LANCASTER UNIVERSITY

Minutes of a meeting of the Council
held on 25 November 2016

PRESENT: Pro-Chancellor (in the Chair); Vice-Chancellor; Professor A. M. Atherton; Mr D. Barron; Dr R. Boumphrey; Mr M. J. Dormer; Ms J. Dybell; Professor J. Garside; Mrs R. Georgiou; Professor S. Guy; Mr I. Johnson; Professor N. Johnson; Mr R. Johnson (from item CO.16/61); Professor K. C. Jones; Ms R. L. Jones; Mr E. McLaughlin; Baroness Neville-Jones; Professor J. F. O’Hanlon; Mr S. Reynolds; Professor E. Ritchie; Dr J. Taylor; Mrs V. Young.

IN ATTENDANCE: Mr P. Boustead; Mr T. Buckley (for item CO.16/61(c)); Professor S. Bradley; Professor A. G. Chetwynd; Professor S. P. Decent; Ms R. Hughes; Ms H. Hunter; Professor S. R. A. Huttly; Mr S. J. Jennings; Ms N. C. Owen; Mrs S. J. Randall-Paley; Mr M. Swindlehurst.

APOLOGIES FOR ABSENCE: Mr S. Franklin, Mr A. Warriner.

CO.16/56 Declaration of interest

Mr Barron declared an interest in The Work Foundation. There were no other declarations of interest.

CO.16/57 Minutes of the Meetings Held on 30 September 2016

Council approved the minutes of the meeting held on 30 September 2016 (SEC/2016/2/1194).

CO.16/58 Matters Arising

(A) GOVERNOR LIABILITY INSURANCE

(Minute CO.16/59(d) refers)

Further enquiries had established that the University was in line with the sector average for this type of insurance coverage.

(B) REVIEW OF THE ACQUISITION AND INTEGRATION OF THE WORK FOUNDATION (TWF)

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ITEMS FOR INFORMATION

CO.16/59 Vice-Chancellor’s Update and Questions to the Executive

The Vice-Chancellor provided an oral update on activities of interest to Council, including:
(i) that the University was preparing for its submission to the Teaching Excellence Framework (TEF) in the New Year;
(ii) that the University continued to provide support for staff and students potentially affected by the decision to leave the EU;
(iii) that a group was reviewing the University’s arrangements in light of the UUK taskforce report on violence against women, harassment and hate crime;
(iv) that HEFCE had recently reported on the financial health of the sector which highlighted an increasing divergence in the sustainability of institutions within the sector;
(v) developments relating to the Higher Education and Research Bill, including the introduction of a clause giving the Office for Students (OfS) responsibility for monitoring the financial sustainability of the sector;
(vi) that the Autumn Statement had included the announcement of £4.7bn funding for research and development and £1.8bn for Local Enterprise Partnerships (LEPs). There was also a pledge of £13M to support the Productivity Leadership Group.

Council noted the report.

President of the Students’ Union: Report

The President of the Students’ Union introduced the written report (SEC/2016/2/1398). Council noted the report.

The President of the Students’ Union would report back on the outcomes of discussions with the Jewish Society about the recent visit of the NUS President in due course.

ITEMS FOR DISCUSSION/APPROVAL

Strategy

(A) Strategic Partnership Opportunity: Progress Update and Next Steps

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(B) Strategy Update: Consultation Update

The Vice-Chancellor, the Deputy Vice-Chancellor and the Director of Strategic Planning and Governance introduced the report (SEC/2016/2/1405), setting out the arrangements and rationale for updating the Strategic Plan for 2020. There would be an opportunity for broader discussion at the next meeting of Council and for more detailed input and consideration in light of the feedback from the upcoming series of consultation meetings.

Suggestions for further consideration included around the growth of student numbers and greater focus on the external environment.
(C) **ANNUAL ANALYSIS OF ADMISSIONS OUTCOMES**

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(D) **N8 UPDATE**

Council noted the report summarising N8 collaborations (SEC/2016/2/1408).

**Governance**

(A) **PROCESS BY WHICH COUNCIL GAINS ASSURANCE ON TEACHING QUALITY**

The Pro-Vice-Chancellor (Education) introduced the report (SEC/2016/2/1409), summarising: the University’s proposed approach to enable Council to provide these quality-related assurances to HEFCE, as set out in the report; the review process for the 2016 report, including scrutiny by two lay members of Council, the Audit Committee and Senate; and, that Senate had formally approved the report for submission to Council and recommended that the information contained within the report provided full assurance to Council for confirmation as part of the HEFCE return.

