COUNCIL MINUTES
MEETING HELD ON 18th MAY 2018

Members

<table>
<thead>
<tr>
<th>Officers</th>
<th>Meeting 1 06.10.17</th>
<th>Meeting 2 17.11.17</th>
<th>Meeting 3 09.02.18</th>
<th>Meeting 4 16.03.18</th>
<th>Meeting 5 18.05.18</th>
<th>Meeting 6 06.07.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Rob Woodward</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ms Julia Palca (Chair)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Sir Paul Curran (President)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

| Independent Members        |                    |                     |                     |                     |                     |                     |
|----------------------------|                    |                     |                     |                     |                     |                     |
| Sir Brendan Barber         | ✓                   | ✓                   | A                   | ✓                   | ✓                   | ✓                   |
| Dame Lynne Brindley        | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Mr Andy Friend             | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Professor Iain Gray        | ✓                   | ✓                   | A                   | ✓                   | ✓                   | ✓                   |
| Mr Adrian Haxby            | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Philippa Hird           | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Professor Chris Jenks      | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Janet Legrand           | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Sir John Low               | A                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Hunada Nouss            | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Jacky Wright            | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Mr Ron Zeghibe             | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |

| Staff and Student Members  |                    |                     |                     |                     |                     |                     |
|----------------------------|                    |                     |                     |                     |                     |                     |
| Professor Marianne Lewis   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Mary Luckram            | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Ms Olesea Matcovschi       | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Professor Stanton Newman   | ✓                   | ✓                   | A                   | N/M                 | N/M                 | N/M                 |
| Ms Liz Rylatt              | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   | ✓                   |
| Professor Debra Salmon     | N/M                 | N/M                 | ✓                   | ✓                   | ✓                   | ✓                   |

Key: ✓ In Attendance  A Apologies  P Part Attendance N/M Not a Member  S Sabbatical

In Attendance Reason and Meeting Section
Professor David Bolton Deputy President & Provost (DP&P)
Mr Kevin Gibbons Director of Property and Facilities for Item 13
Professor Andrew Jones Vice-President (Research & Enterprise) (VP (R&E))
Dr William Jordan College Secretary
Ms Sarah Lawton Governance Administrator
Krina Perelygina SU President-Elect
Professor Susannah Quinsee Director of Learning Enhancement & Development (LEaD) for 1 - 9
Ms Midge Seymour-Roots Head of Student Counselling & Mental Health (SCMHS) for 1 - 9
Professor Richard Verrall Vice-President (Strategy & Planning) (VP (S&P))

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

1. Highlighted Items
   Council agreed the highlighted items.

2. Minutes
   The minutes of the meeting held on 16th March 2018 were approved.

3. Matters Arising
   Council noted the table of actions arising from past meetings.
Matter Arising 4
The Deputy President & Provost reported on the impact on students of industrial action. A Quality & Standards Working Group, which included the SU President, had been established to take stock of the impact of industrial action on learning opportunities, and how educational issues arising from industrial action should be addressed. An important principle was that all members of a cohort would be treated in the same way, whenever an individual from that cohort brought forward a complaint. A complete record of cancelled teaching and learning activities had been developed which had helped identify programmes most affected by industrial action.

Over 300 student comments and/or complaints had been received and of these around 50 had so far been identified as formal complaints and 4 were currently under consideration in the second stage of the formal complaints process. It was anticipated that further complaints would be received if students felt that the action had impacted on their year’s assessment outcomes.

The SU President noted that the SU took issue with the approach currently being adopted by City in relation to financial compensation, particularly to courses such as midwifery where a large number of modules had not been delivered over the 14 days of industrial action. The Deputy President & Provost set out the approach being adopted, which was, in the first instance, to seek to provide for students the full set of academic experiences they would have been offered had there been no industrial action. The approach was in line with City’s legal advice and sector advice from the Office of the Independent Adjudicator and UUK.

Matter Arising 5
The HR Director reported that a working party had been formed to work through current contractual issues relating to ‘Research Students Who Teach’. Negotiations continued with the UCU and Students’ Union. She was optimistic that a new IT platform would enable the same contracts to be offered, in September, to ‘Tier 4 Research Students Who Teach’ as to other such students.

