

UNRESERVED MINUTES

THE UNIVERSITY OF LIVERPOOL

COUNCIL (1040)

MEETING OF THE COUNCIL

22nd May 2019

Present: The President (in the Chair); The Vice-President; the Vice-Chancellor; the Pro-Vice-Chancellor for Education; the Pro-Vice-Chancellor for Research and Impact; the President of the Guild of Students; Mrs C Booth; Mr S Butler; Mr E Fishwick; Dr P Johnson; Dr R Platt; Mrs A Pointing; Dr A Scott; Professor S Dawson; Professor J Balogun; Professor B Gibson; Mr K O'Sullivan; Mr Norman Molyneux; the Interim Chief Operating Officer

Apologies: Mrs H Miller, Mrs P Young

In Attendance: Ms N Davies, Director of Finance

Clerk to Council: Dr A Fairclough

DISCLOSURES OF INTEREST

1.1 Disclosures of Interest

Members of Council were invited to disclose any potential conflicts of interest they had in relation to items on the agenda. Any such conflicts are noted under relevant minute headings.

MINUTES/COMMUNICATIONS

2.1 Minutes of the Meeting held 5 February 2019

AGREED:

- i. The minutes of the meeting held 5 February 2019 should be approved as an accurate record.

2.2 Minutes of the Away Day held 10 April 2019

AGREED:

- i. The minutes of the Away Day held 10 April 2019 should be approved as an accurate record, subject to noting that Mrs H Miller had submitted apologies for that meeting.

2.4 President's Communications

a. Action Taken on Behalf of Council Since the Last Business Meeting

ENDORSED:

- i. Action taken by the President on behalf of Council:
 - a. Appointment of Mr Dei Harries, the University's Employment Solicitor, as University Nominated Director for Board of the University of Liverpool Pension Fund
 - b. Appointment of External Auditors KPMG for 2018/19 and 2019/20 (2019/20 subject to agreement of fees)
- ii. Items considered via correspondence since the last business meeting
 - a. To approve the University of Liverpool response to Independent Review of the Teaching Excellence and Student Outcomes Framework (TEF)
 - b. To approve the University of Liverpool response to Universities UK on the USS 2018 actuarial valuation
 - c. To approve the Terms for a new Online Education Management agreement with Kaplan Open Learning (KOL). And the associated recognition of an Affiliated College of the University - Kaplan Open Learning (Liverpool) Ltd – that will develop and deliver Online Programmes.

2.5 Vice-Chancellor's Communications

a. Going Global Conference

REPORTED:

- i. At a special session ahead of the registration for the Going Global Conference, the University had announced the new partnership with Kaplan Online Learning for the delivery of new online programmes. Around 120 people attended the session and showed great interest in the partnership and new ideas in the pipeline.
 - ii. *Minute redacted as personal information.*
- b. Sector Update

REPORTED:

- i. The most recent set of options presented by the USS Trustee had been circulated to members of the Council, with a briefing note from the Director of Human Resources. The University would be indicating to UUK a preference for option 3 and providing further comments by the deadline of 30 May 2019.
- ii. The post-18 funding review chaired by Sir Philip Augar, was expected to publish its report in the next few weeks.

c. External Engagements

REPORTED:

- i. Since the last meeting of Council, the Vice-Chancellor had visited, met with, hosted or attended meetings regarding the following:

12.02.19	IIS Joint Patrons VVIP visit HRH/President of Ireland
14.02.19	Russell Group Board with guest Dame Shirley Pearce, Chair of the Independent Review of the Teaching Excellence Framework (TEF), London and meeting with Chris Skidmore, Minister of State for Universities, Science, Research and Innovation, London
15.02.19	Liverpool Chinese Students and Scholars Association (LCSSA) Spring Festival Gala
19.02.19	Meeting with Steve Rotheram, Metro Mayor
21.02.19	AHRC Council, London Interview Panel for USS Board Director with UUK, London
22.02.19	UUK Members Meeting, London
25.02.19	LIC Topping Out Ceremony
26.02.19	Santander Universities Reception
04.03.19	University's Tate Partnership meets Open Circuit
6-9.03.19	Visit to Malawi Liverpool Wellcome Trust Research Centre /College of Medicine, Malawi
12.03.19	Launch of Gordon Stephenson Performance Space
14/15.03	Russell Group Away Days, Glasgow

