

COUNCIL

The Vice-Chancellor requests a meeting of the Council in the Council Room at 10.15 am on Monday 23 November 2015.

Coffee will be available beforehand.

Circulated: 17 November 2015

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 meetings held on 19 October 2015 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 meeting for all items of unreserved business and that the Deputy Chair should take the chair for the reserved business. A member of the Council who wishes to propose an alternative arrangement is requested to inform the Registry or the Head of the Registry's Office before the start of the meeting.

(b) To approve 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 Circulares**

To note the issue and approval (or proposed issue and potential approval) of the following:

Circular	Issue	Approval
24/15	16 October	26 October
25/15	23 October	2 November
26/15	30 October	9 November
27/15	6 November	16 November
28/15	13 November	23 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). All other matters are for information only.

*(a) The Vice-Chancellor attended the Festival of Ideas on 19 October 2015.

*(b) The Vice-Chancellor attended a reception and banquet hosted by the Queen for the President of China and Madam Peng Liyuan on 21 October 2015.

*(c) The Vice-Chancellor attended the launch event for the Lego Centre for Research on Play in Education, Development and Learning on 22 October 2015.

*(d) The Vice-Chancellor made the opening remarks at the Cambridge-Africa day on 23 October 2015.

*(e) The Vice-Chancellor hosted a dinner for Heads of House on 23 October 2015.

*(f) The Vice-Chancellor gave the opening statement at a Foundation for Science and technology event.

*(g) There were discussion meetings with Heads of Department on 27 October and 3 and 18 November 2015.

*(h) The Annual Race Equality Lecture and Dinner took place on 28 October 2015.

*(i) The Vice-Chancellor attended a Russell Group meeting and the opening of the Stephen Hawking Foundation on 29 October 2015.

***(j) The Higher Education Green Paper, *Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice*, was published by the Department for Business, Innovation and Skills (DBIS) on 6 November 2015.**

*(k) The Vice-Chancellor spoke at a Cambridge Union Debate on the topic of 'This House believes the traditional UK University has no future' on 10 November 2015.

*(l) The Vice-Chancellor attended the launch of the Alan Turing Institute on 11 November 2015.

*(m) The Vice-Chancellor attended a lunch hosted by the Queen for Prime Minister

Modi on 13 November 2015.

*(n) The LERU Rectors' Assembly took place at Imperial College on 20-21 November 2015.

A5 Council, legislative and comparable matters

***(a) Council Work Plan 2015-16**

The updated Work Plan is attached.

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 16 November 2015.

(c) The Council's Annual Report 2014-15

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 2014-15, 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 Twentieth Report of the Board, and Discussion of it, is circulated for consideration.

The Registry will answer any questions.

(e) Nominating Committee for External Members of the Council

The Chair of the Nominating Committee for the appointment by Grace of members of the Council in class (e) is 'a member appointed by the Council on the nomination of the Proctors and Deputy Proctors either (i) from among those current members of the Council in class (e) or (ii) from among former members of the Council in class (e).'

The Registry will report on the Proctors' nomination.

A6 General Board

The unconfirmed minutes of the General Board's meeting on 4 November 2015 are circulated. Attention is drawn to the matters listed on the coversheet. The Council is invited to approve the Annual Research Integrity Report to the Council for 2014-15 which is circulated with the papers.

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

PART B: MAIN BUSINESS

B1 Financial Statements and Annual Reports, 2014-15

The following documents are circulated:

- The draft Reports and Financial Statements for 2014-15 for the University group ("Big U") together with a summary of consolidation and segmental analysis as submitted to the Finance Committee;
- The Management Representation letter, for approval by the Council; and
- The Annual Assurance return, for approval by the Council for submission to HEFCE as part of the annual accountability returns.

The following papers were received by the Audit Committee on 19 November 2014 and are now provided to the Council.

- The External Auditor's Report to the Audit Committee which includes, as Appendix 2, the letter of representation
- The Audit Committee Annual Report which includes, as Appendix A, the Internal Audit Annual Report;
- The Value for Money Annual Report.

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 18 November and 19 November 2015.

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 Committee

The minutes of the meeting of the Planning and Resources Committee held on 21 October 2015 are circulated together with the Assurance Sustainability Assurance Report and Sustainability Metrics. The Council is invited to receive and endorse the Annual Sustainability Assurance Report and supporting Sustainability Metrics and consider whether, as in previous years, to submit to HEFCE, by their deadline of 1 December 2015, the optional Annual Sustainability Assurance Report.

The Senior Pro-Vice-Chancellor chairs the Committee. Professor Anderson, Professor White and Ms Mensah are members.