4. Conflicts of Interest
There were no conflicts of interest declared.

5. Items Specially Brought Forward by the Chair
The Chair welcomed Kristina Perelygina, incoming SU President as an observer and noted that Kristina would attend the July Council meeting as a member.

The Chair had attended the CUC Plenary event which had considered a revised draft of the CUC Remuneration Code. She had expressed City’s support for the thrust of the proposals to improve transparency on senior remuneration issues.

The next meeting of Senate was scheduled for 2pm on 11th July and the Chair invited lay members to notify the Governance Team if they wished to attend. The 2018/19 Senate meeting dates would be circulated following the meeting and lay members were encouraged to attend one of these where possible. [Action]

The final Plenary dinner of the year will take place on Thursday 5th July and would include an overview of the 2017/18 academic year. Recent past members of Council and all Honorary Rectors would be invited to attend.

The Chair thanked Council members for their agreement, by correspondence, to the proposed terms for the sale of City Bath Street property. This was due for completion later that day.
The Chair noted that it was Olesea’s final meeting as SU President and a Council Member and, on behalf of Council, thanked her for all her hard work. Olesea noted that she had very much enjoyed her time as a student and a Sabbatical Officer and would remain an ambassador for City.

It was also Professor Richard Verrall’s (VP Strategy & Planning) final meeting and the Chair, on behalf of Council, thanked Richard for all of his hard work on finalising the Strategy 2026 and facilitating its implementation.

6. Council Calendar
Council noted the calendar.

An update on IT was scheduled for the next meeting and the College Secretary would invite the Director of IT to attend the June SIPCo meeting prior to presenting to Council.

[Action]

Part Two – Reports from the President and SU President

7. President’s Report
The President highlighted several items from his report. In discussion the following points were noted:

- Following agreement between UUK and UCU to establish a Joint Expert Panel to consider the valuation of the USS fund, industrial action had been suspended. The Panel aims to produce an initial report by September.
- Members are due to be consulted by the USS Trustee on the implementation of the cost-sharing provision in September. Meanwhile, discussions would continue between the USS Trustee, the Pensions Regulator, UUK and government Ministers about this timing. All parties understood the importance of avoiding a premature triggering of this provision.
- UCEA, representing 147 participating HE employers, had made a final pay offer of 2% with a higher pay uplift for the lower paid.
- 2019 marked the 125th anniversary of City’s establishment and represented an important opportunity to celebrate City’s development. A paper on plans for the celebration of the anniversary would be presented to the next meeting of Council. [Action]
- Agreements reached just prior to Easter on the rights of EU citizens in the UK came as a welcome relief to our many colleagues from other parts of the EU.
- City had attended the British Council’s “Going Global” conference for the first time. It was held in Kuala Lumpur and City sent a delegation of 13 academic and Professional Services colleagues, led by the President, to explore academic and professional partnerships. City had more Malaysian postgraduate students than any other university in the UK.
- The development of new Interdisciplinary Centres at City was warmly welcomed. Further detail of the Centres would be distributed to all Council members. [Action]
- Contributions of the Deans to the President’s Report on actions taken to address issues arising from the Pulse Survey had been very welcome.
- A paper setting out proposals for improving the President’s Report to Council would be discussed at the next meeting of CGNC. This would be circulated in draft to all lay members of Council for input prior to the CGNC discussion. [Action]
8. **Students’ Union Report**

The Students’ Union (SU) President highlighted items from her report. In discussion the following points were noted:

- The Sabbatical Officers take office on 1 July 2018 after a short handover period with the existing officers starting on 18 June 2018. The Chair congratulated the SU President on the record level of turnout achieved in this year’s election.
- The newly reformed student newspaper “The Beacon” was being led by the former SU President, Issy Cooke.
- In partnership with LEaD, the SU would host the Academic Impact Awards on May 24 at 5pm in the Oliver Thompson Lecture Theatre. All Council Members were welcome to attend.
- “Study Well” the Union’s institution-wide campaign to support students’ academic performance and overall wellbeing during the exams and assessment period began on 14th May and would run until 8th June.
- Funding for “Study Well”, provided from the Saddlers Company via DARO would end this year and alternative funding would be required for future years.
- The Union was currently creating an annual survey, to gain insight into student opinion on aspects relating to the Union. The findings would be used to assess progress on the Unions’ strategic plan.