25.03.19	KPMG Keynote on student accommodation, London
26.03.19	British Council Board of Trustees, London
02.04.19	Potts Medal
03.04.19	AUCSO Conference Birmingham, plenary speaker
30.04.19	Singaporean High Commissioner Dinner, London
07.05.19	Launch of University's Civic Engagement report
13-15.05	Going Global Berlin, representing UoL, UUK and as Trustee of British Council
16.05.19	Russell Group Board & dinner with Sir Adrian Smith (appointed by Government to provide independent advice on on the future of European and international collaboration)
20.05.19	Open House Lecture - Jon Tonge 16 - Old Enough to Vote?

FOR ENDORSEMENT, APPROVAL OR NOTE

3.1 Research and Impact Implementation

RECEIVED:

- i. A presentation from the Pro-Vice-Chancellor for Research and Impact on progress made towards achieving the objectives in the Research and Impact Strategy.

REPORTED:

- ii. The most recent analysis of reading programme data, informing the annual assessment of individual research performance, indicated strong progress towards the 2021 target of achieving 28% outputs classified as 4* quality.
- iii. The recording of individual circumstances was currently being refined and it was expected that this would result in a slightly more positive picture, suggesting that the University had already exceeded its 2021 target.
- iv. The most positive aspect of the process was the achievement of growth in volume of 4* outputs, with (*detail redacted due to commercial interest*).

- v. The number of staff without an output at 3* or 4* quality had reduced. Once individual circumstances were taken into account, this was expected to reduce further, (*detail redacted due to commercial interest*).
- vi. The progress in the postgraduate research (PGR) numbers per academic staff on teaching and research pathways had increased over the years of 2016/17 and 2017/18, against a backdrop of static performance across the Russell Group as a whole.
- vii. Partnerships continued to be developed and supported. In addition to the strengthening of the partnership with the Tate, collaboration was strengthening with other partners such as PZ Cussons.
- viii. Following recognition that demonstrating impact arising from research was a risk for the University in the next REF, a number of actions had been taken. These included the targeting of funding to support impact case study development and evidence gathering. An impact task force was also established to review the progress, quality and support requirements for all impact case studies.
- ix. The plan for developing a 'Cradle to Chair' approach had gained a boost with the award of the Prosper bid, funded by Research England, which would take a new approach to the career development of postdoctoral staff, aligned to the needs of the Industrial Strategy.
- x. Commercialisation was progressing well, supported by the work of the Enterprise Board over the last three years. There had been three spinouts in this academic year (Porous Liquids, Nidor and Tandem Nano) and the sale of LiftUpp had recently been agreed.
- xi. Research income per academic staff on teaching and research pathways had shown minimal progress and remained below the performance of other institutions of similar subject mix to Liverpool. The original target for 2021 had been achieved but it was recognised that this value was not stretching enough and did not reflect the level of performance needed to improve Liverpool's research standing.
- xii. Despite the overall funding position, there had been some significant achievements in the securing of prestigious research funding, particularly the Overseas Development Aid (ODA) funding where the University was placed 10th in the UK for funding awarded between 2014 and 2018. This funding was supporting research that should deliver major impact in developing countries.
- xiii. There had been major success in securing new flagship UK Research and Innovation (UKRI) Future Leaders Fellowships. Two of Liverpool's four candidates progressed to interview stage, and both candidates were successful out of a total of less than 50 granted nationally. The individuals were supported from conception of their idea to final interview, involving iterative and frequent critical friend support and peer review.

- xiv. With recruitment of an additional fellow from Swansea, Liverpool was now one of the most successful institutions in the scheme, positioned ahead of Cambridge, Oxford, Imperial and Bristol. Dr James Lea was also featured in the UKRI promotional video for the scheme, earning positive publicity for the University.

NOTED:

- xv. Work was being undertaken to define an appropriate target for research income. The target would need to be realistic but reflect the ambition of the University to improve its relative research standing. A number of actions were being implemented to support income growth, including enhancements to the research environment, targeting particular groups for support, considering budgets and incentives, and improving cost recovery on grants.

