

## UNRESERVED MINUTES

THE UNIVERSITY OF LIVERPOOL

COUNCIL (1043)

### MEETING OF THE COUNCIL

20 November 2019

**Present:** The Earl of Derby, President (in the Chair); Mrs C Booth, Vice-President; Professor Dame Janet Beer, Vice-Chancellor; Professor G Brown, Pro-Vice-Chancellor for Education; Mrs C Costello, Director of People and Services; Professor A Hollander, Pro-Vice-Chancellor for Research and Impact; Mr A Hussain, President of the Guild of Students; Ms C Ankrah-Lucas; Mr E Fishwick; Dr P Johnson; Mr N Molyneux; Dr R Platt; Mr H van Mourik Broekman; Dr D Walford; Professor J Balogun; Professor B Gibson; Mr K O'Sullivan; and Professor H Scott.

**Apologies:** Mr S Butler; Mrs H Miller; and Dr A Scott.

**In Attendance:** Mr J Coe, Senior Policy Adviser (for first hour); Ms N Davies, Director of Finance; and Mrs E Leonard, Governance Manager.

**Clerk to Council:** Mr K Ryan.

#### 1. Welcome to New Members

Professor Hazel Scott, Mr Hans van Mourik Broekman and Dr Diana Walford were welcomed to their first Council meeting.

#### AGREED:

- i. The recommendation of the Nominations Committee that Council's constitution should be amended by the replacement of the 'Chief Operating Officer' with the 'Senior Professional Services Representative with Responsibility for People and Infrastructure' should be approved at the outset of the meeting to enable Mrs Carol Costello to attend the entire meeting, noting that this change would need to be approved by the Privy Council in due course. Mrs Costello was welcomed to her first Council meeting as a member.

#### 2. Committee and Membership Matters

##### 2.1 Council Membership

#### RECEIVED and NOTED:

- i. Council membership for 2019/20.

## 2.2 Council: Roles and Responsibilities

### **RECEIVED:**

- i. A report bringing together a range of information on the role of Council and its members, members' legal and fiduciary responsibilities as charitable trustees, the expectations the University has of them, and the support members can expect to receive from the University in discharging these duties, together with an overview from the Clerk to Council on the responsibilities of charitable trustees.

### **REPORTED:**

- ii. This document was shared with members annually, to remind them of their role and responsibilities. The document had been updated recently to reflect that the OfS regulatory framework was now in full effect, to align with recent guidance from the OfS, and to provide further information on the OfS's Public Interest Governance Principles.
- iii. The six main duties of charitable trustees as published by the Charity Commission were as follows:
  - Ensure your charity is carrying out its purposes for the public benefit
  - Comply with your charity's governing document and the law
  - Act in your charity's best interests
  - Manage your charity's resources responsibly
  - Act with reasonable care and skill
  - Ensure your charity is accountable.

### **AGREED:**

- iv. The changes to the Roles and Responsibilities document should be approved, subject to amending the wording regarding ensuring the welfare of students is secured in Statute 9.1.9 and the associated section of the Statement of Primary Responsibilities as part of the upcoming review of the statutory framework.

## 2.3 Roles and Responsibilities in Relation to Diversity and Equality

### **RECEIVED and NOTED:**

- i. A statement agreed as part of the University's Diversity and Equality Framework which makes clear the role of committees in ensuring appropriate approaches to diversity and equality are embedded in the way the University conducts its business.

## 2.4 Statement of Policy and Procedure on Disclosure of Interest

### **RECEIVED and NOTED:**

- i. The University's Statement of Policy and Procedure on Disclosure of Interest, in accordance with the Policy requirement that 'at their first meeting of the academic year, each committee within the University should have a standing item on their agenda about conflict of interest'.

## 2.5 Disclosures of Interest

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

## 3. **Unreserved Minutes**

### 3.1 Unreserved Minutes of the Meeting Held 9 July 2019

#### **AGREED:**

- i. The unreserved minutes of the meeting held on 9 July 2019 should be approved as an accurate record.

### 3.2 Unreserved Minutes of the Away Day Held on 15 October 2019

#### **AGREED:**

- i. The unreserved minutes of the Away Day meeting held on 15 October 2019 should be approved as an accurate record.

