



## **MINUTES OF THE MEETING OF COUNCIL**

**Held on Wednesday 12<sup>th</sup> September 2018**

**The Chair welcomed George Blake, President of the Keele Postgraduate Association to his first meeting and Rachel Adams, Director of Human Resources who would be attending meetings from hereon. She also welcomed Natalie Lloyd, Head of Development & Supporter Engagement as an observer.**

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.

### **2. MINUTES AND ACTIONS**

#### **(a) Minutes**

The minutes of the meeting held on 5<sup>th</sup> July 2018 were approved and signed.

#### **(b) Actions List**

Council received and noted the actions list.

### **3. STUDENT STORY**

A new initiative had been introduced whereby a student attended the meeting for 10 minutes to talk about their experience as a student.

## **PART 1 – THEMED DISCUSSION ITEMS**

### **1A. ITEM COMMERCIAL IN CONFIDENCE**

### **1B. RESEARCH EXCELLENCE FRAMEWORK PREPAREDNESS - RESEARCH OUTPUTS & ENVIRONMENT**

Council received a paper and a presentation from the Pro Vice-Chancellor (Research & Enterprise) on the University's preparedness for the Research Excellence Framework (REF) 2021.

This was the second part of a two part item; the first part led by the Director of Research, Innovation & Engagement in July 2018 focused on the impact of research beyond academia and this second part would focus on research outputs and the research environment.

Members were reminded that the REF was a UK-wide exercise that takes place every five to seven years to assess the quality and volume of research in UK universities to allocate £2bn of funding, c£7m of which was received by Keele based on the last REF in 2014.

A key feature of the REF 2021 was that all staff with 'significant responsibility for research' would be returned and would submit between one and five outputs. The criteria for this was staff for whom explicit time and resources are made available to engage actively in independent research and that research is an expectation of their job role.

Council noted the resource implications and pressure on staff in the lead up to the census date of 31<sup>st</sup> July 2020 and the trade-off between quality and quantity, particularly as 1\* and 2\* research would not attract any funding. Individual staff circumstances could be claimed, for example, early career researchers, secondments, career breaks or family-related leave, which would reduce the output pool total by up to 1.5 outputs per person.

Preparations for the research outputs element included:

- Drafting, consulting on and implementing the REF Code of Practice
- 'Ready for REF' meetings with Heads of Schools, Associate Deans for Research and Unit of Assessment leads
- Continuous audit of all REF eligible outputs
- Regular monitoring of use of the Open Access system to ensure compliance
- Improved communication e.g. REF town hall meetings, all staff emails

The environment element involved an institution- level environment statement, which should include details of context and mission, strategy, people, income, infrastructure and facilities. In addition, Unit level statements to include Unit context, people, income, infrastructure and facilities and collaboration and contribution to the research base, economy and society.

Preparations for the environment element included:

- First draft environment statements from the Units of Assessment
- Faculty Action Plans to address research metrics issues
- Developing a process to identify and report early career researchers
- A REF 2021 Project Plan, which is reviewed by UEC each month

Progress was being overseen in these two areas by a REF Outputs and Environment Steering Group, which was chaired by the Pro Vice-Chancellor (Research & Enterprise).

Council welcomed the report.

## **PART 2 - REPORTS**

### **2A. VICE-CHANCELLOR'S REPORT**

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

- Council received an update on the recruitment position. The Deputy Vice-Chancellor & Provost commended the phenomenally good Admissions Team, who had received a Keele Excellence Award this year. The Chair wished to record Council's thanks for their hard work and dedication.

