

COUNCIL

The Vice-Chancellor requests a meeting of the Council in the Council Room, The Old Schools, at 10.15 am on Monday 25 November 2013. Coffee will be available beforehand.

Circulated: 19 November 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 21 October 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 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:

Circular	Issue	Approval
26/13	25 October	4 November
27/13	8 November	18 November
28/13	15 November	25 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) The Vice-Chancellor delivered the keynote address at a Royal Society event based upon 'Alfred Russell Wallace and his legacy' on 22 October 2013.
- *(b) The Vice-Chancellor attended a 'Faiths' event at Mansion House on 24 October 2013 hosted by the Lord Mayor of London.
- *(c) The Vice-Chancellor gave out the awards at an Institute of Leadership and Management (ILM) ceremony on 25 October 2013.
- *(d) The Vice-Chancellor attended the official opening by the Minister of State for Universities and Science of the South Building in the Genome Campus in Hinxton.
- *(e) The Vice-Chancellor chaired the annual Black History Month Lecture delivered by the solicitor Imran Khan on 29 October 2013.
- (f) The Vice-Chancellor attended a meeting of the Russell Group on 31 October 2013.**
- *(g) The Vice-Chancellor was one of the speakers at the launch of the Enterprise Tuesday seminar series managed and delivered by the Centre for Entrepreneurial Learning on 5 November 2013.
- *(h) The Chancellor opened and the Vice-Chancellor closed the MRC Centenary Award Symposium on 6 November 2013.
- *(i) There was a Vice-Chancellor's Circle event on 7 November 2013.
- (j) The Vice-Chancellor visited Seattle, San Diego, Boston and New York on University business between the 10 and 17 November 2013.**
- *(l) The Vice-Chancellor gave out the prizes at the Bridge the Gap prizegiving ceremony on 18 November 2013.
- *(m) The Vice-Chancellor was a speaker at a UUK/Institut Français/DAAD event in London on 19 November 2013.
- *(n) The Vice-Chancellor chaired the Laing O'Rourke Centre for Construction Engineering and Technology distinguished lecture on 19 November 2013.

(o) The Vice-Chancellor met the Leader of the Opposition on 20 November 2013.

***(p)** The Vice-Chancellor chaired a meeting of the Department for International Development's Research Advisory Group in Brussels on 21-22 November 2013.

A5 Council, legislative and comparable matters

*****(a) Council Work Plan 2013-14****

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****

There was no meeting of the Business Committee on 18 November 2013.

(c) The Council's Annual Report 2012-13 General Board report to the Council for 2012-13

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 2012-13, 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 Eighteenth Report of the Board, and Discussion of it, is circulated for consideration.

The Registry will answer any questions.

(e) Report of the General Board on the establishment of a Stephen Hawking Professorship of Cosmology

The General Board, at its meeting on 6 November 2013, received a draft Report on the establishment of a Stephen Hawking Professorship of Cosmology. A revised Report and taking account of the General Board's comments and subsequent discussions will be provided to the Council electronically as soon as possible together with the minute of the General Board's discussion of the matter and a draft timetable for a ballot. However, a decision on whether to call for a ballot will not be made by the Council until January, after the Discussion has taken place.

The Council is invited to approve publication of the Report.

A6 Membership of the Board of Scrutiny

Regulation 2 for the election of members of the Board of Scrutiny (provides that, if at any election insufficient nominations are received to fill the vacant places in either class (c)(i) or class (c)(ii), the Council shall appoint as many members as may be necessary.

The Council will recall that no person was nominated in the election for one member of the Board of Scrutiny in class (c)(i) (a person who has been a member of the Regent House for not more than ten years on 1 October 2013), during the Easter Term 2013. The Council, at that stage, decided to re-open nominations rather than making an appointment. No nominations were received by the deadline of 12 noon on 8 November 2013. The Council is therefore now asked to suggest possible names for appointment to the vacancy.

A7 General Board

The minutes of the General Board's meeting on 9 October 2013 are circulated. Attention is drawn to the matters listed on the coversheet. The Board received a revised version of the protocol for international agreements which they endorsed and approved for circulation to Schools, Faculties and Departments. The protocol is circulated with the papers.

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

PART B: MAIN BUSINESS

B1 Financial statements and Annual Reports, 2012-13

The following documents are circulated:

- The draft Reports and Financial statements for 2012-13 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 Annual Assurance return, for approval by the Council for submission to HEFCE as part of the annual accountability returns.

The Senior Pro-Vice-Chancellor, the Chairman of the Audit Committee and the Director of Finance will report on the comments and recommendations of the Audit and Finance Committees at their meetings, respectively, on 14 November and 20 November 2013. 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;
- (iii) to authorise signature of Part 2 of the Annual Assurance Return.

B2 Finance, Planning and Resources **(a) Planning and Resources**

The minutes of the meeting of the Planning and Resources Committee held on 16 October 2013 are circulated together with the following papers:

- (i) PRC 1467 setting out certain proposed fees for 2014-15 and an analysis of the costs of an undergraduate education (M 1569 refers);
- (ii) PRC 1468 (revised) about the proposed Annual Sustainability Assurance Report (“ASSUR”) and including revised Sustainability Metrics (M 1570 refers).

Attention is drawn to the matters on the coversheet. The Council is invited to approve the 2013-15 fee rates set out in Annex 1 of PRC1467 and the analysis in Annex 2 of the costs of an undergraduate education in 2012-13 to accompany the fees Notice. The Council is also invited to consider whether the Annual Sustainability Assurance Report should be included in this year’s Annual Accountability Return and to consider whether the metrics in Annex 2 of PRC1468 provide the Council with the necessary assurance with which to make an assessment of institutional sustainability.