Council:

(i) confirmed that the evidence presented provided full assurance for Council in relation to the HEFCE return for 2015-16;
(ii) agreed that the letter was submitted to HEFCE in light of the draft circulated, subject to a minor amendment.

(B) **AMENDMENT TO ORDINANCES**

Council approved the proposed amendments to Ordinances as set out in the report (SEC/2016/2/1411) and following recommendation from Senate.

(C) **STRATEGIC RISK REGISTER**

The Director of Strategic Planning and Governance introduced the report (SEC/2016/2/1412) outlining the proposed changes to the Strategic Risk Register and the risk ratings. Council approved the updated risk register.

(D) **MODERN SLAVERY ACT STATEMENT**

Council approved the Modern Slavery Act Statement for signature and publication on the University’s website (SEC/2016/2/1413).

(E) **PREVENT ANNUAL REPORT**

Council approved the Prevent Annual Report for submission to HEFCE (SEC/2016/2/1414).

(F) **REPORT ON USE OF UNIVERSITY SEAL**

Council received the report (SEC/2016/2/1353).
(G) **CURRENT SCHEDULE OF FUTURE COUNCIL BUSINESS**

Council noted the paper (SEC/2016/2/1418).

CO.16/63 Audit

The Chair of Audit Committee, Baroness Neville-Jones, introduced the Audit Committee Annual Report to Council and the Vice-Chancellor 2016, the Internal Audit Annual Report 2015/16, and the Letter of Representation for the External Auditors (SEC/2016/2/1415), setting out the work and outcomes of the Committee and the auditors for 2015/16. Baroness Neville-Jones also noted the engaged and considered approach adopted towards risk management by the University.

Council approved the Audit Committee’s Annual Report to Council and the Vice-Chancellor 2016, and noted that the Annual Report would be submitted to HEFCE. Council also noted the Internal Audit Annual Report 2015/16 and approved the signing of the Letter of Representation as presented for the External Auditors.

CO.16/64 Finance

(A) **ANNUAL ACCOUNTS 2015/16**

The Director of Finance presented the annual financial accounts for 2015/16 (FIN/16/73), which reflected a strong performance for the year.

The accounts had been considered and recommended for approval by the Audit Committee and Finance and General Purposes Committee. It was noted that, in line with the firm’s practice, the external auditor had asked for the inclusion of specific representations on key judgemental items in the Management Representation letter with regard to the USS pension liability and provisions (as reported in the previous item).

Council approved the annual accounts for the University for the financial year 2015/16.

Council recorded its thanks to the Finance Division for their work, particularly in the transitional year to FRS102. The Director of Finance also thanked Professor O’Hanlon for chairing the FRS102 Working Group and Mr Swindlehurst for his work on the revaluation exercise.

(B) **HEFCE ANNUAL ACCOUNTABILITY RETURN**

(i) **Financial Results 2015/16**

Council approved submission of the commentary to HEFCE (FIN/16/74).

(ii) **Annual Sustainability Statement**

Council agreed that the University provide the Statement to HEFCE in 2016 on a voluntary basis (SEC/2016/2/1419).
(iii) **Value for Money Report 2015/16**

Council approved submission of the report to HEFCE (FIN/16/64).

**CO.16/65**  
Human Resources

(A) **EQUALITY, DIVERSITY AND INCLUSION SUMMARY ANNUAL REPORT 2015-16**

Council approved the report (SEC/2016/2/1421).

(B) **RENUMERATION COMMITTEE: ANNUAL REPORT**  
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**ITEMS TO RECEIVE**

**CO.16/66**  
Lancaster Arts Annual Report

Council noted the report (SEC/2016/2/1424).

**CO.16/67**  
Measures of Success

Council noted the report (PSU/2016/0140).

**CO.16/68**  
Standing Committees and Reports

Council noted the reports of:

(i) Audit Committee meetings held on 30 September 2016 and 28 October 2016 and approved the recommendation for amendments to its terms of reference as set out at item 3 (SEC/2016/2/1348);

(ii) Estates Committee meeting held on 4 November 2016 and approved the revised terms of reference (SEC/2016/2/1355);

(iii) Finance and General Purposes Committee meeting held on 4 November 2016 (SEC/2016/2/1354);

(iv) Senate meetings held on 21 September 2016 and 9 November 2016 (SEC/2016/2/1427);

(v) University and Students’ Union Joint Committee meeting held on 23 September 2016 (SEC/2016/2/1428).

**CO.16/69**  
Date of Next Meeting

Council noted that the next meeting will take place on **Friday 27 January 2017** at **12.30 p.m.** in the **Private Dining Room, County College.**