## 4. **President of Council's Communications**

### 4.1 Action Taken on Behalf of Council Since the Last Business Meeting

#### **RECEIVED:**

- i. A report outlining action which had been taken on its behalf by the President of Council, as follows:

#### Appointments to Committees

To approve:

- The appointment of Dr Claire Brown as an external member of the Enterprise Board, aligned with the Faculty of Health and Life Sciences, for the period from 1 August 2019 to 31 July 2022
- The appointment of Ms Cilla Ankrah-Lucas as a member of the Education Committee, for the period from 1 August 2019 to 31 July 2022
- The appointment of Professor Bruce Gibson as a member of the Investments Sub-Committee for the period from 1 August 2019 to 31 July 2020
- The appointment of Ms Lesley Woodbridge, Liverpool City Council Urban Design/Public Art Officer, as a member of the Heritage, Arts and Culture Committee.

#### Renaming of Chair of Pharmacology

To approve the request from the Faculty of Health and Life Sciences to rename the Chair of Pharmacology to the Alasdair Breckenridge Chair of Pharmacology.

#### Policy on the Safeguarding of Children Young People and Vulnerable Adults

To approve minor amendments to the Policy on the Safeguarding of Children, Young People and Vulnerable Adults, mainly to reflect changes to personnel and

a more joined up approach between Human Resources and Student Administration and Support.

Implementation of Revised Investment Strategy

To approve the recommendation of the Investments Sub-Committee and Planning and Resources Committee to divest £64m from the University's OLIM portfolio. In the short term, the University would invest the funds in money market funds which were relatively low return, with a view to selecting new property fund and credit managers in November and reinvesting the majority of the funds by December 2019.

Honorary Degree Nomination

*Minute redacted due to personal information.*

**AGREED:**

- ii. The action taken by the President on Council's behalf as outlined above should be endorsed.

**5. Vice-Chancellor's Communications**

5.1 Update

*[Disclosure of interest redacted as it relates to redacted minute 5.1iv below.]*

**REPORTED:**

- i. Members of the senior leadership were actively engaged in partnership activity within the city region around a number of issues including health, skills shortages and sustainability.
- ii. The Executive Chair for Research England, David Sweeney, had provided an update on UK Research and Innovation at the staff open meeting held on 5 November 2019.
- iii. A successful Leadership Away Day had been held in the Town Hall on 8 November 2019. Those Council members who had been able to attend were thanked and suggestions for future content were welcomed.
- iv. *Minute redacted due to commercial interest.*

**AGREED:**

- v. The centrality of the University to the city region should be explored at a future Council meeting (with the Chief Executive of Liverpool City Council or the Metro Mayor).

## 5.2 Summary of External Engagements

### **REPORTED:**

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

10 September	Delivered Annual Talk to University's Women's Club PCC Jane Kennedy, Reduction Violence Unit Meeting
11-12 September	UUK Annual Conference, Birmingham
17 September	LCC Liverpool Strategic Partnership
18 September	Arts and Humanities Council, London
19 September	British Council Away Day, London
20 September	UK-Taiwan Higher Education Forum
26-28 September	Pontignano UK/Italy Bilateral Conference, Siena
2 October	Liverpool University Press 120 <sup>th</sup> Anniversary Reception
3 October	N8 Board, Manchester
4 October	Liverpool City Region Combined Authority
7 October	Manchester Chinese Consul/UoL SMT Dinner at Consulate
8 October	Team Liverpool Senior Management Event with LCC and Key City Leads
9 October	Improving Student Mental Health Through Partnership Launch with MerseyCare and Metro Mayor at UoL
10 October	National Leadership Centre Advisory Board, London
11 October	MMU Board of Governors – Delivered Keynote on Sector Issues Hosted Gavin Williamson, Secretary of State for Education at UoL Opened Liverpool Literary Festival with Colm Toibin
17 October	Hosted Irish Studies Seamus Heaney Lecture
18 October	Led Masterclass on Leadership at Lancaster University (Bonington Programme)
21 October	Review of Post-18 Education and Funding with Mayor Joe Anderson, Tony Reeves, LCC, and Mark Power, LJMU
22 October	British Council Board of Trustees, London
31 October	UUK Board Horizon Scanning, London
1 November	UUK UK Board, London
11-14 November	British Council VC Delegation to Russia.

