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)

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
- Plans for Phase 2 of the North West Cambridge Development (MT)
- Bond Repayment Portfolio
- Lucy Cavendish College North West Cambridge Scheme: Outline Business Case
- Sustainability Strategy - Final Version for Approval (LT or ET)

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
- Paper on preparations for the HE (Freedom of Speech) Act 2023
- Amendments to the Professorial Pay Review Scheme (starred item following BC)

**HR-related**
- Equality, Diversity and Inclusion: Next Steps
- Review of the University’s Disciplinary Policy
- Revised Financial Regulations

**Finance-related**
- Financial sustainability, Including an Update on Progress Towards Prioritisation, Additional Income Generation and Savings
- Revised Financial Regulations

**Estate/sustainability-related**
- Property Board Business Plan
- Plans for Phase 2 of the North West Cambridge Development (MT)
- Bond Repayment Portfolio
- Lucy Cavendish College North West Cambridge Scheme: Outline Business Case
- Sustainability Strategy - Final Version for Approval (LT or ET)

**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
- Size and Shape of the University
### Michaelmas Term 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Ordinary Business</th>
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</table>
| 18 September 2023         | (online, 10:00-11:00) | • Oral Report from the Chair and the Pro-Vice-Chancellors  
• Consultation on Technical Provisions for the 2023 Valuation of the USS |
| 16 October 2023           | (in-person, 10:00-14:30) | • Update on the Ten Year Cash Flow Model  
• Annual Report of Development and Alumni Relations  
• Update on the Defragmentation of the Digital Estate  

### Strategic Sessions:
- **Sustainability: Priorities for Action**

### 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

### Ordinary Business
- End of Year Documentation  
  - Prevent Return to OfS  
  - CUEF Investment Management Report 2022  
  - Annual Reports of the Audit Committee and the Internal Auditors  
  - Annual Report of the Remuneration Committee  
- Acceptable Use Policy  
- Review of the University’s Risk Register  
- Progress Update from the EJRA & Retirement Policy Review Group  
- Car Parking Policy  
- Review of the Vice-Chancellor’s Objectives (Res)  
- Honorary Degree Nominations (Res)

### Starred items
- Recommendations from the Casual Workforce Review Project  
- Research Misconduct Procedure  
- Minor Amendments to the Conflict of Interest 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 will also be an online ‘Teach-in’ for members of the Council, Audit Committee and Finance Committee on the Annual Report and Accounts on 8 November 2023, from 10:15-11:15.
### Lent Term 2024

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Format</th>
<th>Location</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 January 2024</td>
<td>(online, 10:00-11:00)</td>
<td></td>
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<td><strong>Ordinary Business</strong>&lt;br&gt;• Oral Report from the Chair and Pro-Vice-Chancellors&lt;br&gt;• Oral Report from the Chair of the Audit Committee&lt;br&gt;• Nominating Committee for Pro-Vice-Chancellors (Res)&lt;br&gt;• Draft Response to the Board of Scrutiny’s Annual Report</td>
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<td></td>
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<td>Strategic Session: <strong>The University’s Estate</strong></td>
<td></td>
<td><strong>Ordinary Business</strong>&lt;br&gt;• Equality and Pay Reporting 2022-23&lt;br&gt;• Review of the University's Risk Register&lt;br&gt;• Review of Progress Against the Vice-Chancellor’s Priorities&lt;br&gt;• Updated Anti Bribery and Corruption Policy&lt;br&gt;• Annual Review of Council Documentation&lt;br&gt;• Proposals from the EJRA &amp; Retirement Policy Review Group</td>
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<tr>
<td></td>
<td></td>
<td>Starred items</td>
<td></td>
<td><strong>Starred items</strong>&lt;br&gt;• Update on the Student Support Initiative&lt;br&gt;• Systems Management Policy <em>(unless via circular)</em></td>
</tr>
<tr>
<td>12 February 2024</td>
<td>(in-person, 10:00-14:30)</td>
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<td><strong>Topics for the Strategic Awayday (for members of the Council, General Board and Senior Leadership Team): Financial Sustainability</strong>&lt;br&gt;<strong>Ordinary Business</strong>&lt;br&gt;•</td>
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<td>Starred items</td>
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<td><strong>Starred items</strong>&lt;br&gt;• Review of the Guidelines for Sustainable Business Travel</td>
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<tr>
<td>18-19 March 2024</td>
<td>(in-person, residential)</td>
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<td><strong>Ordinary Business</strong>&lt;br&gt;•</td>
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| **29 April 2024**  | **Ordinary Business**  
• Oral Report from the Chair and Pro-Vice-Chancellors  
• Joint Report on the EJRA  
**Starred items**  
• Key points from Discussions at the Strategic Awayday  
• Proposed dates for meetings in 2024-25 |
| **3 June 2024**  | **Strategic Session:** Philanthropic Priorities and Growing our Philanthropic Income *(NB. this topic may be moved to the July meeting)*  
**Ordinary Business**  
• Draft Allocations Report for 2024-25  
• Interim Update on the Ten Year Cash Flow Model  
**Starred items**  
• |
| **15 July 2024**  | **Strategic Sessions:**  
Student Workload – progress update  
People Strategy – progress update *(NB. these topics may be moved to the June meeting)*  
**Ordinary Business**  
• Access and Participation Plan for 2024-28  
• Plan for the Council Self-Effectiveness Review  
• Draft Council Work Plan for 2024-25  
• Annual Update on the Carbon Reduction Plan  
**Starred items**  
• |