**Part Three – Major Items for Discussion or Decision**

9. **Student Counselling & Mental Health Services at City**

Council considered the report on Counselling & Mental Health Services (SCMHS) at City and in discussion the following points were noted:

- The paper was timely in the light of recent media coverage of tragic events at Bristol University; and helpfully gave an overview of sectoral and societal issues alongside an account of student mental health issues and services at City, focussing on the work of the SCMHS.
- City took student mental health extremely seriously. In keeping with figures reported by other institutions, the SCMHS had seen an increase in demand, particularly in the number of complex student cases. To meet this demand, an additional two staff members had been employed recently. City’s service provision differed from that of many other institutions, however, as so many of its undergraduate students lived at home and had maintained their support networks.
- All SCMHS staff had attended Applied Suicide Intervention Skills Training (ASIST) to assist with prevention, intervention and postvention (supporting bereaved friends, staff or relatives post suicide).
- City was fortunate to have a low suicide rate, but the service was not complacent. SCMHS engaged in preventative work with students and staff across the university, including mental health awareness training for staff and “look after your mate” initiatives for students. The service, in particular, worked closely with Personal Tutors and ran a series of workshops with them to enable them to recognise potential issues and refer students where necessary. The service also worked closely with the Student Centre and accommodation providers.
- City was currently consulting on the UUK programme #stepchange which could provide a structured framework for further embedding and extending City’s commitment to supporting mental health and wellbeing. A report on this would be presented to ExCo in July and later to Council. [Action]

Professor Susannah Quinsee and Ms Midge Seymour-Roots left the meeting.
10. **Staff and Student Wellbeing – Three Issues**

Council considered the Staff and Student Wellbeing report and in discussion the following points were noted:

- Low reported rates of sexual harassment and sexual misconduct at City were welcome. But it would be important for the Working Group on Sexual Misconduct & Sexual Harassment to consider reporting practices and how reporting of such issues could be encouraged, and at whether City could learn lessons from other HEIs in capturing the content of 'informal' complaints on such matters. It would be important to ensure that any abuse of power could be addressed effectively.

- It was also important to develop a common understanding between ‘managers’ and their staff of the boundary between the proper exercise of authority and the bullying and harassment of staff. It was also important to recognise that at times of rapid change, it would inevitably be harder to maintain such a common understanding.

- The relationship with academic staff had improved since the suspension of industrial action, but there was heightened sensitivity. For example, there were issues at present, which the Executive was discussing with the UCU and the Students Union, relating to arrangements for the temporary accommodation of academic staff in the Law School and PhD students in SASS to enable the development of the CIC site.

- Much constructive dialogue between HR and the Trade Unions were underway on a range of proposed changes to procedures and policies (for example, on Role Profiles) and a bid for increased facility time from the Trade Unions was currently being considered. A new Head of Employee Relations had been appointed; and it was hoped that this would further improve relationships with the Trade Unions.

11. **OfS Registration Documents**

Council noted the documentation submitted to OfS on 30th April in support of City’s application for registration. The outcome of City’s application would become known over the summer. In discussion the following points were made:

- The OfS student panel would be developing proposals about how HEIs could best demonstrate value for money for students.

- A review of terms and conditions for students at City was underway. The outcome of that review could be considered by one of Council’s Committees. The College Secretary would discuss further with colleagues which Committee or Committees of Council should receive and consider updates on this work. [Action]

11.2 **OfS Registration Process**

Council considered the paper which outlined concerns about data processing expressed to the College Secretary and in discussion the following points were noted:

- Lay members of Council believed it was important that OfS be alerted to the issues identified in the paper about the OfS privacy policy.

- The Chair of Council would write to OfS accordingly, but it would be important that the tone of the letter was well-judged. The College Secretary would review further the proposed text of the letter before issue. [Action]

12. **Draft Budget for 2018/19**

Council noted the draft Budget 2018/19 and in discussion the following points were made:

- City was still growing under the Draft Financial Plan but not, as a result of increased competition within London, as rapidly as had been anticipated. The
consequences of a small proportion of this year’s 2% pay offer had still to be factored in to the forward budget.