### **ITEMS FOR APPROVAL/DISCUSSION**

## **6. Development and Alumni Relations Annual Report**

[The Director of Development and Alumni Relations, Mrs Christina Turner, attended for this item.]

### **RECEIVED:**

- i. A paper providing an update on progress made in the 2018/19 academic year by the Development and Alumni Relations team.

**REPORTED:**

- ii. In September 2018 investment in this team had been agreed, with the intention of delivering significant medium to long term increases in philanthropic income, volunteering hours and other forms of support from the University's global alumni and supporter networks. Additional investment of £550,000 had been agreed, covering pay and non-pay.
- iii. *Minute redacted due to commercial interest.*
- iv. *Minute redacted due to commercial interest.*

**AGREED:**

- v. In future, the annual report should include some comparisons with development and alumni functions in other universities.

**7. Prevent Annual Data Return and Annual Report**

[The Director of Student Administration and Support, Dr Paula Harrison Woods, attended for this item.]

**RECEIVED:**

- i. The Prevent Annual Data Return and Annual Report.

**REPORTED:**

- ii. The University was required to complete an annual data return to the OfS to demonstrate compliance with the Prevent Duty.
- iii. The University was no longer required to provide an annual report to the OfS. However, Council was required to assure itself that the University is meeting its obligation to have due regard to the Prevent Duty. The annual report provided a summary of activity in relation to the Duty to provide Council with the necessary assurance.

**AGREED:**

- iv. The Prevent Annual Data Return should be approved for submission to the OfS.
- v. The Annual Report should be approved.

**8. Annual Overarching Assurance Report 2019 (including the Annual Financial Return and Accountability Return to the OfS)**

**RECEIVED:**

- i. Various elements of the annual financial return and accountability return which the University was required to submit to the OfS.

## REPORTED:

- ii. All providers registered with the OfS were required to satisfy general ongoing condition of registration F3: Provision of information to the OfS. For the 2019 submission, the OfS had broken this requirement down into two sections:
  - To assess compliance with ongoing condition D: financial viability and sustainability (the annual financial return)
  - To assess accountability for the funding that the OfS provided in the 2018/19 academic year under the terms and conditions of funding for higher education institutions (the accountability return).
- iii. The annual financial return also included the optional submission of a business plan which sets out a provider's plans for the same period as the financial and student number tables. Given this was only a mandatory requirement for providers with less than three years' operation, it had been agreed not to submit this.
- iv. The financial results for this year had been materially impacted by the increase in the University's Universities Superannuation Scheme (USS) pension provision. This provision related to the obligation to fund the University's share of the past deficit on USS, calculated based on the USS 2017 valuation. The provision had increased by £86.2m to £134.1m, resulting in an operating deficit of £67.5m and a total comprehensive expense of £52.6m for the year. The accounting for this provision had impacted all universities that are members of the USS pension scheme and would have a material impact generally on the university sector results. As disclosed as a post balance sheet event, a new Schedule of Contributions based on the 2018 actuarial valuation had been agreed and resulted in a decrease in the provision of £58.8m, resulting in a lower provision of £75.3m in relation to the obligation for future payments. This adjustment would be reflected in the University's financial statements for the year ended 31 July 2020. Excluding the USS pension adjustment of £86.2m, total comprehensive income was £33.6m (5.8% of income) and operating surplus was £20.3m (3.5% of income), with operating cash generation of £40.8m, 7.1% of income, and an underlying EBITDA (earnings before interest, tax, depreciation and amortisation) of 11.0%. This was a relatively strong financial performance for the year against a backdrop of financial challenges.
- v. In relation to the external audit:
  - The 2018/19 year end audit was substantially complete and had gone smoothly. The external auditors expected that they would be in a position to issue an unmodified Auditor's Report following the approval of the financial statements by Council.
  - The external auditors reported that in their opinion the financial statements:
    - give a true and fair view of the state of the Group's and of the University's affairs as at 31 July 2019 and of the Group's and the University's income and expenditure, gains and losses, changes in reserves, and of the Group's cash flows, for the year then ended
    - have been properly prepared in accordance with UK accounting standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland, and with the 2015 Statement of Recommended Practice – Accounting for Further and Higher Education (FEHE SORP)

