

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 14 April 2014. Coffee will be available beforehand.

Circulated: 8 April 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 17 March 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 regular 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
8/14	14 March	24 March
9/14	21 March	31 March
10/14	4 April	14 April

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 Science Festival took place from 10-23 March 2014.
- *(b) The Guild of Benefactors' Ceremony took place on 19 March 2014.
- *(c) The Chancellor and the Vice-Chancellor visited the Language Science Strategic Research Initiative in the Department of Theoretical and Applied Linguistics and the Cambridge Programme for Sustainability Leadership on 20 March 2014.
- *(d) The Vice-Chancellor chaired the Annual Disability Lecture on 20 March 2014.
- *(e) The Vice-Chancellor attended an 'Ideas to Reality' event at the Hauser Forum on 26 March 2014.
- *(f) The Vice-Chancellor attended the Henley Boat Races on 30 March 2014.
- *(g) The Vice-Chancellor met Matthew Hancock, Minister for Skills, on 31 March 2014.
- *(h) The Vice-Chancellor spoke at a 'Jobs and Skills Summit' at the Institute for Public Policy Research on 1 April 2014.
- *(i) The Vice-Chancellor visited Hong Kong from 8-14 April 2014.
- (l) Cambridge's City Deal status has been confirmed. The Pro-Vice-Chancellor (Institutional Affairs) will report on the outcome and implications.**

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 7 April 2014.

(c) Strategic Meeting

The notes of the spring strategic meeting were circulated in Circular 10/14 and are recirculated for discussion. A paper setting out the issues which might be taken forward for further and more detailed discussion at the Council's September strategic meeting will be brought back for consideration at the meeting on 12 May 2014.

***(d) September meeting and strategic meeting**

The Council's September meeting will be held in the William Mong Hall at Sidney Sussex College on the morning of 22 September to be followed by lunch and the first part of the September strategic meeting in the afternoon. The day will conclude with dinner in the Old Library. The strategic meeting will continue at Sidney on the morning of 23 September, finishing at noon or thereabouts. It will not, on this occasion, be a residential meeting.

(e) External members of the Council: Nominating Committee

The Nominating Committee met on 17 March 2014. The minutes, together with draft Graces concerning reappointments, are circulated with the papers.

Professor Dame Shirley Pearce chairs the Committee and will report as necessary. The Vice-Chancellor and Professor Kelly are members.

***A6 Committee arrangements for Estate Strategy and Buildings**

The Council, at its meeting on 20 January 2014, received a paper setting out proposed revised arrangements for Estates Strategy and Buildings. The Planning and Resources Committee and the Buildings Committee and the Chief Executives of Cambridge Assessment and Cambridge University Press have been consulted and approve the proposals. The Council is invited to approve and sign the circulated Report for publication.

***A7 General Board**

The minutes of the General Board's meeting on 5 March 2014 will be approved by the Board at their meeting on 30 April 2014 and provided to the Council at the meeting on 12 May 2014.

PART B: MAIN BUSINESS

B1 University Finance Planning and Resources Committee

The minutes of the meeting of the Planning and Resources Committee held on 26 March 2014 are circulated. Attention is drawn to the matters listed on the cover sheet. The Council is invited to consider the Draft Allocations and Budget Report for 2014-15 and to approve First-Stage Reports of the Council on the construction of a new building and refurbishment works for the Cambridge Judge Business School and on the re-provision and rationalisation of facilities covered by the University's Home Office Establishment Licence.

***B2 The Higher Education Funding Council for England's (HEFCE) annual assessment of institutional risk**

Based on accountability returns submitted for 2012-13, the HEFCE's overall assessment is that the University 'is not at higher risk'. The Chief Executive's letter to the Vice-Chancellor is formally submitted to the Council, as required by the HEFCE.

B3 Access Agreement with the Office for Fair Access (OFFA): 2015-16

The University is required to submit an annual Access Agreement to OFFA. The Council is asked to approve the circulated document which has been reviewed and approved by the Undergraduate Admissions Committee and the University and Colleges Joint Committee.

The Pro-Vice-Chancellor (Education) is joint chair of the Undergraduate Admissions Committee and will report as necessary. Dr Good and Dr Padman are members.

B4 Proposed Review of Student Disciplinary Procedures

There have recently been two cases which have identified difficulties at the interface between the disciplinary procedures and the complaints procedures. It is therefore proposed that there be a review of student disciplinary procedures (i.e. those within the jurisdiction of the Court of Discipline) to consider, in particular, the management of cases which invoke both the disciplinary and complaints procedures and the role and responsibilities of those involved in advising on and presenting cases to the Court.

The Council is invited to consider and approve the terms of reference and membership of the proposed review committee. The General Board will also be invited to consider and approve the proposal.

B5 North West Cambridge

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

**B6 University employment
(a) Human Resources Committee**

The minutes of the meeting held on 13 March 2014 will be provided to the Council at its meeting on 12 May 2014 once they have been considered by the General Board.

The Pro-Vice-Chancellor (Institutional Affairs) chairs the Committee and will report on any urgent matters. Dr Good and Professor Karet are members.

(b) Septemviri

Professor Sir John Baker, who was Chair of the Septemviri during a recent case, subsequently wrote to the Registry suggesting, *inter alia*, that the Septemviri was inappropriate as a forum for hearing appeals against failure to confirm an appointment at the end of a probationary period. The letter was considered by the General Board at its

meeting on 5 March 2014. Professor Sir John Baker's letter and the minute of the General Board's discussion are circulated, together with a proposal for a review.

(c) Nominating Committee for the Office of Pro-Vice-Chancellor

The Council, at its meeting on 25 November 2013, received and approved in principle proposals for changes to the provisions concerning the appointment of Pro-Vice-Chancellors. A draft Report is now circulated and the Council is asked to approve it for publication.

The minutes of a meeting of the Committee on 19 March 2014 are also circulated for discussion. The Vice-Chancellor chairs the Committee. Dr Good and Professor Dame Shirley 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 – **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 – **done**
Update report on the strategy and focus for fundraising (deferred to May meeting)
Review of governance – draft report – **done**
Draft agenda for March Strategic Meeting – **done**

17 March 2014

Ordinary Meeting (at Madingley Hall)

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

17 March 2014

Strategic Meeting

Strategic meeting, Madingley Hall to follow the Ordinary meeting. - **held**

EASTER TERM 2014

14 April 2014

Ordinary Meeting

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

12 May 2014

Ordinary Meeting

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

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

Sidney Sussex College: 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 DAR and the Office of External Affairs and Communications. These are scheduled to fit with other business.

KAA
April 2014