- City’s tuition fee and education income constituted almost 80% of its total income. Its ability to further diversify its income streams in the short-term was limited.
- The outcome of current discussions about the funding of USS, if unfavourable, could lead to additional costs to City of some £5M to £8M a year. While such an outcome was unlikely, some additional costs for pension provision might well be required, over and above planned provision.
- The adjustments being made to the original five year plan at present (deferral of some investment, postponement of some maintenance works, small across the board cuts in administrative budgets) offered the best short-term way forward.
- It was worth Council considering further City’s current and planned cost base; and also exploring ongoing activities and options for the diversification of City’s income over the medium and longer term. This would be a suitable topic for Council’s Away Day in February 2019.

13. Cass Estate: Options and Next Steps
Council considered the paper.

*This item is continued in Section B of the Minutes, Closed Business.*

*Mr Kevin Gibbons left the meeting.*

14. GDPR Update
Council noted the GDPR Update and in discussion the following points were noted:

- Further progress had been made in implementing recommendations of the Internal Audit report on GDPR preparedness since the update provided to the March meeting of Council.
- The Information Governance Working Group had met on 12\textsuperscript{th} April to discuss preparedness for GDPR and the topics arising from the Internal Audit. The level of attendance and engagement across the SIRO community was high and no data breaches had been reported since the previous meeting.
- The Data Protection Officer had sent a message of introduction to all staff which had resulted in a steady stream of enquiries, mostly from academics at City keen to comply fully with GDPR.
- A new Head of information Assurance, Julian Spain, had been appointed and until his arrival the Director of IT had engaged an interim, Dhivy Venkatachalam, to support the DPO and GDPR activity. This arrangement was working well.
- The main priority for the DPO over the coming week would be to ensure that all ‘high risk’ areas at City fully understood their obligations under GDPR.
- A short review of the College Secretary as DPO would be carried out in the autumn, the results of which would be presented to CGNC and Council.

[Action]

15. Governance Matters

15.1 Appointment of a New Council Independent Member

**Decision**
Council approved the appointment of Dr Paula Franklin for a period of 3 years from 1\textsuperscript{st} July 2018.
15.2 SIPCo Annual Report
Council received a verbal report from the Chair of SIPCo and in discussion the following points were noted:

- The Committee had met five times during 2017/18 and a final meeting was scheduled for 14th June. There remained an open invitation for lay members to attend SIPCo meetings.
- SIPCo had heard presentations from Deans on all five School Plans and the exercise had been extremely useful.
- The Committee was considering, with the President and Chair of Council, which of the other strategies that supported the Vision & Strategy 2026 should be considered and had started with the Implementation Plan for Research & Enterprise strategy at the April 2018 meeting.
- SIPCo would continue to receive and consider both institutional and School-level KPIs and PIs, while Council received reports only on institutional KPIs and PIs.
- As well as considering all regular financial reports before they were submitted to Council and regular Strategic Estates Projects Progress Reports, SIPCo had endorsed three business cases for Council approval.
- SIPCo had approved the Annual Transparency Return to HEFCE (TRAC) 2016/17 on behalf of Council.
- The SIPCo Effectiveness Review 2017/18 online questionnaire was now “live” and once completed by all members and regular attendees, the findings would be collated and reported to the June SIPCo meeting.
- The Chair thanked the Chair of SIPCo and its members for their hard work.

Part Four – Information

16. Minutes for Note
16.1 Audit & Risk Committee, 26th February 2018
16.2 Senate, 7th March 2018
16.3 Remuneration Committee, 15th March 2018
16.4 SIPCo, 19th April 2018

17. Prevent Duty Annual Reporting: Monitoring Outcome
Council noted the letter from HEFCE confirming that City had “demonstrated sufficient evidence of due regard to the Prevent Duty”.

18. Strategic Estates Projects Update
Council noted the update.

19. Register of Collaborative Provision
Council noted the register.

20. Council and its Committees’ Meeting Dates
Council Members noted the dates.

21. FOI Review
Council agreed that no changes were required.

22. Date of Next Meeting
Friday 6th July 2018.

Part Five – Meeting of Independent Members
There was a meeting of the Independent Members, which was not minuted.

Julia Palca
Chair of Council
May 2018