

COUNCIL

The Vice-Chancellor requests a meeting of the Council in the Council Room, The Old Schools, at 10.15 am on Monday 20 May 2013. Coffee will be available beforehand.

Circulated: 14 May 2013

**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 April 2013 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 of the unreserved items of business and that the Deputy Chair will 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:

<b>Circular</b>	<b>Issue</b>	<b>Approval</b>
11/13	19 April	29 April
12/13	26 April	7 May (exceptionally)
13/13	3 May	13 May
14/13	10 May	20 May

### **A4 Vice-Chancellor's Report**

The Vice-Chancellor's 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 members of the University recently elected to the fellowship of the Royal Society: **Professor Jon Crowcroft; Professor Gerard Gilmore; Professor Raymond Goldstein; Professor Gillian Griffiths; Professor Maria Grazia Spillantini.**
- \*(b) The Vice-Chancellor participated in a Question and Answer Session with students on 24 April 2013.
- \*(c) The Vice Chancellor attended a meeting of the Russell Group on 25 April 2013.
- \*(d) The Vice-Chancellor delivered a lecture at the Jagiellonian University in Kraków and visited the Polish National Science Centre on 26 April 2013
- \*(e) There were discussion meetings with Heads of Department on 22 April, and 1 and 2 May 2013.
- \*(f) The Vice-Chancellor met the Hungarian Ambassador on 2 May 2013.
- \*(g) The Vice-Chancellor was on University business in New York, Chicago and Seattle between the 12 and 16 May 2013.

### **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) Strategic meeting 22 April 2013**

The note of the strategic meeting which took place on 22 April 2013 was provided to the Council in Circular 13/13 on 3 May 2013. It is recirculated for ease of reference.

### **\*(c) Business Committee**

The minutes of the meeting of the Business Committee held on 13 May 2013 are circulated.

The Warden of Robinson is the Chairman of the Committee. Dr Cowley, Professor Gay, Dr Lingwood and Mr Bell are members.

### **(d) Council response to the remarks in the Discussion on 23 April 2013 about the Joint Report of the Council and the General Board, dated 6 and 18 March 2013, on IT infrastructure and support**

The Council is asked to approve for publication a draft Notice in response to the remarks in Discussion. The remarks are also circulated with the papers.

### **(e) Council response to the remarks in the Discussion on 23 April 2013 about the Joint Report of the Council and the General Board, dated 6 and 18 March 2013, on amendments to the pay and grading scheme for non-clinical staff implemented following the Second Joint Report of 25 July 2005**

A draft Notice in response to Discussion remarks was provided to the Business Committee for consideration at its meeting on 13 May 2013. Dr Cowley requested that the matter be referred to the full Council for Discussion. Accordingly, the Notice is provided to the Council for approval for publication. The remarks are also circulated with the papers.

### **(f) Review of the University Statutes Technical Review Process**

A draft Report and the new Statutes are attached for discussion and approval for publication.

The Warden of Robinson as Chair of the Technical Advisory Group will report.

The Joint Head of the Legal Services Office will attend.

## **A6 General Board**

The minutes of the General Board's meeting held on 1 May 2013 will be circulated for the June meeting of the Council. Any urgent matters will be reported.

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

## **PART B: MAIN BUSINESS**

### **B1 University Finance Budget**

#### **(a) Allocations and Budget Report 2013-14**

The final Allocations and Budget Report is circulated for signature and approval for publication. The Senior Pro-Vice-Chancellor will report.

#### **(b) Finance Committee**

The Finance Committee's scheduled meeting on 1 May 2013 was cancelled and the business instead agreed by circulation. There are no substantive matters to bring to the Council's attention.

#### **(c) Planning and Resources**

The meeting of the Planning and Resources Committee scheduled for 24 April 2013 was cancelled.

### **B2 Audit Audit Committee**

The minutes of the meeting of the Audit Committee held on 9 May 2013 are circulated together with the minutes of the Risk Steering Committee's meeting on 13 March 2013 and the Key Risk Register. Attention is drawn to the matters listed on the cover sheet of are for discussion or to note. There are no matters for the Council's decision.

Mr Shakeshaft is Chairman of the Committee. Dr Good and Mr Lewisohn are members.

### **B3 Code of Practice for a Collaborative Fundraising Model for Collegiate Cambridge**

A draft new Code of Practice for a Collaborative Fundraising Model for Collegiate Cambridge is circulated. The Council, for its part, is invited to approve the Code of Practice on behalf of the University. It is anticipated that the Colleges' Committee will give approval, on behalf of the Colleges, at the meeting on 6 July 2013.

Sir Martin Harris chaired the Joint Working Group and will attend. The Registry is a member.

### **B4 North West Cambridge Project**

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

**B5 University Employment  
Human Resources Committee**

The minutes of the meeting of the Human Resources Committee held on 18 April 2013 are circulated together with the papers on Compromise Agreement received by the Committee at its meeting. The minutes are provided for information and to note; there are no matters for the Council's decision.

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

**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. She will report on the procedure and timetable adopted by the Committee to conduct the Vice-Chancellor's appraisal for 2012/13.

Professor Donald, Professor Kelly 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 2012

**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) - **done**.  
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 –**done**  
Consider and approve Financial Statements for publication - **done**  
Receive consider and publish General Report to the Council- **done**  
Response to Board of Scrutiny report - **done**

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 – **done**

LENT TERM 2013

21 January 2013

**Ordinary meeting**

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

Confirm dates of Council meetings (as approved by the Business Committee) for the forthcoming academical year – **done**

Office of External Affairs and Communications: annual report – **done**

18 February 2013

**Ordinary meeting**

Confirm date of the September Strategic Meeting – **Done at the January meeting**

18 March 2013

**Ordinary Meeting**

Preliminary discussion of University budget for the forthcoming financial year – **done**

Stage C designs of the various Phase 1 lots in North West Cambridge (strategic discussion) – **done**

Update on the working of the Human Remains Working Group - **done**

EASTER TERM 2013

22 April 2013

**Ordinary Meeting**

Draft Budget and Allocations Report 2013-14 – **done**

22 April 2013

**Strategic Meeting**

In Cambridge. Agenda circulated with the papers - **held**

20 May 2013

**Ordinary Meeting**

Budget and Allocations Report 2013-14 – conclude consideration, sign and publish – **in agenda**  
Report from CUP – **now scheduled for June**  
Strategic meeting – review conclusions – **in agenda**

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 CUP  
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 2013  
(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

23 and 24 September 2013

**Strategic Meeting: [provisional]**

Residential: out of Cambridge; [at the Belfry, Cambourne]. 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

Updated May 2013