AGREED:

- xvi. The update had been welcome and indicated a significant improvement in many of the key research and impact metrics associated with Strategy 2026.

3.2 Research Excellence Framework (REF2021) Code of Practice

RECEIVED:

- i. The draft Code of Practice for the Research Excellence Framework (REF2021).

REPORTED:

- ii. A wide consultation had been carried out throughout the development of the Code of Practice.
- iii. There had been some concern expressed by UCU that related primarily to the separate Code of Practice on the assessment of individual research performance.
- iv. A motion was made by a member of Senate, which proposed the inclusion of a statement precluding the use of REF2021 data in promotion, progression, extension of contract or performance management procedures. Following discussion and clarification of institutional processes, the motion was not carried. (Also see minute 5.1 e. ii)

NOTED:

- v. Following submission of the REF Code of Practice to Research England, it would be reviewed by the Equality and Diversity Advisory Panel, who would

advise the funding bodies on adherence to the guidance, prior to approval and publication ahead of the REF2021 submission deadline.

AGREED:

- vi. The REF2021 Code of Practice should be approved for submission to the Equality and Diversity Advisory Panel.

3.3 Access and Participation Plan (APP)

[Mr I Roberts, Director of Student Recruitment, Admissions and Widening Participation, and Mr T Seamans, Director of External Relations, attended for this item.]

RECEIVED:

- i. The draft institutional Access and Participation Plan (APP) for the next five years, required for submission to the Office for Students.

REPORTED:

- ii. The APP covered areas of access, success and progression of students with different characteristics.
- iii. Council would have a key role in monitoring progress in implementing the new plan.
- iv. The plan had been developed through the efforts of six working groups across the University and was a collaborative plan, produced in partnership with the Guild of Students.
- v. The APP data had indicated that the University had some gaps in student access, success and progression that would need to be addressed, and the University had proposed 11 targets relating to the areas of focus.
- vi. Following submission on 23 May 2019, the OfS would assess the APP and make a final decision on its approval by mid-August 2019.
- vii. The main differences between this submission and the previous APP included:
 - a. A longer, more strategic timeframe for the document with a five instead of one year plan.
 - b. A more detailed self-assessment of performance with a requirement to address the 'gaps' identified.
 - c. A greater emphasis on the whole student journey – access, success and progression.

- d. Output focussed targets.
- e. A dedicated evaluation strategy
- viii. The submission would also involve proposed investment of circa £1.730m in year one rising to almost £2.025m by year five covering five categories of access spend: Pre 16, Post 16, Adult and Community, 'Access Other' (e.g. operational costings) and Research and Evaluation. Success and Progression spend was not being requested by OfS. This methodology was consistent with previous Access Agreement returns.
- ix. The plan had been aligned carefully to the guidance and the University had liaised with contacts at the Office for Students to ensure the plan would meet their criteria. The plan would be carefully scrutinised and the next step after submission would be to respond to any queries identified.

NOTED:

- x. Areas where the University might expect to receive queries included mature students, where the University had not set a target but there was concern at sector level about mature student engagement; and around outcomes of BAME students.
- xi. If implementation of funding changes occurred following the post-18 funding review, there may be an impact on plans and particularly financial targets. There was significant concern that students from low income backgrounds may put off going to University until a lower fee was introduced. The commitment of funding on bursaries and scholarships was significant, including £10M per annum for the Liverpool bursary.
- xii. Following finalisation of the process, monitoring by the OfS would be risk based, with a lighter touch approach for institutions assessed as low risk.

AGREED:

- xiii. The document provided a very clear picture of the University's activities and plans for access and participation and provided an excellent basis for ongoing monitoring and revision over the next five years.
- xiv. The Access and Participation Plan should be approved for submission to the Office for Students.

3.4 Annual Report on Development and Alumni Relations

[Mrs C Turner, Director of Development and Alumni Relations, and Mr T Seamans, Director of External Relations, attended for this item]

RECEIVED:

- i. A presentation outlining the University's approach to development and alumni relations, and exploring the potential involvement of Council members in this activity on an ongoing basis.

