

## Council Work Plan 2023-24

The Council's work plan is updated after each meeting and posted on the Council's website. For the full list of Council meeting dates, and corresponding paper deadlines, see: [How to... submit papers to the University Council \(cam.ac.uk\)](https://www.cam.ac.uk/understanding-cam/how-to-submit-papers-to-the-university-council)

### Notes

Short meetings will focus on routine and/or urgent business.

Starred items will be deemed to be approved without discussion, unless a Council member requests that they be discussed under ordinary business.

The following items are included as ordinary business on the agenda of every Council meeting:

- Declarations of Interest
- Chair's Report
- Minutes
- Matters Arising
- Updates on the USS, Industrial Action and Pay Negotiations (*until February 2024*)
- Council Circulars

**Items which we expect to come to the Council in 2023-24, but which have not yet been pencilled in for a particular meeting (possible topics for strategic discussions are shown in red text):**

#### ***Governance-related***

- Updated Terms of Reference for Various University Committees (including safety committees)
- University Travel Insurance

#### ***HR-related***

- Amendments to the Professorial Pay Review Scheme (starred item following BC)
- Pros and cons of opting out of the national pay negotiations

#### ***Finance-related***

- Financial sustainability, Including an Update on Progress Towards Prioritisation, Additional Income Generation and Savings
- Revised Financial Regulations (ET)

#### ***Estate/sustainability-related***

- Lucy Cavendish College North West Cambridge Scheme: Outline Business Case

- Sustainability Strategy - Final Version for Approval (LT or ET)
- Car Parking Policy

#### ***IT-related***

- Proposed Mandate to Support Rationalising and Improving the University's Website Content (MT)
- Review of the Trial Year of the Email Policy (ET)
- Defragmentation
- Cyber Security

#### ***Other***

- Knowledge Exchange Framework
- Innovate Cambridge Strategy
- Size and Shape of the University
- Reimagining Professional Services

## Michaelmas Term 2023

18 September 2023  
(online, 10:00-11:00)

### Ordinary Business

- Oral Report from the Chair and the Pro-Vice-Chancellors
- Consultation on Technical Provisions for the 2023 Valuation of the USS

### Starred items

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16 October 2023  
(in-person, 10:00-14:30)

### Strategic Sessions:

**Report of the Council Working Group on the Implementation of the Topping Report**  
**Sustainability: Priorities for Action**

### Ordinary Business

- Update on the Ten Year Cash Flow Model
- Annual Report of Development and Alumni Relations
- Update on the Defragmentation of the Digital Estate

### Starred items

- Annual Report of the Council (First Draft for Comment)
- Annual Report of the Board of Scrutiny
- Annual Report of CBELA
- Response to Research England's Consultation on Plans for REF2028

27 November 2023  
(in-person, 10:00-14:30)

### Strategic Sessions:

**Progress Towards Developing a Sustainability Strategy**  
**Pro-Vice-Chancellor Portfolios**  
**Development of a People Strategy**  
**Student Workload**

### Ordinary Business

- Consultation on the USS Schedule of Contributions
- UCEA Consultation on Exploring Multi-Year Pay Deals
- End of Year Documentation
  - Financial Statements, Annual Financial Return and the External Auditor's Report
  - Annual Reports of the Audit Committee and the Internal Auditors
  - Annual Report of the Remuneration Committee
  - Prevent Accountability and Data Return to OfS
- Indicative Timeline for the Retirement Policy and EJRA Review
- Proposals of the Honorary Degree Committee (Res)
- Vice-Chancellor's Objectives for 2023-24 (Res)

### Starred items

- Review of Governance for Examinations
- Revised Research Misconduct Procedure
- Update on the Casual Workforce Review Project
- Minor Amendments to the Conflict of Interest Policy
- Information Services Acceptable Use Policy
- Starred End of Year Documentation
  - Annual Report of the Council (Second Draft for Approval)
  - Annual Report of the General Board
  - Annual Research Integrity Report

There was also an online 'Teach-in' for members of the Council, Audit Committee and Finance Committee on the Annual Report and Accounts on 8 November 2023.

