO COUNCIL

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| | Gemma Lowe | Secretary to Council |
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IN ATTENDANCE

| | | |
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| | Karen Clarke | Director of Finance and IT |
| | Dr Helen Galbraith | Director of Planning & Academic Administration |
| | Laura Coulthard | Head of Student Recruitment (observer) |
| | Lee Bestwick | Financial Services Manager (observer) |
| | Matthew Clarke | Head of Projects (observer) |
| | Paul Buttery | Deputy Director of Finance (for items 1A & 1B only) |
| | Phil Butters | Director of Estates & Development (for item 1B only) |
| | Paul Innes | Grant Thornton (for item 1A only) |

SECRETARIAT

| | | |
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| | Fiona Dumbelton | Governance Manager |
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Key

A = Absent