REPORTED:

- ii. The Development and Alumni Relations team was focussed on enabling the University's success through engagement with global stakeholders, thoughtfully with purpose.
- iii. The team had reached a large number of individuals and organisations throughout 2017/18, including a large community of over 14,000 alumni in China. They coordinated large number of volunteer activities, with around 12% of volunteers also being donors, many of whom were members of Council.
- iv. The University's leadership was involved in key activities leading to major donations and associations with key individuals and organisations.
- v. The team had recently received institutional investment to enable them to extend their reach. This included nine new members of staff, one based in China to deliver distinctive events and communications for alumni. The team had already achieved its fundraising target for 2018/19, including major targets for HIV nanomedicines and IntoLiverpool North Liverpool.
- vi. Although an increase in funding from Santander had been achieved, the corporate element of the portfolio delivered a relatively small proportion of the total income.
- vii. The major donation from the Tung brothers had been preceded by earlier gifts and a positive relationship being built over time, with direct involvement from the Vice-Chancellor.
- viii. The Alumni and Friends fund involved students to call graduates and seek donations for student clubs and societies and the enterprise fund. Mr Molyneux provided a key input to the panel for the enterprise fund.
- ix. 2019/20 priorities for the team involved a target of £4M donations and 10,000 volunteer hours. There was also an opportunity to fundraise for a health campus and digital health, aligned to the ambition to improve health and address inequalities in the region.

NOTED:

- x. Engagement of alumni with students was strongly encouraged through the Liverpool Connect portal. The team was also intending to work more closely with the Guild to engage with undergraduates. The team were aware of the concerns of recent graduates about debt and were careful to coordinate communications with Careers and Employability, focusing on keeping contact and offering help to graduates.

- xi. Compared with other similar institutions, Liverpool had been successful in achieving income through legacies but had relatively low income from corporate organisations. There was an opportunity to improve this through better understanding of opportunities from CSR budgets. The team were working more closely with Research, Partnerships and Innovation on key relationships with partner organisations.

AGREED:

- xii. The team, led by Mrs Turner, should be congratulated for its impact.
- xiii. Members of Council should be encouraged to engage in Development and Alumni Relations activities and support the University through their influence.

3.5 Update on Progress of Key Projects

a. Sensor City

RECEIVED:

- i. A paper setting out a review of Sensor City and considering the ongoing requirement for the parent institutions to provide financial support, together with a summary of various options to mitigate this requirement for funding.

REPORTED:

- ii. Sensor City's current business plan forecasted a requirement for the University to provide circa £0.5m per annum of revenue support funding over the current five-year planning horizon.
- iii. The financial forecasts had recently been adjusted to recognise that the original income targets had been optimistic. This work had been undertaken collaboratively with Liverpool John Moores University.

NOTED:

- iv. The original plan had also defined economic targets such as job creation and new products or outputs.
- v. Space utilisation was on target but there was insufficient use of facilities due to lack of grant capture.

AGREED:

- vi. The proposal to undertake a full review of the future use of the Sensor City building should be approved, noting the need for a joined up approach in communications with BEIS, and emphasis on the University's contribution to other priorities in the region.

b. Towards Strategy 2026

RECEIVED:

- i. An update on the Towards Strategy 2026 project.

REPORTED:

Minute redacted due to commercial interest.

c. Project Live

[Professor H Scott, Dean of Medicine, attended for this item]

RECEIVED:

- i. A report providing an overview of the progress of the various strands of Project LIVE (Liverpool Investment, Vision and Engagement) to date, and the current and projected ongoing use of resources.

REPORTED:

- ii. Project LIVE had been initiated to provide emergency measures to stabilise the School of Medicine. A review of the School in 2017 by the new Dean had identified serious deficits in the clinical input to the training of medical graduates, the operational systems on which the school depended, and the infrastructure in which it operated.

- ii. There were four key elements of the project:

- a) Recruitment of clinical and academic staff, with PS support.
- b) Refurbishment of the teaching infrastructure.
- c) Development of operational systems, supported by IT solutions.
- d) Re-branding and enhancement of the School's profile with prospective students and key stakeholders.

Immediate costs for (a) and (b) had been secured. (c) and (d) had been identified as priority areas for the University as part of core business.

- iii. In terms of staffing, a major recruitment exercise was undertaken to ensure the School was able to ensure its curriculum and placements were designed and delivered in keeping with best clinical practice, guided by clinicians experienced in each specialism.

