

**UNAPPROVED COUNCIL MINUTES
MEETING HELD ON 23rd FEBRUARY 2023, 9.00am to 10.00am
NORTHAMPTON SUITE**

Members		Meeting 1 06.10.22	Meeting 2 25.11.22	Meeting 3 23.02.23	Meeting 4 31.03.23	Meeting 5 18.05.23	Meeting 6 29.06.23
Independent Members	Ms Julia Palca (Chair)	✓	✓	✓			
	Professor Sir Anthony Finkelstein (President)	✓	✓	✓			
	Ms Kru Desai	✓	✓	✓			
	Ms Adrienne Fresko	✓	✓	✓			
	Mr Simon Harding-Roots	A	A	✓			
	Mr Adrian Haxby	✓	✓	✓			
	Mr Thomas Lee-Warren	A	A	N/M			
	Dr Andrew Mackintosh	✓	✓	✓			
	Ms Catherine McGuinness	✓	✓	A			
	Ms Ebele Okobi	✓	A	A			
	Mr Anant Prakash	✓	A	✓			
	Ms Jen Tippin	A	A	A			
	Mr Ron Zeghibe	✓	✓	✓			
Staff and Student	Professor Elisabeth Hill	N/M	✓	✓			
	Ms Mary Luckiram	✓	✓	✓			
	Professor Debra Salmon	✓	✓	✓			
	Professor Andre Spicer	N/M	✓	✓			
	Ms Gesmina Tsourrai	✓	✓	✓			
Ms Helen Watson	✓	✓	✓				

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

In Attendance	Reason and Meeting Section
Mr Dominic Davis	Director of SPPU
Dr William Jordan	College Secretary
Ms Sarah Lawton	Governance Administrator
Ms Marion O'Hara	Chief Financial Officer

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

- Highlighted Items**
Council **agreed** the highlighted items.
- Minutes**
The minutes of the meeting held on 25th November were approved.
- Matters Arising**
Council noted the actions arising from past meetings.

Matter Arising 1: Industrial Action

UCU: The current period of industrial action was for 18 days, running discontinuously from 1st February to 22nd March. As in the November 2022 period of action the impact of the action on teaching and on students has been concentrated in specific departments and programmes. Reporting of the impact and of the mitigations by staff to make up the lost learning/deliver the learning outcomes was a current priority for Schools, co-ordinated by Juliet John, VP for Education and the Deputy Chief Operating Officer, Mark Hollingsworth, working closely with School COOs.

Following the first three weeks of action (6 strike dates), the UCU action on pay and pensions had been suspended for a period of two weeks, whilst intensive negotiations take place between UCEA and the Joint Trade Unions, facilitated by ACAS. The facilitated discussions were focussing on a potential review of the single pay spine and other non-pay matters, including contract type, workload and pay gaps. If the talks were not successful strike action would resume on 16th March for a further 5 days.

The current mandate for industrial action ran to 23rd April. UCU was balloting its members to gain a new mandate for Strike Action and Action Short of a Strike.

UNISON had called on its members to take action for six days. The first three days of action (last week) did not have a material impact. Through planned mitigations all buildings remained open and library services were largely unaffected. The three days of UNISON action scheduled for this week had also been suspended as part of the Joint Agreement with UCEA on intensive negotiations on pay and the pay spine.

Matter Arising 2: COLAI

No further action was required on the part of City and this Matter Arising would be deleted.

4. Conflicts of Interest

None related to this schedule of business.

5. Items Specially Brought Forward by the Chair

Class Action

City would commence the process of cross-referencing the list of claimants with Registry and this work would be overseen by the Deputy COO. 708 names were currently on the claimant list. This approach had been agreed with Pinsents.

Operational Strategy

The COO reported that there were a number of work streams being taken forward as part of the operational strategy and that in December SLT had agreed a target operating model for City. Key areas of focus would include the streamlining and centralisation of admissions activities, work to streamline complaints and appeals processes for students, and to strengthen student welfare and support. Mapping exercises were also underway, including mapping of the student journey and mapping of the academic year, which would then underpin all other activity.

ERP was a big area requiring attention and as noted at SaFCo, it had been necessary to review our approach, and then recommence the procurement process for potential suppliers for the SAP Replacement Project.

Operations would be underpinned through a 'Head of Professions' structure which would enable local management of key processes, but to agreed and consistent standards. 'Communities of practice' would be developed around critical processes such as procurement. Through this work, City's change capability and resilience would be built up.

The new Chief Information Officer (CIO) would be pivotal to much of this work. The CIO would be invited to present jointly with the VP, D&SE, an IT Report to include City's digital vision and overall "state of the nation" at the May meeting. **[Action]**

Staff Survey

The Staff Survey had been conducted in Autumn term with a 62% participation rate. A large proportion of staff felt proud to work for City. But there were lower scores for the capability of City's Senior Leadership with only 28% of the opinion that City was well led. The President was disappointed with the results and SLT had agreed plans to address the issues, including for the development of middle management. A full report would come to Council in March.

Finances Update

The CFO noted that significant in-year savings had been found, but more savings were required to be "safe" in relation to breach of covenant. A further £2M in savings needed to be identified and a further update would be provided to SaFCo and Council in March.

Council Recruitment

Both Jen Tippin and Dr Andrew Mackintosh were sadly stepping down when their respective terms of office come to an end.

Russell Reynolds were assisting with the recruitment of a former VC to provide Council with HE experience. As this would be the final piece of work undertaken by Russell Reynolds for City in this capacity, the process for recruiting “head hunters” had commenced.

Moving forward, it would be crucial to recruit a new Council member with a strong HR background to replace Jen as Chair of Remuneration Committee.

6. Calendar

Council noted the calendar of business. Owing to the large amount of business scheduled for the March meeting, Council agreed to extend the meeting by an hour and a half.

There was a possibility of a rail strike taking place on 30th March and if this went ahead it could impact the Plenary Dinner. This would be kept under review.

7. Honorary Degree Nominations

Council considered the five nominations as recommended by CGNC. On this occasion, no women had been nominated, but CGNC had subsequently agreed to endorse further candidates for consideration by Council, who were not all male. CGNC would also be taking action to encourage Deans to nominate more female candidates for Honorary Degrees. **[Action]**

Decision

Council **approved** the five nominations.

This item is continued in the Closed section of the minutes.

8. Prevent Refresher Training

Council received Prevent refresher training from the Head of Student Support Services.

9. The Regulatory Environment

Council noted the presentation for information.

10. Strategy and Finance Committee Minutes

Council noted the minutes from the meeting held on 26th January 2023.

11. Safeguarding at City Policy

Council received the Safeguarding at City Policy which had been developed following a review involving extensive consultation with key stakeholders across the University.

Decision

Council **approved** the Safeguarding at City Policy.

12. Annual Research Integrity Report

Council noted the report.

13. AOB

No further business for discussion.

14. FOI Review

Council **agreed** that no changes were required.

15. Date of Next Meeting

Friday 31st March, Plenary Dinner on Thursday 30th March.

Julia Palca,
Chair of Council
March 2023