- meet the requirements of the Accounts Direction dated 19 June 2018 issued by the OfS, other than where the University has applied the allowance to early adopt the requirements of paragraph 12(d) of the Accounts Direction dated 25 October 2019 issued by the OfS.
  - The external auditors reported that, in all material respects:
    - funds from whatever source administered by the Group and the University for specific purposes have been properly applied to those purposes and managed in accordance with relevant legislation
    - income has been applied in accordance with the University's Statutes
    - funds provided by the Office for Students and Research England have been applied in accordance with the terms and conditions attached to them.
- vi. The overall opinion on the system of internal control which had been included in the Audit Committee's Annual Report was that:
- ‘On the basis of the work undertaken by the internal and external auditors and the action plans agreed by management, and following consideration of other matters presented to the Committee by management, the Audit Committee has concluded that it is satisfied with the adequacy and effectiveness of the arrangements that the University has in place for:
- risk management, control and governance
  - economy, efficiency and effectiveness (value for money)
  - management and quality assurance of data submitted to the Higher Education Statistics Agency, the Student Loans Company, the OfS and other bodies, subject to the ongoing successful implementation of the measures that have been put in place to address issues relating to data quality and process issues in student statutory returns’.
- vii. As regards the research element of the return, the Research Integrity and Governance Committee (RIGC) had identified no risks with the University's compliance with the Concordat to Support Research Integrity. Furthermore, the RIGC was content that the University was acting in the right spirit of the principles of the Concordat, and undertakes continual efforts to implement each specific provision within the Concordat. It had also been confirmed that in the year ended 31 July 2019 all Research Capital Investment Funding had been spent within the year for the purposes intended.

**AGREED:**

- viii. The annual financial and annual accountability returns incorporating the following elements should be approved for submission to the OfS on 2 December 2019:
- Audited Financial Statements
  - Audit Committee Annual Report
  - Internal Auditor's Annual Report
  - External Auditor's Year End Report
  - Financial and Student Number Tables and Associated Commentary
  - Assurance Return
  - Research Return.



## 9. OfS Annual Compliance Report: Internal Assessment

### RECEIVED:

- i. A report providing assurance to Council in relation to how the University is currently complying with the conditions of the OfS regulatory framework and highlighting areas of potential risk or where further work is progressing.

### REPORTED:

- ii. Condition E3 of the OfS regulatory framework placed accountability for ensuring the University's compliance with all of its conditions of registration and with the OfS accounts direction directly on its governing body.
- iii. The preliminary self-assessment of the University's compliance with the initial and ongoing conditions of the OfS framework had been endorsed at the meeting of Council held on 10 April 2019, and had also been subject to an audit by PwC. The PwC audit concluded that 'the review has illustrated the University's robust approach to ensuring all conditions of the OfS registration are complied with and there is appropriate governance and reporting structures in place to ensure that the conditions are complied with. Overall, relative to other providers at which we have completed similar work the University has demonstrated a highly robust and considered compliance framework'.
- iv. A centralised approach to overseeing compliance had been retained, now through the University Secretary and Director of Legal and Governance. This enabled an effective joined up approach within the University between senior management and activity leads.
- v. Overall, the majority of conditions had been self-assessed as green, with those conditions highlighted as amber having plans in place to address requirements as necessary. Several of the conditions might remain amber as plans are progressed (eg A1) or until the OfS releases further guidance (eg C3). An assessment of red would suggest a serious gap in policy/process with no clear plan to address this. Council could take assurance that no area had been assessed as red.
- vi. The University had received a formal communication from the OfS highlighting late payment of fees to the Designated Quality Body (QAA). The letter suggested 250 providers had failed to pay the annual fee to the QAA by the required deadline. The OfS had asked that governing bodies discuss at an upcoming meeting the reasons deadlines were missed, and the steps that would be taken to prevent a recurrence. This matter had been investigated and the payment had been made the day after the deadline. The subscriptions budget had now transferred to the Director of Finance and a comprehensive list of subscription fees had been established for approval annually as part of the Planning and Performance Cycle.