- iv. The majority of roles were kept at half or one day per week allocations. The intention was to utilise existing clinical academics where possible and internal appointments were made. However, in some cases it was necessary to recruit NHS clinicians to sessional roles due to a lack of practising clinical academics in specific disciplines.

- v. A shift in these appointments from NHS post holders to Faculty post-holders, would depend on the clinical portfolio of the Faculty. It was anticipated that several positions would be brought back into the University over five years, with some individuals remaining with the NHS.
- vi. To support the creation of a sense of belonging and a clear identity for the School, a new curriculum was being introduced that would bring students in their clinical years back onto campus every five weeks. The inclusion of social and study space within the refurbishment of Cedar House would support a sense of community. This was on track to complete before the start of the next academic year. Space for low fidelity clinical simulation had also been built into the refurbishment.
- vii. The Computing Services Department had supported the project with in-house development of new systems. Most were nearing completion but one key system was yet to commence. Attempts to outsource this proved unsatisfactory and a further internal development was now planned.
- viii. The rebranding of the School was a work in progress, now benefiting from the arrival of the new Director of Marketing.
- ix. Project LIVE as an entity in itself would come to an end over the summer. Some of the associated work streams would however continue until they reached full completion, in particular in respect of the remaining IT projects and (depending on progress over the coming months) the various marketing and communications activities. It was anticipated that the School of Medicine would remain a key strategic priority for the Faculty, with future operational and investment decisions being handled within normal Faculty operations and/or subsumed within the review of the Faculty outlined within Project SHAPE.

3.6 Liverpool Medical Students Society

[Professor H Scott attended for this item]

RECEIVED:

- i. A verbal report from the Dean of Medicine on plans to establish a new Association for Clinical Students and the linked recommendation to recognise the Liverpool Medical Students Society (LMSS).

REPORTED:

- ii. The School recognised the work of the University, the Guild and the Council in addressing behaviour of the LMSS in 2014, including the review led by Mrs Pointing.
- iii. The Review Panel's report in 2015 had contained several recommendations that had not been met by LMSS in the year following the review. Following a

period of dialogue between the University and the LMSS, the Society was de-ratified.

- iv. Since then, the Society had been registered as a charity and the Dean had met with the office bearers and trustees following her arrival in 2017. It was her view that they accepted the recommendations of the 2015 report and that they sought to provide a modern fit for purpose society of which the University and profession could be proud.
- v. Since then, the Dean had worked with the office bearers for 2017/18 and 2018/19 and had received evidence that they had complied with each of the recommendations, except that of joining the Guild of Students. The charitable status of LMSS was viewed as a barrier to that final recommendation.
- vi. The Faculty of Health and Life Sciences recommended the establishment of a new Association for Clinical Students, to oversee the activities of societies relating to major clinical programmes that were subject to regulation by professional bodies (Medicine, Veterinary Science, Dentistry).
- vii. The Guild would remain the body through which student representatives would be elected and would be the recognised channel for communication between students and the University. The Board of the Association would be responsible for overseeing other aspects such as fundraising, social events, and financial matters and would include guild representation. The EPVC for Health and Life Sciences would be responsible for the Association and would report to the University's executive board. The arrangement would be reviewed after a year.
- viii. The Dean had recently met with the office bearers for the forthcoming academic year. She believed they were genuine in their commitment to provide a society that was fit to be associated with the medical school. The office bearers had offered to revise their outmoded articles and accepted that requirements would be made of them by the proposed new Association, such as sharing their show script with the School and the inclusion of School representation on their board of trustees. They were committed to ensuring that there were several social events that were suitable for those who do not want to drink and they saw inclusivity and alcohol moderation as an important part of their modern approach.

NOTED:

- iii. Members expressed reservations about the establishment of a parallel organisation to the Guild and queried the assumption that the separate charitable status was a barrier to LMSS sitting under the umbrella of the Guild. However, one of the benefits of this structure was that the new Association could take stringent oversight of regulatory clinical requirements including fitness to practise.

- iv. The Articles of Association for LMSS would need to be updated to reflect statutory requirements, University policy and institutional values and ethics.

