

COUNCIL

The Vice-Chancellor requests a meeting of the Council in the Council Room, The Old Schools, at 10.15 am on Monday 26 November 2012. Coffee will be available beforehand.

Circulated: 20 November 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 22 October 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 the entire meeting. 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:

<b>Circular</b>	<b>Issue</b>	<b>Approval</b>
24/12	26 October	5 November
25/12	2 November	12 November
26/12	16 November	26 November

## **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) Meeting of the Russell Group: 25 October 2012.
- (b) Trip to: Seattle (including a meeting with Bill Gates III and the Chancellor); San Francisco (including a meeting of the CAM Board); Singapore (including meetings at CREATE; a meeting of the Biomedical Research Council; and the opening of Cambridge Assessment in Singapore); Qatar, Dubai (World Economic Forum); Madrid (Board of Tres Cantos, GSK): 29 October – 16 November 2012

## **A5 Council, legislative and comparable matters**

### **\*(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**

No meeting was held on 19 November 2012.

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

#### **General Board report to the Council for 2011-12**

A final revised draft is circulated for signature and publication with the financial statements. Also circulated is the General Board's annual report to the Council for 2011-12, for publication with the Council's Annual Report.

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

#### **(d) Board of Scrutiny**

A draft Notice in reply to the Sixteenth Report of the Board, and Discussion of it, is circulated for consideration.

The Registry will answer any questions.

#### **(e) Sports Syndicate and Department of Physical Education: Proposed Review**

A paper from the Chair of the Sports Syndicate and the Registry is circulated. The Sports Syndicate requests that there should be a review of the Sports Syndicate and the Department of Physical Education. The proposed terms of reference and membership of the review committee are set out in the paper. The Council is invited to consider whether it is willing to undertake such a review.

The Registry will answer any questions.

### **A6 General Board**

The minutes of the General Board's meeting on 3 October 2012 are circulated. Attention is drawn to the matters 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 Financial statements and Annual Reports, 2011-12**

The following documents are circulated:

The draft Reports and Financial statements for 2011-12 for the University group ("Big U") together with a summary of consolidation and segmental analysis as submitted to the Finance Committee; and  
The Management Representation letter, for approval by the Council.

The Director of Finance and the Chairman of the Audit Committee will report on the comments and recommendations of the Audit and Finance Committees at their meetings, respectively, on 15 November and 21 November 2012. Associated papers received by the Audit Committee are circulated for agenda item B4.

The Council is invited:

- (i) to adopt and authorise signature of the financial statements;
- (ii) to authorise signature of the management letter.

**B2 Fundraising in the Collegiate University: Restructuring and resourcing CUDO and CARO**

A final version of the plan and budget for restructuring and resourcing CUDO and CARO, following discussion at the Council's strategic meeting on 24 September 2012 is circulated with the papers.

**B3 Finance, Planning and Resources  
(a) Planning and Resources**

The minutes of the meeting of the Planning and Resources Committee held on 17 October 2012 are circulated. Attention is drawn to the matters on the coversheet.

The Senior Pro-Vice-Chancellor chairs the Committee. Professor Lethbridge, Professor Yates, Dr Cowley and Ms Old are members.

**(b) Finance**

The minutes of the meeting of the Finance Committee to be held on 21 November 2012 will be circulated as soon as possible. Any urgent business will be reported.

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

**B4 Audit**

The minutes of the meeting of the Audit Committee held on 15 November 2012 are circulated. Attention is drawn to the matters listed on the coversheet. Papers are circulated as follows:

- (i) The Audit Committee Annual Report which includes, as Appendix A, the Internal Audit Annual Report (minute AUD.12.96 refers);
- (ii) The Value for Money Annual Report (minute AUD.12.99 refers);
- (iii) The Risk Steering Committee Annual Report, including the annual review of the Key Risk Register (minute AUD.12.101 refers).

Mr Shakeshaft is Chairman of the Committee; however, the meeting on 15 November was chaired by Mr Martin. Dr Good and Mr Dowling are members.

**B5 Risk Steering Committee**

The minutes of the Risk Steering Committee's meeting on 18 October 2012 are circulated. The Committee received and agreed to recommend to Council a new University policy and revised formats for emergency response plans at University and local levels. The Council is invited to approve the new policy and associated documentation which are circulated with the papers.

**B6 North West Cambridge**

The Pro-Vice-Chancellor for Institutional Affairs will provide a progress report.

**B7 University employment  
Human Resources Committee**

The minutes of the meeting of the Human Resources Committee held on 11 October 2012 are attached. Attention is drawn to the matters listed on the coversheet. The Equal Pay Review 2012 is circulated with the papers.

The Pro-Vice-Chancellor for Institutional Affairs chairs the Committee. Professor Donald is a member.

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 – **done**  
Annual Report of the Council – second draft - **done**  
North West Cambridge project update and Report to the Regent House – **done**  
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). – **done**  
Review of IT infrastructure and support – **done**

26 November 2012

**Ordinary meeting**

Annual Report of the Council – sign off for publication

–**in agenda**

Consider and approve Financial Statements for publication - **in agenda**

Receive consider and publish General Report to the Council- **in agenda**

Response to Board of Scrutiny report - **in agenda**

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

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