## Lent Term 2024

**22 January 2024**  
(online, 10:00-11:00)

### Ordinary Business

- Options for the Appointment of External Candidates to the Office of Pro-Vice-Chancellors
- Draft Notices for the Office of Pro-Vice-Chancellor
- Recommended Appointment to the Office of Pro-Vice-Chancellor (Res)
- Proposed Market Pay (Res)
- Nominating Committee for External Members of the Audit Committee (Res)

### Starred items

- Draft Response to the Board of Scrutiny's Annual Report

**12 February 2024**  
(in-person, 10:00-14:30)

### Strategic Session: **Reshaping our Estate (RSoE)**

### Ordinary Business

- Review of the University's Risk Register
- Performance of the CUEF
- Oral Update from the EJRA & Retirement Policy Review Group
- Role Description for the Chancellor
- Update and Planning Request for the North West Cambridge Development
- Systems Management Policy
- Grace on a Temporary Moratorium on Fossil Fuel Industry Collaborations

### Starred items

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**18-19 March 2024**  
(in-person, residential)

**Topics for the Strategic Awayday (for members of the Council, General Board and Senior Leadership Team):**

**School Visions and Academic Strategy**

**Financial Sustainability**

**Climate and Environmental Sustainability**

**Philanthropic Priorities and Growing our Philanthropic Income**

**Putting People First: Developing a New People Strategy for Cambridge**

### Ordinary Business (urgent matters for one-hour meeting)

- Matter Arising: Briefing on an Incident at the Clinical School Computing Services\*
- Proposed Response to the UCEA Consultation for the 2024-25 National Pay Negotiations
- Options for the Process for Appointing the Next Chancellor
- Equality and Pay Reporting 2022-23
- Code of Practice on Freedom of Speech

### Starred items

- Proposed Amendments to the CBELA Terms of Reference
- Annual Environmental Sustainability Report

\*An extraordinary meeting of the Council took place online from 11:30-12:30 on 6 March 2024. Two items were discussed: an incident at the Clinical School Computing Services and confidentiality on the Council.

## Easter Term 2024

**29 April 2024**  
(online, 10:00-11:00)

### Ordinary Business

- Oral Report from the Chair, Pro-Vice-Chancellors and Chair of the Audit Committee
- Joint Report of the Council and the General Board on the EJRA
- Review of CJBS
- Draft CBELA Guidelines
- Code of Practice on Freedom of Speech
- Nominating Committee for Pro-Vice-Chancellors (Res)

### Starred items

- Key points from Discussions at the Strategic Awayday
- Access and Participation Plan for 2024-28 (for comment)
- Proposed dates for meetings in 2024-25
- Updated Anti Bribery and Corruption Policy
- Phase 1 of the Review of Exam Regulations
- Update on the Casual Workforce Review Project (Res)

**3 June 2024**  
(in-person, 10:00-14:30)

### Strategic Session: **Student Workload** – progress update

### Ordinary Business

- Oral Update from the Chair of the Audit Committee
- Draft Allocations Report for 2024-25
- Interim Update on the Ten Year Cash Flow Model
- Learning & Development Review
- Revisions to the Staff and Students Relationships Policy
- Process for Reviewing the VC's Objectives
- Access and Participation Plan for 2024-28 (for approval)
- Annual Review of Council Documentation
- Update on Defragmentation
- Confidentiality on the Council
- Nominating Committee for Pro-Vice-Chancellors (Res)

### Starred items

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**15 July 2024**  
(in-person, 10:00-14:30)

### Strategic Sessions: **People Strategy** – progress update

### Ordinary Business

- Oral Update from the Chair of the Audit Committee
- Plan for the Council Self-Effectiveness Review
- Draft Council Work Plan for 2024-25
- Application for the Athena Swan Award
- Recommendation from EDIC and HRC on the University's membership of the Stonewall Diversity Champions Programme
- 'Being LGBTQ+ in Cambridge: A review of the experiences and support of staff at the University of Cambridge
- Plans for Phase 2 of the North West Cambridge Development

### Starred items

- Workers Predictable Terms and Conditions Act 2023