

University of Cambridge

COUNCIL

The Vice-Chancellor requests a meeting of the Council in the Council Room, The Old Schools, at 10.15 am on Monday 22 October 2012. Coffee will be available beforehand.

Circulated: 16 October 2012

AGENDA

UNRESERVED BUSINESS

PART A: PRELIMINARY, LEGISLATIVE AND STRAIGHTFORWARD BUSINESS

A1 Declarations of Interest

Members of the Council are asked to declare any personal or prejudicial interests.

A2 Minutes

The unconfirmed minutes of the meeting held on 24 September 2012 are circulated.

The Council is asked to confirm the Minutes.

A3 Procedure of the Council

(a) To approve arrangements for the chairing of agenda items

It is proposed that the Vice-Chancellor should chair all items of unreserved business and that the Deputy Chair should chair the reserved business. A member of the Council who wishes to propose a different allocation of items between the Vice-Chancellor and the Deputy Chair is requested to inform the Registry or the Head of the Registry's Office before the start of the meeting.

(b) To approve confirmed business starred as straightforward

A member of the Council who wishes a starred item to be discussed at the meeting is requested to inform the Registry or the Head of the Registry's Office before the start of the meeting.

The Council is asked to approve matters for decision set out in the confirmed starred items.

Starred items are included in the agenda (rather than inclusion in a Circular or by reference to the Business Committee) only if it is believed that the business is of sufficient significance that there could be need for discussion at the meeting (or exceptionally if there is particular urgency about an item of straightforward business).

***(c) Council Circulars**

To note the issue and approval (or proposed issue and potential approval) of the following:

Circular	Issue	Approval
20/12	21 September	1 October
21/12	28 September	8 October
22/12	5 October	15 October
23/12	12 October	22 October

A4 Vice-Chancellor's Report

The Vice-Chancellor will report further **only** on those items on the following list which are **bold** and unstarred (either on the agenda or, in advance, at the request of members of the Council); other matters are for information only.

- *(a) The Vice-Chancellor invites the Council to congratulate Professor Sir John Gurdon, *M*, Emeritus Professor in Cell Biology at the Gurdon Institute on the award of the Nobel Prize in Physiology or Medicine.
- *(b) The Vice-Chancellor invites the Council to congratulate Professor Sir David Baulcombe, *T*, Regius Professor of Botany, Royal Society Research Professor on the award of the Balzan Prize for Epigenetics.
- *(c) The Vice-Chancellor delivered his annual address to the University on the subject of 'The Scale of our Ambition' on 1 October 2012.
- *(d) Dinner for the Winton Symposium on Energy Efficiency: 1 October 2012
- *(e) Discussion meetings with Heads of Department took place on 2, 3 and 9 October 2012.
- *(f) The Vice-Chancellor had a one-to-one meeting with the Business Secretary on 3 October. He and the Pro-Vice-Chancellor (Research) had also participated in a round table meeting at the Institute for Manufacturing.
- *(g) Keynote speaker at the Linnean Society: 8 October 2012
- *(h) Chair of a meeting of the Russell Group European Advisory Group: 11 October 2012
- *(i) Visit of HRH The Duke of Wessex: 11 October 2012
- *(j) Hans Rausing Professor of History and Philosophy of Science - inaugural lecture of Professor Hasok Chang: 11 October 2012
- *(k) Visit to Germany to attend a meeting of the German Cambridge Society: 12 October 2012
- *(l) Keynote lecture to the Polish City Club: 17 October 2012
- *(m) Lunch at the Royal Aeronautical Society for the inauguration by HRH The Duke of Edinburgh of the Marshall Room: 19 October 2012

***(a) Council Work Plan 2012-13**

The updated Work Plan is attached to this agenda.

The Registry or the Head of the Registry's Office will answer any questions.

***(b) Business Committee**

The Business Committee did not meet on 15 October 2012.

(c) The Council's Annual Report 2011-12

A second draft is circulated.

The Registry or the Head of the Registry's Office will answer any questions.

(d) Strategic meeting 24-25 September 2012

The notes of the meeting were provided to the Council in Circular 22/12 which was distributed on 5 October 2012. The document is recirculated for discussion as necessary.

The Registry or the Head of the Registry's Office will answer any questions.

(e) External members of the Council: Nominating Committee

A coversheet setting out the recommendations of the Committee and draft Graces will follow.

Mr Shakeshaft chairs the Committee and will report as necessary. The Vice-Chancellor, Professor Donald and Professor Kelly are members.

(f) Council Handbook and fundamental documents

The Council is reminded that, at its meeting on 16 July 2012, it received various documents produced by the working group on Council business. The Council approved the following documents:

- Terms of reference for the Business Committee (as considered and approved by the Business Committee at its meeting on 14 May 2012);
- A proposed table of contents for the revised Council handbook;
- Draft revised Council standing orders;
- A draft list of key contacts;
- A draft document setting out the Council's annual business cycle.

The Council invited the working group to give further consideration to a draft paper setting out the legal duties and responsibilities of members of the Council for inclusion in the Council handbook. The revised paper is now circulated with the papers together with, for ease of reference, the minute of the discussion at the Council's meeting on 16 July 2012.