(b) Finance Committee

The minutes of the meeting of the Finance Committee to be held on 18 November 2015 will be circulated as soon as possible.

The Council is asked to approve the following documents which will be considered by the Finance Committee and which form part of the University's annual accountability return to the HEFCE:

- The financial results for 2014-15;
- Commentary: an explanation of significant variances between the current and July 2015 submissions.

The Council is further asked to approve the CUEF accounts which are circulated with the papers.

The Senior Pro-Vice-Chancellor will report.

The Vice-Chancellor chairs the Committee. Dr Anthony and the Senior Pro-Vice-Chancellor are members.

**B3 Audit
 Audit Committee**

The minutes of the meeting of the Audit Committee to be held on 19 November 2015 will be circulated as soon as possible.

Mr Lewisohn is Chairman of the Committee and will report on any urgent matters. Dr Good and Dr Charles are members.

B4 North West Cambridge

The Remarks made at a Discussion on 3 November 2015 on a 'Topic of concern to the University: Phase 1 of the North West Cambridge development' are circulated with the papers.

It is proposed that the Remarks be formally provided to the North West Cambridge Audit Group to inform Phase 2 of the group's work.

The Director of Finance will report.

**B5 University Employment
 Human Resources Committee**

The minutes of the meeting held on 22 October 2015 are circulated. Attention is drawn to the matters on the coversheet. The Council is invited to approve the Organisational Change Policy which was approved by the General Board at their meeting on 5 November 2015 and which is circulated with the papers.

The Pro-Vice-Chancellor for Institutional and International Relations chairs the Committee. Professor Davis, Professor Karet and Dr Good are members.

PART C: RESERVED BUSINESS

C1 Advisory Committee for the Appointment of the Vice-Chancellor

Professor White, the Chair of the Advisory Committee, will report.

UNIVERSITY OF CAMBRIDGE

COUNCIL

COUNCIL WORK PLAN 2015-6

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 2015

21 September 2015 (morning)	Ordinary meeting – at Madingley Hall Annual Report of the Council – first draft - done Approve outline Council workplan for forthcoming academical year – done
21 and 22 September 2015	Strategic meeting – Madingley Hall Topics: strategy and strategic risks; HR priorities; update report on strategy and progress in Development and Alumni Relations; governance and Council effectiveness.
19 October 2015	Ordinary meeting Review conclusions from strategic meeting - done Annual Report of the Council – second draft - done
23 November 2015	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 Audit Committee Annual Report - in agenda Response to Board of Scrutiny report - in agenda
14 December 2015	Ordinary meeting ACCMEN's report on the review of appointment of Council members to Council committees and other bodies Risk Steering Committee Annual Report Honorary Degree nominations for 2016, and preliminary proposals for 2017 (if available; otherwise in November)

LENT TERM 2016

18 January 2016

Ordinary meeting

Honorary degree nominations: publish list
Confirm dates of Council meetings (as approved by the Business Committee) for the forthcoming academical year

15 February 2016

Ordinary meeting

Confirm date of the September Strategic Meeting

14 March 2016

Ordinary Meeting

Preliminary discussion of University budget for the 2015-16.

EASTER TERM 2016

18 April 2016

Ordinary Meeting

Draft Budget and Allocations Report 2016-17 – first consideration

18 April 2016 (provisional)

Strategic Meeting

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

16 May 2016

Ordinary Meeting

Budget and Allocations Report 2016-17 – conclude consideration, sign and publish

13 June 2016

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 2016

11 July 2016

First meeting of new student members

(long meeting)

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
Report from OEA&C

The Deputy Chairman chairs.

The Vice-Chancellor's annual report to the Council
Consideration of the Council's priorities for the
forthcoming academical year

19 September 2016
(morning)

Ordinary meeting

The Council's Annual Report 2014-15 – first draft.
Confirm or revise Standing Orders, Code of Practice,
Statement of Primary Responsibilities and Statement
of Corporate Governance

19-20 September 2016

Strategic Meeting: provisional

MICHAELMAS TERM 2016 (FORWARD LOOK)

17 October 2016

Ordinary Meeting

Strategic meeting September 2016 - consider conclusions.

The Council's Annual Report 2015-6 – second draft
Receive draft General Board Report to the Council for 2015-16

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

Honorary Degree nominations 2017 and preliminary proposals for 2018

21 November 2016

Ordinary Meeting

Consider and approve Financial Statements 2015-6.

Sign Annual Report of the Council 2015-6; receive, consider and publish General Board Report to the Council 2015-6

13 December 2016

Ordinary Meeting

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 CUDAR and the Office of External Affairs and Communications. These are scheduled to fit with other business.

KAA

November 2015