### AGREED:

- vii. The University's internal assessment of its compliance against the conditions of the OfS regulatory framework should be approved.
- viii. Minute vi above confirming Council's discussion of the late payment of the annual fee to the QAA should be submitted to the OfS, as requested.

## **10. Information Security Policy**

### **RECEIVED:**

- i. A revised Information Security Policy.

### **REPORTED:**

- ii. The revised Policy outlined the main information security responsibilities and requirements that should be in place across the organisation, including:
  - ownership and accountability for information, particularly for Data Owners and System Owners
  - security risk assessment and management
  - simplified data classification with clear guidance on protection measures appropriate to sensitivity of information.
- iii. The Policy incorporated relevant content from and replaced four existing security related policies: Information Security Policy; Information Asset Classification Policy; Workspace & IT Equipment Policy; and Information Security Review Policy.
- iv. The Policy had undergone major revision to better align it with related disciplines of Data Governance, Research Data Management and the drive for Open Access, Data Protection, Records Retention and Research Ethics.
- v. The Information Protection Guide was a practical 'how to' guide that underpinned the Information Security Policy. The Guide listed protection measures for University information throughout its lifecycle using simple traffic light data classification. An e-learning version of the Guide was in development, as well as work to embed data classification within University Office 365 training and roll out.

### **AGREED:**

- vi. The revised Information Security Policy should be approved.
- vii. Further consideration should be given to the interface between open access and GDPR/control of information.

## **11. Establishment of the Formal Senior Leadership Team**

### **RECEIVED:**

- i. A paper providing details regarding the recently-established Formal Senior Leadership Team (FSLT) to ensure Council has oversight of the arrangements in place around governance and formal decision making at the executive level.

### **AGREED:**

- ii. The terms of reference constitution and membership of the FSLT should be endorsed.

## PLANNING AND RESOURCES COMMITTEE

### 12. Report of the Meeting of the Planning and Resources Committee held 7 November 2019

#### RECEIVED and NOTED:

- i. A report of the meeting of the Planning and Resources Committee held on 7 November 2019, covering the following items:
  - Annual Overarching Assurance Report 2019 (Including the Office for Students' Annual Financial Return and Accountability Return)
  - ULPF Statement of Investment Principles
  - Architecture Business Case
  - Sensor City – Commitment to Financial Support
  - Institutional Budget 2020/21 – 2023/24
  - Developing Liverpool's Knowledge Quarter Through Partnership
  - Value for Money (VfM) Annual Report 2018/19
  - PPC Review and Process 2019/20
  - Athena SWAN Annual Report
  - Guidelines Regarding Spin-out Companies and Equity Allocation

#### AGREED:

- ii. The proposed changes to the ULPF Statement of Investment Principles, in relation to Environmental, Social and Governance factors, should be approved.
- iii. The business case for the extension to the north of the existing main School of Architecture building to the value of £23 million should be approved, noting that there would be further discussion around sole occupancy areas.
- iv. The letter of financial support for Sensor City should be approved. *Remainder of minute redacted due to commercial interest.*
- v. The revised five year plan 2019-2024 should be approved.
- vi. The proposal to accept Bruntwood (or the reserve company) as the approved private partner in Sciontec, and the associated dilution in the University's stake in Liverpool Science Park's asset base from 1/3 to 1/4, should be approved.

## SENATE

### 13. Report of the Meeting of the Senate held 6 November 2019

#### RECEIVED and NOTED:

- i. A report of the meeting of the Senate held on 6 November 2019, covering the following items:
  - Annual Report on Quality and Standards
  - Employer Complaints Policy
  - Revised Fitness to Practise Policy

- Values and Ethics Green Paper

**AGREED:**

- ii. The report providing assurance to Council regarding the outputs of the quality assurance processes and confirming the continuing quality and standards of provision across the University and its collaborative partners in the UK and overseas should be approved.
- iii. The Employer Complaints Policy, which meets the Education and Skills Funding Agency condition of registration that, as a provider of a degree apprenticeship, the University must make available to employers of degree apprentices a written complaints and dispute resolution policy, should be approved.
- v. The revised Fitness to Practise Policy which had been drafted to reflect new OIA guidelines published earlier this year should be approved. Included within it were a number of revisions designed to improve the administration and operation of Fitness to Practise panels, which in recent years had had to deal with a growing number of increasingly complex and specialist cases. There was some concern that there would no longer be a Guild representative on the Panel, but this matter had been carefully considered and it was felt that the student member of the panel should be grounded in the clinical context. Some panels elsewhere in the sector did not include student representation.

