

MINUTES OF THE COUNCIL WEBINAR

Held on 12th June 2020 (held virtually)

ITEM	DISCUSSION	ACTION	WHO
1.	<p><u>Apologies & Absences</u></p> <p>For a record of attendance, apologies and absences, see attached list.</p> <p>The Chair welcomed members to the meeting. She also took the opportunity to congratulate the Director of HR and her team on winning the HE HR Team of the Year Award, which was echoed by all members of Council.</p>		
2.	<p><u>Declarations of Interest</u></p> <p>None.</p>		
3.	<p><u>Webinar 1: Vice-Chancellor's Update</u></p> <p>The Vice-Chancellor updated members on the following:</p> <ul style="list-style-type: none"> ▪ An email was sent to all staff and students setting out the University's position on the Black Lives Matter movement. It was noted that there were no building names or statues at Keele that could be deemed to be controversial. There had been a query about the residential area 'Plantation Park', but this was believed to be named after the large-scale farmland that it was built on. An outline of the University's initiatives was provided, including investing in a Race Equality Officer post. Council welcomed the update. ▪ Work was ongoing on the Covid-secure campus workstreams ▪ The government had included universities in the category of post-16 educational establishments that would have to close if they had two or more confirmed cases of Covid-19. The sector was seeking to change this as universities could continue to operate safely due to their size and quarantine those affected. ▪ An update was provided on the Financial Sustainability Plan, including that significant progress had been made 		

	<p>with the One Keele project and 40 expressions of interest had been received for the recently launched Voluntary Severance Scheme. Some of those were from staff who had applied last time and were turned down.</p> <ul style="list-style-type: none"> ▪ This year (2019-2020) the University was expected to deliver on budget. ▪ The University anticipated receiving c£1.5m this financial year from the government through the furlough scheme. ▪ There was still considerable uncertainty around the financial position in 2020-2021 and that this was primarily due to the uncertainty around student numbers and associated accommodation income. Current thinking was a potential shortfall of £14m, which was the mid-point between the scenarios presented at the previous Webinar (a deficit of anywhere between zero and £27m.) ▪ Timely decisions around pay costs would be critical. ▪ The core elements of delivering the education and student experience were being developed to include a blend of in-situ and online delivery and a carefully planned social calendar. Professor Helen O'Sullivan was playing a key role in online learning as she was nationally recognised for her work in this area. ▪ The University had previously been concerned about the student experience of those not on campus, so the current situation provided an opportunity to seek to address this. ▪ The first Virtual Open day would be held on Saturday 20th June 2020. ▪ Significant Covid-19 related research income had been awarded to staff at Keele. ▪ The building of the Vet School on campus was about to start. ▪ Extremely positive press coverage of the 5 Stage Plan, which would be the focus of the third Webinar Session. 		
4.	<p><u>Webinar 2: Risk Management</u></p> <p>Council received a presentation on the University's Risk Register from the Academic Registrar & Secretary that aimed to:</p> <ul style="list-style-type: none"> ▪ Ensure Council considered the major risks for Keele across all business areas ▪ Highlighted significant changes in our risk profile in light of Covid-19 ▪ Identified any areas where Council required further 		

	<p>assurance.</p> <p>It was noted that the full Risk Register had been provided to Council in the last Secretary's Interim Report.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> Pre-Covid-19 the University had no risks in risk profile A1 (high impact, high likelihood) as all risk were able to be mitigated. As a result of Covid-19, there were risks in A1 that related to financial unsustainability, Covid-19 interruption, inadequate response to government policy and overseas/PGT under-recruitment. There were also risks identified as B1, which were Home/EU under-recruitment and loss of research income. The sources of assurance provided to Council were noted and it was suggested that the list of actual assurances received by Council in the reporting period be included, with a particular focus on the high impact/high likelihood risks. The Risk Register required taking a more dynamic and agile approach in order to respond and adapt to changes in the current situation. 	<p>Provide detail on actual assurances received in next iteration of Risk Register.</p>	<p>Academic Registrar & Secretary</p>
5.	<p><u>Webinar 3: 5 Stage Plan & Framework</u></p> <p>The third webinar, delivered by the Chief Operating Officer, focused on the 5 Stage Plan that had been published by the University and had received high praise for its approach.</p> <ul style="list-style-type: none"> The plan detailed the 5 stages it was foreseen the University would progress through from 1 (Lockdown) to 5 (business as usual/new normal). The current status was level 4 and it was anticipated that we would be at level 3 by the start of term. The University was driven by plans for education and research and engagement. The aim was to provide an agile rather than fixed framework with the ability to move up and down the levels. The timings were defined by the University rather than the government. A more detailed internal planning framework had been developed and previously shared with Council that provided for a unified approach to planning, communication and risk management. 		

	<ul style="list-style-type: none"> ▪ The framework focused on nine enabling services: <ul style="list-style-type: none"> ○ Covid-secure work places ○ Halls of residences ○ Student Services/experience ○ International student experience ○ Professional services ○ IT ○ Campus services/amenities ○ Recruitment ○ Financial impact of delivery ▪ Members of the executive had been appointed as leads for each work stream, providing weekly updates against key milestones and forming the basis of all communications. <p>Council noted the following:</p> <ul style="list-style-type: none"> ▪ The opportunities presented by the current situation. ▪ Online learning should not be seen as a negative as evidence showed that a community-feeling and spirit could still be engendered. ▪ Members who worked in sectors where working from home was the norm were invited to share their practices following the meeting. It was recognised that the University needed to shift its emphasis from staff being in the office on campus 8.45 am – 5.00 pm to a more flexible approach that could also drive efficiencies. 		
6.	<p><u>Other Business</u></p> <p>The Chair thanked members for their contributions and the executive for the enormous amount of work that had gone into the presentations and getting the University to the position it was in.</p>		
7.	<p><u>Date of Next Meeting</u></p> <p>The date of the next Webinar would be Thursday 9th July 2020 at 9.00 am.</p> <p>The date of the next Vice-Chancellor's Drop-In Session would be 22nd June 2020 at 10.30 am.</p>		

COUNCIL WEBINAR

ATTENDANCE LIST – 12th June 2020 – VIRTUAL MEETING

Dame Jo Williams	Pro-Chancellor
Richard Barnes	Deputy Pro-Chancellor
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

	Professor Nicholas Forsyth	Senate Member
A	Dr Rebecca Leach	Senate Member
	Professor Peter Andras	Senate Member
	Emma Colley	Appointed by the Professional Services Staff

LAY MEMBERS APPOINTED BY THE COUNCIL

	Ruth Bagley
	David Brown
	Paul Clark
	Peter Harris
	Sajid Hashmi
A	Manali Lukha
	Sherree Schaefer
	Dr Lesley Thompson
	Professor Alistair Ulph

STUDENT MEMBERS

	Mari Chappell	Education Officer, KeeleSU
	Katie Charlton	President, Keele Postgraduate Association

SECRETARY TO COUNCIL

	Dr Helen Galbraith	Secretary to Council
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IN ATTENDANCE

	Rachel Adams	Director of Human Resources
	Dr Mark Bacon	Chief Operating Officer
	Paul Buttery	Director of Finance
	James Rushton	Independent Member of Nominations & Governance Committee
	Neil Clatworthy	Co-opted Member of Audit & Risk Committee

SECRETARIAT

	Fiona Dumbelton	Governance Manager
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Key A = Absent