AGREED:

- v. That the proposal to recognise LMSS as part of a new Association for Clinical Students should be endorsed.
- vi. That the new arrangement should be reviewed in a year's time and the issue of charitable status should be explored further.
- vii. That any issues of concern should be raised with Council at the earliest opportunity.

PLANNING AND RESOURCES COMMITTEE

4.1 Report of the Meeting of the Planning and Resources Committee held 12th March 2019

RECEIVED and NOTED:

- i. A report of the meeting of the Planning and Resources Committee held 12 March 2019, covering the following items:
 - 2018/19 Quarter 2 Performance Report
 - 2018/19 Finance Forecast 2
 - Moody's Updated Credit Opinion January 2019 – Bond Requirement
 - Upgrade to Facilities for Good Clinical Practice Laboratories (William Henry Duncan Building) Business Case and Mandate

a. 2018/19 Quarter 2 Performance Report and 2018/19 Forecast 2 Report

NOTED:

- i. The papers had been considered in full at the Council Away Day on 10 April 2019.

b. Moody's Updated Credit Opinion January 2019

NOTED:

- i. As a Public Interest Entity with a £250m bond, Moody's undertake an annual review of the credit opinion of the University. In January 2019 the credit

opinion was published, remaining at Aa3 negative – unchanged since the previous year.

- ii. The credit profile of the University reflected its stable financial performance, supported by favourable enrolment trends, a strong market position and an established international reputation. However, the University's liquidity would remain below that of similarly rated international peers and it continued to have a slightly higher level of indebtedness.
 - iii. The negative outlook reflected the impact of the vote to leave the EU on UK universities, whose overall competitiveness was likely to be weakened by the UK's departure, as well as domestic policy volatility and reduced demand from UK students.
 - iv. Whilst the University's tuition fee income as a percentage of overall turnover was increasing, this was reflective of the sector, with many non-research-intensive universities having a much greater reliance on tuition fee income. Research income
 - v. In recent years, the University's drop in international rankings had been against a backdrop of improved performance in many areas, highlighting the increased competitiveness of the sector, in particular internationally.
- c. Upgrade to Facilities for Good Clinical Practice Laboratories (William Henry Duncan Building) Business Case and Mandate

NOTED:

- i. The business case and mandate (205), of £1.55m, to improve the University's Good Clinical Practice (GCP) Laboratories facilities had been approved. This would involve location of two facilities in the William Henry Duncan Building. The approval was subject to confirmation in writing from the Ministry for Housing, Communities and Local Government that this relocation could take place, notwithstanding issues relating to ERDF funding.

SENATE

5.1 Report of the Meetings of the Senate held 27th March and 30th April 2019

RECEIVED:

- i. A report on two meetings of the Senate, held 27 March and 30 April 2019.

REPORTED:

- ii. At the standard business meeting on 27 March 2019, the Senate had considered:
 - An update on REF2021 Code of Practice development
 - Revision of the University Ordinances
 - Academic Advising and Student Success
 - Annual Complaints Monitoring Report for the Academic Session 2017/18
 - Academic Compliance Report for the Academic Session 2017/18

- iii. An additional meeting of the Senate had been arranged to consider proposals associated with Project SHAPE and the REF2021 Code of Practice.

a. Revision of University Ordinances

NOTED:

- i. Senate had agreed to recommend changes to the University Ordinances, which were considered and approved at the Council Away Day on 10 April 2019.

b. Academic Advising and Student Success

NOTED:

- i. Senate had approved a new Student Success Framework for use from September 2019, recognising that Student Experience and Enhancement would work closely with individual areas to operationalise the framework, recognising that one size did not fit all.
- ii. Communication, sharing best practice and training would be critical to the success of the new framework.

c. Academic Complaints Monitoring Report 2017/18

NOTED:

- i. Senate had noted the annual summary of complaints under Stage 1 and 2, and considered particular trends at each stage, and in relation to changes in policy during the year.

d. Academic Compliance Report 2017/18

NOTED:

- i. Senate had noted the annual anonymised summary of the cases brought before the Assessment Appeals Committee, the Research Degree Appeals Board, the Board of Discipline and the Board of Appeal, the Fitness to Practise Panel and the Senate Committee on the Progress of Students during the 2017/18 academic session.