Mr Shakeshaft chairs the working group. Dr Barnes, Professor Gay and Dr Padman are members.

(g) Council response to the remarks at Discussion on 24 April 2012 about the following topic of concern: The selective and unreasonable punishment of a single student for a collective act of protest by students and senior members.

Further to the discussion at the Council's meeting on 24 September 2012, the Business Committee received and further amended a revised draft at its meeting on 8 October 2012. The Council is now asked to approve the circulated response for publication.

Professor Yates chairs the Business Committee and will report, as necessary.

A6 General Board

The minutes of the General Board's meeting on 11 July 2012 are circulated. Attention is drawn to the matter listed on the coversheet. There are no matters for the Council's decision.

The Vice-Chancellor is Chairman of the General Board. Dr Bampos, Dr Good and Dr Padman are members.

PART B: MAIN BUSINESS

B1 North West Cambridge Project

The Finance Committee, at its meeting on 10 October 2012 agreed that the financial case for progression to Phase 1 of the North West Cambridge Project was sound and agreed to recommend to the Council that it should proceed with a Report, to that effect, to the Regent House.

The following papers are provided to the Council:

- An updated financial appraisal for Phase 1 of the development;
- A draft Report to the University. (An earlier iteration of the Report was circulated to the Council for comment on 9 October 2012. This revised version takes account of comments received.)

The Council is also referred to the minutes of the Finance Committee's meeting on 10 October 2012.

The Senior Pro-Vice-Chancellor and the Director of Finance will report on the financial appraisal. The Registry will report, as necessary, on the draft Report to the University.

The Pro-Vice-Chancellor (Institutional Affairs) will report on progress on the project.

B2 Finance, Planning and Resources

(i) Finance Committee

(a) 19 September 2012

The minutes of the meeting of the Finance Committee on 19 September are attached, having previously been circulated only to members of the Council and to officers who attend.

(b) 10 October 2012

The minutes of the meeting held on 10 October are attached. Attention is drawn to the matters listed on the coversheet.

The Vice-Chancellor chairs the Committee. The Senior Pro-Vice-Chancellor, Mr du Quesnay and Professor Hopper are members.

(ii) Planning and Resources Committee

The Planning and Resources Committee will have met on 17 October. The minutes will be circulated for the November meeting of the Council.

The Senior Pro-Vice-Chancellor, who chairs the Committee, will report on any urgent business. Professor Lethbridge, Professor Yates, Dr Cowley and Ms Old are members.

(iii) Contributory Pension Scheme (CPS) rules

Jonathan Seed from Xafinity Consulting will attend.

The Council, both directly and by means of reports from the Finance Committee and the HR Committee, has been considering proposed changes to the CPS over a three year period. The process is now complete. The Council is now asked to approve the rules which effect the agreed changes. The following documentation is circulated with the papers:

- A draft Notice and Grace including a summary of the proposed changes,
- The relevant minute of the Business Committee's meeting.

The rules, which extend to 93 pages, were provided to the Council with the Business Committee papers and are not recirculated. A draft document providing key information for current members of the scheme is available at <http://www.intranet.admin.cam.ac.uk/committee/council/Council%20Meeting/2012/20121022%20-%2022%20October%202012/CPS-draft-UserGuide.pdf>.

B3 Report to the Council and the General Board of the Review of IT Infrastructure and Support

The report of the Committee established to review IT infrastructure and support is attached. The report was received by the General Board at their meeting on 3 October. The unconfirmed minute of the General Board's discussion of the report is provided with the papers. The Council is asked to approve publication of the report for consultation purposes and its distribution to the Council of the Schools and other bodies for comment.

The Senior Pro-Vice-Chancellor was a member of the Review Committee and will report.

**B4 Audit
Audit Committee**

The minutes of the meeting held on 11 October are attached. The Committee received the Higher Education Funding Council for England's (HEFCE) annual Assessment of Institutional Risk. The HEFCE also requests that the assessment be submitted to the Council. It is therefore circulated with the papers.

Mr Shakeshaft is Chairman of the Committee and will report. Dr Good and Mr Dowling are members.

**B5 University Employment
(a) Human Resources Committee**

The Committee met on 11 October. The minutes will be circulated for the November meeting of the Council. Pro-Vice-Chancellor for Institutional Affairs chairs the Committee and will report on any urgent business. Professor Donald is a member.

(b) Consultation Paper on amendments to the Second Joint Report on the Pay and Grading Scheme for non-clinical staff

A consultation paper, prepared by a Working Group of the Human Resources Committee on Pay and Reward, on amendments to the Second Joint Report on the Pay and Grading Scheme for non-clinical staff is enclosed.

The Pro-Vice-Chancellor for Institutional Affairs will report.

PART C: RESERVED BUSINESS

**C1 University Employment
Remuneration Committee**

It is proposed that the Deputy Chair (who chairs the Committee) should chair the Council for this item.

A report from the meeting held on 24 September 2012 is circulated with the papers. The Deputy Chairman will report.

