

COUNCIL MINUTES
MEETING HELD ON 9th FEBRUARY 2018

Members		Meeting 1 06.10.17	Meeting 2 17.11.17	Meeting 3 09.02.18	Meeting 4 16.03.18	Meeting 5 18.05.18	Meeting 6 06.07.18
Officers	Mr Rob Woodward	✓	✓	N/M			
	Ms Julia Palca (Chair)	✓	✓	✓			
	Professor Sir Paul Curran (President)	✓	✓	✓			
Independent Members	Sir Brendan Barber	✓	✓	A			
	Dame Lynne Brindley	✓	✓	✓			
	Mr Andy Friend	✓	A	✓			
	Professor Iain Gray	✓	✓	A			
	Mr Adrian Haxby	✓	✓	✓			
	Ms Philippa Hird	✓	✓	A			
	Professor Chris Jenks	✓	✓	✓			
	Ms Janet Legrand	✓	✓	✓			
	Sir John Low	A	✓	A			
	Ms Hunada Nouss	✓	P	✓			
	Ms Jacky Wright	✓	A	✓			
	Mr Ron Zeghibe	✓	✓	✓			
Staff and Student Members	Professor Marianne Lewis	✓	✓	✓			
	Ms Mary Luckiram	✓	✓	✓			
	Ms Olesea Matcovschi	✓	✓	✓			
	Professor Stanton Newman	✓	A	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)
Professor Roger Crouch	Dean of the School of Mathematics, Computer Science & Engineering
Professor Ken Grattan	Dean of the Graduate School
Professor Chris Greer	Dean of the School of Arts and Social Sciences
Professor Andrew Jones	Vice-President (Research & Enterprise) (VP (R&E))
Dr William Jordan	College Secretary
Miss Sarah Lawton	Governance Administrator
Professor Stanton Newman	Vice-President (International) (VP (I))
Rebecca Sudworth	Director of Strategic Planning and Performance
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 17th November 2017 were approved.

3. **Matters Arising**

Council noted the table of actions arising from past meetings.

Matter Arising 3 - The Director of HR confirmed that she had asked the Organisational Development Team, who were undertaking work on the "City Community" to liaise with the SU. The SU President asked that the matter not be deleted, however, until the SU had actually been contacted by the Organisational Development Team.

Matter Arising 6 – The Director of HR noted in relation to potential UCU industrial action that City would be doing all it could to mitigate the impact of any action on students. At the same time, the Executive would not wish to cause ongoing damage to the relationship with staff who took industrial action. She was exploring the actions proposed elsewhere in the sector, including within the S10 Group and members of the University of London. Once City's view was determined a message would be sent to staff and students, along with a set of FAQs for Heads of Departments, Deans and Professional Service Directors. This communication would be forwarded to members of Council. **[Action]** The SU President noted that a key concern for the SU was to ascertain how much was being done by the Executive to prevent strike action.

Matter arising 11 – The Director of HR noted that dialogue continued with the Deputy Director of HR, Dean of the Graduation School and the SU President about contractual issues relating to research students who teach at City. It had become evident that some areas of inconsistent practice would need to be addressed. For the future, the focus would be on developing systems to enable Tier 4 students to be treated on the same contractual basis as other students. The planning for those systems changes would need to take place by May 2018. Dialogue also continued with the SU and the UCU in relation to possible changes to the basis on which PhD studentships were currently set up. The SU President tabled a paper setting out her proposals for the way forward. The Director of HR would provide Council with a further report on progress at its meeting on 16th March. **[Action]**

4. **Conflicts of Interest**

The College Secretary asked for a conflict of interest to be noted in relation to Agenda Item 7 and the proposal that he be appointed as City's Data Protection Officer.

5. **Items Specially Brought Forward by the Chair**

The Chair expressed Council's thanks for the excellent presentation and training given prior to the Council meeting by City's Prevent Duty Lead, Yewande Akindele for those Council Members who had not previously been trained.

At its meeting in January, SIPCo agreed to recommend to Council that it should not require a full business case to be developed for approval of the expenditure on *Modernising Administration for Students*. The decision was made because the expenditure, which had hitherto been seen as a series of loosely connected projects, were now to be formally constituted as a programme. SIPCo would, however, receive an annual report on the outcomes achieved by the programme. Council was content with the proposed way forward.

A further meeting of the fundraising group had taken place in January to discuss progress with the Cass fundraising campaign. The process of appointing a Head of Fundraising was underway and Ron Zeghibe had agreed to become a member of the interview panel. The fundraising group would meet again in March.

The CUC was in the process of holding a formal consultation on a new draft set of guidelines to determine how universities should approach senior pay and to address the issue of transparency. The consultation would close on 12th March. The Chair noted that City should be in a good position on these issues given the work which Remuneration Committee had already undertaken with regard to transparency.

The current proposal for the topic for discussion at the Plenary Dinner on 15th March was International Recruitment but other suggestions would be welcomed by the Chair.

Following a recent meeting of the House of Lords Unopposed Bills Committee, the College Secretary sought Council's confirmation that it was still content with its decision to agree to the proposed changes to the University of London Act; and with the proposals for a revised approach to the process of consultation over the making of, or amendments to, the Statutes of the University of London. Council **agreed** that it remained content and the College Secretary would confirm this to the University of London in writing. **[Action]**

6. Council Appointments

Council considered recommendations from CGNC for appointments to Deputy Chair of Council, Chair of Corporate Governance and Nominations Committee (CGNC), Chair of Remuneration Committee (RemCo) and for a new staff member of Council.

Decisions

Council **approved** the following appointments:

- Janet Legrand as Deputy Chair of Council with effect from 9th February 2018
- Adrian Haxby as Chair of CGNC with effect from 9th February 2018
- Sir John Low as Chair of RemCo with effect from 1st April 2018
- Professor Debra Salmon as a staff member of Council from 9th February 2018 for two years in the first instance, to enable Council to consider whether, at the end of this period, it would be helpful for another Dean to assume this role.

7. Appointment of a Data Protection Officer

Council noted that City was required, under the General Data Protection Regulations (GDPR), to appoint a Data Protection Officer reporting to the highest level of management but who could act independently and without conflict of interest when advising on data protection matters.

The paper provided to Council set out the options for the appointment at City and at its meeting on 6th February 2018, CGNC had agreed to recommend to Council that the College Secretary be appointed to the role.

Introducing the item, the College Secretary noted that the paper involved Council in making a decision about increasing the hours worked by and the remuneration of a member of Senior Staff (as defined in the Ordinances); and that this would be reported to the Remuneration Committee and noted in the minutes of its next meeting.

Decision

Council **approved** the appointment of the College Secretary as Data Protection Officer, on the basis of increasing his hours from 0.8 FTE to 0.85 FTE and agreed that the position be reviewed after six months in light of the volume of work required. **[Action]**

8. Institutional KPIs and PIs

Council received the paper which had been postponed from the November meeting of Council and which reported on progress at institutional level against the four Academic Output KPIs and fifteen supporting PIs which underpinned the Vision & Strategy 2026. Three PIs (4, 8 and 9) were not included as the methodology was under review and these would be reported during the next six months.

9. KPMG Statement

Council noted the statement which confirmed that KPMG had ceased to hold office as External Auditors for City, University of London.

10. SIPC Co Minutes 18th January 2018

Council **noted** the minutes.

11. Any other business

None reported.

12. FOI Review

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

13. Date of Next Meeting

Friday 16th March 2018.

Julia Palca
Chair of Council
February 2018