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

(b) Finance

The minutes of the meeting of the Finance Committee to be held on 20 November 2013 will be circulated as soon as possible.

The Council is asked to approve the following documents (which will be considered by the Finance Committee at its meeting on 20 November 2013) and which form part of the University’s annual accountability return to the HEFCE:

- The financial results for 2012-13 and an updated financial forecast for 2013-14;
- Commentary: an explanation of significant variances between the current and July 2013 submissions.

The Senior Pro-Vice-Chancellor will report.

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

B3 Audit

The minutes of the meeting of the Audit Committee held on 14 November 2013 are circulated. Attention is drawn to the matters listed on the coversheet. Papers are circulated as follows:

- (i) The External Auditor’s Report to the Audit Committee (minute AUD.13.116(ii) refers);
- (ii) The Audit Committee Annual Report which includes, as Appendix A, the Internal Audit Annual Report (minute AUD.13.120 refers);
- (iii) The Value for Money Annual Report (minute AUD.13.125 refers);

In accordance with the work plan, the Risk Steering Committee Annual Report, which includes the annual review of the Key Risk Register will be brought back to the Council for discussion at its meeting on 16 December 2013, following sign-off by circulation by the Audit Committee.

Mr Shakeshaft chairs the Committee. Dr Good and Mr Lewisohn are members.

B4 Review of Sport: consultative report

A draft consultative report is circulated. The Council is invited to approve the report for publication to the University and then a Discussion. A formal Report, taking into account the remarks made in Discussion, will be brought back to the Council for signature and publication during Lent Term 2014.

The Pro-Vice-Chancellor (Institutional Affairs) chairs the Review Committee. Professor Pearce is a member.

B5 North West Cambridge

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

**B6 University employment
Human Resources Committee**

The minutes of the meeting of the Human Resources Committee held on 24 October 2013 are attached. Attention is drawn to the matters listed on the coversheet.

The Pro-Vice-Chancellor (Institutional Affairs) chairs the Committee. Dr Good and Professor Karet are members.

**B7 University Employment
Nominating Committee for the Office of Pro-Vice-Chancellor**

A composite report from meetings of the Nominating Committee for the Office of Pro-Vice-Chancellor on 21 October and 7 November 2013 is circulated with the papers. The Council is invited to consider the recommendations and determine next steps.

The Vice-Chancellor chairs the Committee. Dr Good, Professor Kelly and Professor Pearce are members.

UNIVERSITY OF CAMBRIDGE

COUNCIL

COUNCIL WORK PLAN 2013-4

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 2013

23 September 2013
(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**

23 and 24 September 2013

Strategic meeting

Residential: at the Belfry, Cambourne. Topics to include research and fundraising in the Collegiate University - **held**

21 October 2013

Ordinary meeting

Review conclusions from strategic meeting – **done**
Annual Report of the Council – second draft – **done**
Fundraising in the Collegiate University - update – **done**
Written update report on the North West Cambridge Project – **done**
Formal proposal for the review of the University's governance arrangements – **done**

25 November 2013

Ordinary meeting

Annual Report of the Council – sign off for publication – **in agenda**
Consider and approve Financial Statements for publication – **in agenda**
Audit Committee Annual Report – **in agenda**
Receive consider and publish General Board's Report to the Council – **in agenda**
Response to Board of Scrutiny report – **in agenda**
Review of sport: consider and approve for publication a consultative report. – **in agenda**
Honorary Degree nominations for 2014, and preliminary proposals for 2015 (if available; otherwise in December) – **for December meeting**

16 December 2013

Ordinary meeting

Risk Steering Committee Annual Report
Honorary Degree nominations for 2014, and
preliminary proposals for 2015

LENT TERM 2013

20 January 2014

Ordinary meeting

Honorary degree nominations: publish list
Confirm Committee membership (post ACCMEN)
Confirm dates of Council meetings (as approved by
the Business Committee) for the forthcoming
academical year
Written update report on the North West Cambridge
Project

17 February 2014

Ordinary meeting

Confirm date of the September Strategic Meeting
Update report on the strategy and focus for
fundraising (or at March meeting)

17 March 2014

Ordinary Meeting

Preliminary discussion of University budget for the
2014-15

17 March 2014 (provisional)

Strategic Meeting

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

EASTER TERM 2013

14 April 2014

Ordinary Meeting

Draft Budget and Allocations Report 2014-15– first
consideration
Strategic meeting – review conclusions

12 May 2014

Ordinary Meeting

Budget and Allocations Report 2014-15 – conclude
consideration, sign and publish
Report from CUP

16 June 2014

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 2014

14 July 2014
(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

22 September 2014
(morning)

Ordinary meeting

The Council's Annual Report 2013-14 – first draft.

Confirm or revise Standing Orders, Code of Practice, Statement of Primary Responsibilities and Statement of Corporate Governance

22-23 September 2014

Strategic Meeting: provisional

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

20 October 2014

MICHAELMAS TERM 2014 (FORWARD LOOK)

Ordinary Meeting

Strategic meeting September 2014 - consider conclusions.

The Council's Annual Report 2013-14 – second draft
Receive draft General Board Report to the Council for 2013-14

Receive and approve the recommendations of the Nominating Committee for External Members of the Council (if available; otherwise in November).

Honorary Degree nominations 2013 and preliminary proposals for 2014.

24 November 2014

Ordinary Meeting

Consider and approve Financial Statements 2013-4.
Sign Annual Report of the Council 2013-4; receive,
consider and publish General Board Report to the
Council 2013-14

15 December 2014

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

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 periodic reports from CUDO and the Office of External Affairs and Communications. These are scheduled to fit with other business.

KAA

September 2013