Professor Donald and Dr Padman are members.

UNIVERSITY OF CAMBRIDGE

COUNCIL

COUNCIL WORK PLAN 2012-3

The following timetable sets out those matters which the Council considers in accordance with an annual schedule. Dates, in some cases, are determined by reporting schedules; in others they are indicative. The work plan is updated for each ordinary meeting of the Council to take account of emerging issues.

MICHAELMAS TERM 2012

24 September 2012
(morning)

Ordinary meeting

Annual Report of the Council – first draft - **done**
Confirm Standing Orders, Code of Practice, Statement of Primary Responsibilities, Statement of Corporate Governance - **done**
Approve outline Council workplan for forthcoming academical year. - **done**

24 and 25 September 201

Strategic meeting

Residential: at the Marriott Hotel, Huntingdon. Topics will include strategic financial planning, including the North West Cambridge Project and fundraising.

22 October 2012

Ordinary meeting

Review conclusions from strategic meeting – **in agenda**
Annual Report of the Council – second draft = **in agenda**
North West Cambridge project update and Report to the Regent House – **in agenda**
Fundraising in the Collegiate University - **deferred**
Honorary Degree nominations for the calendar year immediately following, and preliminary proposals for the year after (if available; otherwise in November) i **will come to November or December meeting**
Receive and approve the recommendations of the Nominating Committee for External Members of the Council (if available; otherwise in November). – **in agenda**
Review of IT infrastructure and support – **in agenda**

26 November 2012

Ordinary meeting

Annual Report of the Council – sign off for publication
Consider and approve Financial Statements for publication
Receive consider and publish General Report to the Council
Response to Board of Scrutiny report

17 December 2012

Ordinary meeting

The biennial half election of members of the Council in classes (a), (b) and (c) will have taken place. Induction of new members takes place separately.

ACCMEN's report of appointment of Council members to Council committees and other bodies
Audit Committee Annual Report
Risk Steering Committee Annual Report

LENT TERM 2013

21 January 2013

Ordinary meeting

First meeting of new members in classes (a), (b), (c) and (e)

Honorary degree nominations: publish list
Confirm Committee membership
Confirm dates of Council meetings (as approved by the Business Committee) for the forthcoming academical year
Office of External Affairs and Communications: annual report

18 February 2013

Ordinary meeting

Confirm date of the September Strategic Meeting

18 March 2013

Ordinary Meeting

Preliminary discussion of University budget for the forthcoming financial year

March-April (date not yet determined)

Strategic Meeting

Strategic meeting, provisionally part day in Cambridge: exact time and location to be determined.

EASTER TERM 2013

22 April 2013

Ordinary Meeting

Draft Budget and Allocations Report 2013-14– first consideration
Strategic meeting – review conclusions

20 May 2013

Ordinary Meeting

Budget and Allocations Report 2013-14 – conclude consideration, sign and publish
Report from CUP

17 June 2013

Ordinary Meeting

Last meeting of outgoing student members

Preliminary discussion of programme for September
strategic meeting
Preliminary draft of Council workplan for the next
academical year
Report from Cambridge Assessment

LONG VACATION 2013

15 July 2013
(long meeting)

First meeting of new student members

Initial review of Standing Orders, Code of Practice,
Statement of Primary Responsibilities and Statement
of Corporate Governance
Receive Board of Scrutiny Annual Report
Revised workplan for the next academical year

The Deputy Chairman chairs.

The Vice-Chancellor's annual report to the Council
Consideration of the Council's priorities for the
forthcoming academical year

23 September 2012
(morning)

Ordinary meeting

The Council's Annual Report 2012-13 – first draft.
Confirm or revise Standing Orders, Code of Practice,
Statement of Primary Responsibilities and Statement
of Corporate Governance

September 2013 (dates to
be determined)

Strategic Meeting: provisional

Residential: out of Cambridge; place to be
determined. Topics to be determined.

MICHAELMAS TERM 2013 (FORWARD LOOK)

21 October 2013

Ordinary Meeting

Strategic meeting September 2013 - consider conclusions.

The Council's Annual Report 2012-13 – second draft
Receive draft General Board Report to the Council for 2012-13

Honorary Degree nominations 2013 and preliminary proposals for 2014.

25 November 2013

Ordinary Meeting

Consider and approve Financial Statements 2012-13.

Sign Annual Report of the Council 2012-13; receive, consider and publish General Board Report to the Council 2012-13

16 December 2013

Ordinary Meeting

The minutes and associated papers of the Finance Committee, Audit Committee, Planning and Resources Committee and Human Resources Committee are brought to the Council at the earliest convenient opportunity following those Committees' meetings. Business Committee minutes are brought to the Council when there is a meeting in the week immediately preceding the Council's meeting; they otherwise go in Council circulars. Most other Committee minutes go in Council circulars.

The minutes and associated papers of the General Board are brought to the Council at the earliest convenient opportunity following the Board's meetings.

There is a progress report on the North West Cambridge Project at every meeting.

There are termly reports from CUDO. These are scheduled to fit with other business.

KAA

September 2012