

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 17 February 2014. Coffee will be available beforehand.

Circulated: 11 February 2014

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 20 January 2014 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
1/14	17 January	27 January
2/14	24 January	3 February
3/14	31 January	10 February
4/14	7 February	17 February

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 members of the University listed in the top 100 practising scientists as follows: Professor Shankar Balasubramanian, Dr Hannah Critchlow, Professor Athene Donald, Sir Alan Fersht, Professor Andy Hopper, Professor James Jackson, Lord Martin Rees, Lord Sainsbury, Dr Peter Wothers.
- *(b) The Hon. Matthew Bullock will succeed Professor Paul Luzio as Master of St Edmund's College at the start of the new academical year.
- (c) The Vice-Chancellor attended the World Economic Forum in Davos from 22-26 January 2014.**
- *(d) The Vice-Chancellor participated in a HEPI Seminar on 'The Purposes of Higher Education: What is it for?' on 29 January 2014.
- *(e) The Vice-Chancellor chaired the Russell Group EU Advisory Committee and attended a meeting of the Russell Group on 30 January 2014.
- *(f) The Vice-Chancellor attended the Unilever Sustainable Living Young Entrepreneur Award Event in Buckingham Palace on 30 January 2014.
- *(g) The Vice-Chancellor delivered the keynote address at an event in Mansion House on 7 February 2014 to mark the Grant of Livery to the Company of Educators.
- *(h) The Vice-Chancellor participated in a cross-government strategic foresight symposium at BIS on 10 February 2014.
- *(i) Lord Judge delivered the Rede Lecture on 10 February 2014.
- *(j) The Vice-Chancellor attended the UUK members' meeting on 13 and 14 February 2014.
- (k) HEFCE grant letter from BIS: HEFCE's annual grant letter from the Department of Business, Innovation and Skills was issued on 10 February 2014 and is circulated with the papers.**

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**

The minutes of the meeting held on 10 February 2014 are circulated.

The Warden of Robinson is the Chairman of the Committee. Mr Caddick, Dr Cowley, Dr Oosthuizen and Mr Jones are members.

(c) Strategic Meetings

(i) Spring strategic meeting

A draft agenda for the spring strategic meeting on 17 March 2014 is circulated. **The ordinary March meeting of the Council will be held at Madingley Hall, starting at 10am, and will be followed by the strategic meeting.**

(ii) September strategic meeting

It is proposed that the September strategic meeting should take place on the afternoon of the 22nd September and the morning of the 23rd September. A venue and topics will be confirmed in due course.

A6 Review of Governance: draft report to HEFCE

At its strategic meeting on 23 September 2013, the Council received a written report setting out the background to an obligation to undertake a review of the University's current governance arrangements for report to the HEFCE by the end of 2013/14, arising from the HEFCE's last quinquennial assurance visit to the University in 2008. The Council agreed in discussion that a working group, chaired by Mr Lewisohn, should be established to undertake a light-touch review of the University's governance arrangements. The working group has met on four occasions and now submits a draft report to the Council for approval. This draft is unchanged from that provided to the Council in Circular 3/14 on 31 January 2014. The Audit Committee has received and, for its part, approved the draft report.

The working group was also asked to consider whether there were matters beyond the scope of the immediate review on which further work might be undertaken. A paper setting out the working group's recommendations in this regard will be provided to the Council for discussion at the meeting on 17 March 2014.

Mr Mark Lewisohn chairs the working group. Dr Cowley, Mr Jones, Professor Karet, Dr Lingwood and Professor White are members.

A7 Electronic voting in ballots of the Regent House

The Regent House, in March 2013, approved the introduction of electronic voting in ballots of the Regent House with effect from 6 November 2013. As indicated in the Council's Notice of 3 February 2014, the decision was taken that further testing was required before the online voting system could be considered sufficiently robust for use in a ballot. The vote on Grace 1 of 22 January 2014 (Report of the General Board on the establishment of a Stephen W Hawking Professorship of Cosmology) is therefore being conducted by postal ballot.

A paper setting out proposals for next steps towards the implementation of an electronic voting system is circulated for discussion.

A8 General Board

The minutes of the General Board's meeting on 8 January 2014 are circulated.

The Vice-Chancellor chairs the General Board. Dr Bampos, Dr Good, Dr Padman, Mr Jones and the Pro-Vice-Chancellor for Education are members.

PART B: MAIN BUSINESS

B1 Planning and Resources

The minutes of the meeting of the Planning and Resources Committee held on 22 January 2014 are circulated. The Council is invited to approve the University Composition fees for Home/EU postgraduate and overseas students as recommended in PRC 1504; the associated paper is provided with the minutes.

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

B2 Audit

The minutes of the meeting of the Audit Committee held on 16 January 2014 are circulated.

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

B3 North West Cambridge

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

**B4 University employment
Human Resources Committee**

The minutes of the meeting held on 23 January 2014 are circulated. The Council's attention is drawn to minute 1533/14 ('Review of Academic Titles'); the associated documentation is provided with the minutes.

The Pro-Vice-Chancellor (Institutional Affairs) chairs the Committee. Dr Good and Professor Karet 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 – **done**
Consider and approve Financial Statements for publication – **done**
Audit Committee Annual Report – **done**
Receive consider and publish General Board's Report to the Council – **done**
Response to Board of Scrutiny report – **done**
Review of sport: consider and approve for publication a consultative report – **done**
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 – **done**
Honorary Degree nominations for 2014, and
preliminary proposals for 2015 – **done**

LENT TERM 2014

20 January 2014

Ordinary meeting

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

17 February 2014

Ordinary meeting

Confirm date of the September Strategic Meeting – **in
agenda**
Update report on the strategy and focus for
fundraising (deferred to May meeting)
Review of governance – draft report – **in agenda**
Draft agenda for March Strategic Meeting – **in agenda**

17 March 2014

Ordinary Meeting (at Madingley Hall)

Preliminary discussion of University budget for 2014-
15
Report on the Review of Sports

17 March 2014

Strategic Meeting

Strategic meeting, Madingley Hall to follow the
Ordinary meeting.

EASTER TERM 2014

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
Update report on the strategy and focus for fundraising (deferred to May meeting)

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.

MICHAELMAS TERM 2014 (FORWARD LOOK)

20 October 2014

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

February 2014