e. REF2021 Code of Practice

NOTED:

- i. At its meeting on 27 March 2019, Senate had received a progress update on the REF2021 Code of Practice development, including the agreement of a principle relating to the outputs from staff who had been made redundant.
 - ii. At its meeting on 30 April 2019, Senate considered the draft REF2021 Code of Practice. A motion was made by a member of Senate which proposed the inclusion of a statement precluding the use of REF2021 data in promotion, progression, extension of contract or performance management procedures. Following discussion and clarification of institutional processes, the motion was not carried. (Also see minute 3.2 iv)
 - iii. The suggested minor changes to wording proposed by members were made to the document ahead of its submission to Council as a substantive item on the agenda.
- f. Project SHAPE

NOTED:

- i. Senate received a presentation from the Executive Pro-Vice-Chancellor about on progress made in defining a new strategy and structure for the Faculty of Health and Life Sciences, and the intended process for finalising recommendations.
- ii. Feedback was provided on a number of areas including the importance of engagement across the whole institution, the implications of proposed changes to Professional Services structures, the size of academic units, governance and decision-making, and the balance of pure and applied research.
- iii. The detailed comments from Senate members were provided to the project team for consideration as part of the consultation phase.

OTHER COMMITTEES OF COUNCIL

6.1 Audit Committee

RECEIVED:

- i. The report of the meeting of Audit Committee held 18 March 2019

REPORTED:

- ii. The Committee had discussed the following items:
 - KPMG External Audit Plan and Strategy 2018/19
 - Planning for 2018/19 Year End Audit
 - Risk Management Framework Update Report
 - Data Assurance Update Report
 - UKVI Report
 - Update on Reportable Events
 - Research Integrity Review Progress Update
 - Reports of the Internal Auditors

- Session on Risk

NOTED:

- iii. The rolling programme of audits demonstrated continuing improvement.
- iv. The external audit plan for year-end involved no significant changes, and discussions had so far been positive, reflecting the positive work of the Finance team.
- v. Data continued to be an area of focus for the Committee. Improvements had been made, but progress was slow.
- vi. Risks around UKVI tier 4 compliance were being managed and would be revisited by the Committee in October 2019. Any residual risks would be reported back to Council.
- vii. Changes made to the risk management framework would be subject to internal audit to check its effectiveness.

AGREED:

- viii. The KPMG external audit plan and strategy 2018/19 should be endorsed.

6.2 Health and Safety Governance Committee

RECEIVED and NOTED:

- i. The report of the meeting of Health and Safety Governance Committee held 2 May 2019, covering the following items:
 - Minor Revision to Committee's Terms of Reference
 - Draft Health and Safety Policy 2019/20 (Annual Review)
 - Update on Health and Safety Strategy Implementation
 - Business Continuity Management: Quarterly Report
 - Policy Statement for Pets in the Workplace

AGREED:

- ii. The minor revision to the Committee's Terms of Reference and the updated Health and Safety Policy 2019/20 should be approved.

STRATEGIC COMMITTEES

7.1 Education Committee

RECEIVED and NOTED:

- i. A report of the meeting of the Education Committee held 13 March 2019, covering the following topics.
- Academic Advising and Student Success: Report from the Task and Finish Group
 - Education Action Plan
 - 2.1 Virtual Learning Environment (VLE) Review Project
 - 2.2 Education Strategy Action Plan Progress
 - Annual Learning and Teaching Space Update (Presentation)
 - NSS Action Plans: Targeted Subjects – Progress Updates
 - Update on the Graduate Outcomes Survey
 - Q2 Performance Report

7.2 Research and Impact Committee

RECEIVED and NOTED:

- i. A report of the meeting of the Research and Impact Committee held 14 March 2019, covering the following topics:
- Chair's Report - Science and Technology Committee, UKRI Strength in Places, Enterprise, UKRI Fellowships
 - Grant Funding Data
 - Researcher Development - Making an Impact Event and N8

ROUTINE ITEMS

10.1 Use of the University Seal

RECEIVED and NOTED:

- i. A summary of uses of the University Seal since the last meeting.

10.3 Date of Next Meeting

NOTED:

- i. The final meeting of the 2018/19 session would be held on 9 July 2019.