



Keele
University

MINUTES OF THE MEETING OF COUNCIL

Held on Thursday 14th September 2017

The Chair welcomed Rebecca Leach (Senate member of Council for the Faculty of Humanities & Social Sciences) to her first meeting and Paul Reynolds (University Librarian) to the meeting as an observer. He also noted that it was the last meeting for Professor Rogerson who was about to finish his term as Head of School and, therefore, would cease to be a member of Senate and hence Council and thanked him for his contributions over the last 12 months.

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. Dr Leach declared an interest as she is married to a Newcastle under Lyme Borough Councillor. Mr Clark declared an interest as the former Parliamentary Private Secretary to Lord Adonis when he was Secretary of State for Transport.

2. MINUTES AND ACTIONS

(a) Minutes

It was noted that the minutes of the meeting held on 6th July 2017 were to be amended with regard to the discussion about the proposed Veterinary School.

(b) Actions List

Council received and noted the actions list. It was reported that the proposal for universities to become more involved in running schools is back on the government's agenda with the appointment of Sir Michael Barber as Chair of the new Office for Students, so the University will keep abreast of developments. It was also reported that, in response to the action to build a contingency into capital planning, a substantive piece of work is being undertaken by the Interim Director of Finance & IT and the Director of Estates & Development to improve capital forecasting to ensure it is more stable and accurate.

PART 1 – REPORTS

1A. COMMERCIAL IN CONFIDENCE

1B. SECRETARY'S REPORT

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

- It was noted that Ralph Findlay has informed Council that he intends to step down as Pro-Chancellor at the end of his current term of office on 31st August 2018. Responsibility for seeking a replacement lies with the Nominations Committee and discussions have already begun to establish how this might be done ensuring that all Council members are consulted during the process. Proposals will be presented to the Nominations Committee at its meeting on 3rd November 2017 with a view to seeking full Council approval of the appointment in February 2018.

It was also noted that Tony Crouch intends to step down as Honorary Treasurer at the end of the current academic year and that there is a vacancy following Eileen Manley reaching the end of her term of office. Recruitment to all three vacancies will be overseen by the Nominations Committee.

- As part of the Committee Review in 2014-2015 it was agreed that an Annual Report of Council would be prepared and sent to Senate at its first meeting of the academic year. The purpose of the report is to summarise the work of Council in terms of oversight and decision-making and to enhance Senate's understanding of Council activity.

Council resolved:

That the Annual Report of Council to Senate be approved.

- The Committee of University Chairs (CUC) HE Code of Governance stipulates that governing body effectiveness reviews must be conducted at least every four years. Keele's last review was undertaken in 2014 so we will be conducting the next review over the coming months. We are also looking to undertake an effectiveness review of Senate during the next academic year.

It was reported that initial thinking on the scope and format of the effectiveness review would be discussed with Senate and Council members during the joint meeting that followed this meeting. The initial phase of the Council review is intended to include focus groups, questionnaires, feedback from the biennial reviews and some desktop work to review documents such as the schedule of delegation and policy framework. We are also in discussion with the Leadership Foundation and counterparts at other institutions to ascertain best practice and to explore the possibility of external input into the review.

It was agreed that the morning of the day of the Council meeting on 15th February 2018 would be used to have an effectiveness review session with all members, potentially with external facilitation. The Council meeting would, therefore, finish later than normal at around 4.00 pm. This session would provide an opportunity to discuss the outcomes of the initial phase of the review, and to identify any further actions we wish to take forward.

[Secretary's Note: The approach presented at the joint meeting was endorsed]

- The Vice-Chancellor and University Executive Committee have put forward a number of changes to the titles of Professional Services Directorates, to reflect recent structural changes.

The key changes are:

- The Directorate of Engagement & Partnerships has been retitled the Directorate of Research, Innovation & Engagement to better reflect its role, and in view of the structural changes delivered through the RAISE project.
- The Directorate of Planning & Academic Administration and Student Support and Development Services (the latter previously part of Human Resources & Student Services under Claire Appleby) have been merged to form the Directorate of Student and Academic Services. The new title reflects structural changes already announced and reflects terminology in common use as a modern 'Academic Registry' equivalent at many other universities.
- The former Directorate of Human Resources & Student Services will now become the Directorate of Human Resources.

This will require a number of changes to the Statutes, Ordinances and Regulations. Amendments to reflect the retitling of the Directorate of Engagement & Partnership have already been approved by Chair's action.

Council **resolved**:

That the necessary amendments to the Ordinances and Regulations, which will be worked through following the meeting be approved.

The amendments to Statutes will require a special resolution of Council and approval by the Privy Council.

- It was noted that the following Chair's actions have been taken since the previous meeting:
 - To note that, on the recommendation of the Student Numbers and Fees Group, the Chair of Council approved the PGR tuition fees on 24th August 2017.
 - To note that, on the recommendation of the Chair of Senate, the Chair of Council approved the change in name of the Directorate of Engagement & Partnerships to Directorate of Research, Innovation & Partnerships and the necessary amendments to the Ordinances and Regulations on 24th August 2017.
 - To note that, on the recommendation of the Chair of Senate, the Chair of Council approved amendments to Ordinance IV: Award and Conferment of Degrees, Diplomas, etc. on 24th August 2017.

PART 2 – STRATEGIC UPDATE REPORTS

2A. COMMERCIAL IN CONFIDENCE

COUNCIL ATTENDANCE – 14th September 2017

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 Graham Rogerson	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
Simon Ramery
Sherree Schaefer
Dame Jo Williams
Vacancy

STUDENT REPRESENTATIVES

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

SECRETARY TO COUNCIL

Dr Helen Galbraith	Secretary to Council
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IN ATTENDANCE

Paul Buttery	Interim Director of Finance and IT
Paul Reynolds	University Librarian (Observer)
Phil Butters	Director of Estates & Development (for item 1A only)
Dr Mark Bacon	Director of Research, Innovation & Engagement (item 1A)

SECRETARIAT

Fiona Dumbelton	Governance Manager
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Key

A = Absent