- It was reported that Keele was back at the top of the league table for broad-based English universities in the National Student Survey, with a score of almost 90% for overall satisfaction compared to the national average of 83%. At subject level, Keele was ranked number one in the UK for eight subject areas, including physical and geographical sciences, environmental sciences, pharmacy, adult nursing, children's nursing, learning disability nursing, mental health nursing and midwifery. Keele was also ranked number two for medicine.
- The Destination of Leavers of Higher Education (DLHE) Survey results 2016-2017 were released during the summer. The proportion of Keele graduates obtaining graduate level jobs had increased from 79.5% to 82.1%, placing Keele significantly above the sector benchmark.
- It was reported that the newly appointed Chief Information Officer, Dan Perry, would join Keele on 1st October 2018.
- In July 2018, Keele was one of 42 higher education providers to join the first Office for Students (OfS) higher education register. Those wishing to charge higher tuition fees must also have an 'access and participation plan', which sets out how they would improve equality of opportunity for students from disadvantaged backgrounds and under-represented groups. Students at registered providers could take out government-backed tuition fee loans. Keele's registration was approved without any conditions.
- The latest version of the Corporate Risk Register was approved and the KPIs were noted.
- An update was provided on the development of a new Strategic Plan and it was noted that it would be the focus of the joint Senate and Council meeting later that afternoon.
- Keele had been shortlisted for four awards at the 2018 Green Gown Awards, including Sustainability Institution of the Year.
- Keele has been awarded £288,475 by Research England as part of a Global Challenges Research Funding Strategy to undertake a series of 11 projects that aim to address some of society's most pressing global challenges in the areas of social inclusion, global health and sustainable futures.
- Keele was named one of the top 100 Universities in Europe in the Times Higher Education Europe Teaching Rankings 2018.
- In July 2018, UEC agreed to extend the financial support for EEA nationals until the new immigration system of 'settled status' opens, which was likely to be March 2019. It also agreed to introduce a loan scheme for visa related expenses, which was open to any member of international staff.
- The Universities Superannuation Scheme had written to members and employees setting out the proposed changes to contribution rates. The consultation, which commenced on 3<sup>rd</sup> September 2018, closed on 2<sup>nd</sup> November 2018.
- The Universities and Colleges Employers Association (UCEA) led national pay talks earlier this year on behalf of 147 participating institutions, including Keele. Unfortunately, agreement had not been reached with the trades unions (with the exception of GMB) but, on the advice of UCEA, the award had been implemented. The Universities and Colleges

Union had notified the University that it would be balloting members about industrial action.

2B. ITEM COMMERCIAL IN CONFIDENCE

2C. SECRETARY'S REPORT

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

- Council received and approved the Annual Report of Council to the Senate 2017-2018.
- Council **resolved:**

**That** Dan Perry be appointed Chief Information Officer, commencing on 1<sup>st</sup> October 2018.

- Council noted the amendments to the automatic disqualification rules for charities and that members had received a form that should be completed and returned to the Secretary.
- Council noted that Chair's action had been taken on two occasions:
  - An amendment to Regulation 1A was approved by the Chair of Council on 17<sup>th</sup> July 2018 – The amendment provided clarification of the rules around modern foreign language modules and allowed credits to count towards an award even when they weren't gained as part of the student's main programme of study.
  - An amendment to remove Ordinance II and replace it with Regulation E.1 was approved by the Chair of Council on 23<sup>rd</sup> July 2018 – The amendment transferred the Credit and Awards Framework (how many credits are required for each type of award) from an Ordinance to a Regulation as the University is moving all the student-related regulatory information together into a more user-friendly set of Regulations.

**PART 3 - STRATEGIC UPDATE REPORTS**

3A. ITEM COMMERCIAL IN CONFIDENCE

**PART 4 – COMMITTEE REPORTS**

4A. COMMITTEE REPORTS – COMMERCIAL IN CONFIDENCE

*The Vice-Chancellor left the room for this item.*

Council received and noted the report of the meeting of the Senior Remuneration Committee held on 5<sup>th</sup> July 2018.

## COUNCIL ATTENDANCE – 12<sup>th</sup> September 2018

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|                           |                                    |
|---------------------------|------------------------------------|
| Dame Jo Williams          | Pro-Chancellor                     |
| Richard Barnes            | Deputy Pro-Chancellor              |
| Sally Bucknell            | Deputy Pro-Chancellor              |
| Richard Callaway          | Deputy Pro-Chancellor              |
| Professor Alistair Ulph   | Deputy Pro-Chancellor              |
| David Hall                | Honorary Treasurer                 |
| Professor Trevor McMillan | Vice-Chancellor                    |
| Professor Mark Ormerod    | Deputy Vice-Chancellor and Provost |

### *MEMBERS OF UNIVERSITY STAFF*

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

### *LAY MEMBERS APPOINTED BY THE COUNCIL*

Ruth Bagley  
Paul Clark  
Andrew Harris  
Sajid Hashmi  
Manali Lukha  
Simon Ramery  
Sherree Schaefer  
Vacancy

### *STUDENT REPRESENTATIVES*

|              |  |
|--------------|--|
| Tom Snape    | Union Development & Democracy Officer, KeeleSU |
| George Blake | President, Keele Postgraduate Association      |

### *SECRETARY TO COUNCIL*

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|--------------------|----------------------|
| Dr Helen Galbraith | Secretary to Council |
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### *IN ATTENDANCE*

|                         |   |
|-------------------------|---|
| Paul Buttery            | Deputy Chief Financial Officer              |
| Rachel Adams            | Director of Human Resources                 |
| Professor David Amigoni | Pro Vice-Chancellor (item 1B)               |
| Phil Butters            | Director of Estates & Development (item 3A) |

### *SECRETARIAT*

|                 |                    |
|-----------------|--------------------|
| Fiona Dumbelton | Governance Manager |
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### Key

A = Absent