**OTHER COMMITTEES OF COUNCIL**

**14. Audit Committee**

**RECEIVED and NOTED:**

- i. The report of the meetings of the Audit Committee held on 7 October and 7 November 2019, covering the following items:
  - Annual Overarching Assurance Report 2019 (Including the Office for Students' Annual Financial Return and Accountability Return)
  - Terms of Reference, Constitution and Membership of the Audit Committee
  - Value for Money (VfM) Annual Report 2018/19
  - Reports of the Internal Auditors
  - Private Meetings
  - External and Internal Audit Contract Tender Process.

**AGREED:**

- ii. The terms of reference of the Audit Committee should be amended to include reference to the oversight of fraud and irregularity, the oversight of non-audit services provided by the internal auditors, and to reflect the changes to those listed as being in attendance, pending a wider review to reflect new guidance expected to be issued by the OfS and CUC.

## 15. Remuneration Committee

### RECEIVED and NOTED:

- i. An Annual Report of the Committee's activity.
- ii. A report of the meeting of the Remuneration Committee held on 7 November 2019, covering the following items:
  - Review of the Terms of Reference
  - Recommendations Under the 2019 Senior Management Team Salary Review
  - The Outcomes of the 2019 Non-clinical Professorial and Equivalent Professional Services Staff Salary Review
  - Annual Remuneration Report to Council
  - Review of Strategic Reward for Senior Staff Policy
  - A Report on Senior Staff Matters
  - The Annual Report on Senior Staff with Positions on Boards/Membership of Formal Outside Bodies and Details of Any Remuneration
  - The Annual Summary of the Vice-Chancellor's Expenses 2018/19.

### REPORTED:

- iii. The Committee had considered an annual report covering activity up to the end of 2018/19, as part of its activity to comply with the Committee of University Chairs Higher Education Senior Staff Remuneration Code.

### AGREED:

- iv. The Annual Report should be approved and published on the University's website and linked to in the Corporate Governance Statement within the Financial Statements.

## 16. Health and Safety Governance Committee

### RECEIVED and NOTED:

- i. The Annual Report of the Committee's activity.
- ii. A report on the meeting of the Health and Safety Governance Committee (HSGC) held on 23 October 2019, covering the following items:
  - Revisions to Terms of Reference, Constitution and Membership 2019/20
  - Policy and Code of Practice on the Use of Drones
  - Policy and Code of Practice for Working at ACDP (Advisory Committee for Dangerous Pathogens) Containment Level 3
  - Policy and Code of Practice for Pressure Systems
  - Policy and Code of Practice for Compressed Gases
  - Policy and Code of Practice for Safe Use of Cryogenics
  - Periodic Reviews of Codes of Practice.

**REPORTED:**

- iii. In order to discharge its legal and regulatory responsibilities, Council was required to seek assurance that effective health and safety arrangements were in place and were working. Namely that:
- Health and safety arrangements were adequately resourced
  - Risk control measures were in place and acted on
  - There was a process for auditing health and safety performance
  - There was a process to review the emergency and fire evacuation plans for effectiveness
  - There was an effective process to identify health and safety training and competency needs
  - The University had access to competent health and safety advice
  - There was a process for employees or employer representatives to discuss health and safety matters.

The HSGC Annual Report, therefore, covered key elements in order to enable Council to discharge its obligations.

**NOTED:**

- iv. A review was underway of fire safety arrangements and any potential risk from cladding internally, and via third-parties, and this would report back to Council in due course.

**AGREED:**

- v. The Annual Report should be approved.
- vi. The proposal to no longer pursue the use of monitoring safety inspection and safety tour actions as a KPI should be approved as, now that the HASMAP process was being used to drive health and safety improvements, there was uncertainty about whether this information would add any further value.
- vii. The Health and Safety Governance Committee's remit should be widened to enable it to approve future health and safety codes of practice and major revisions to these, noting that Council would retain final approval of the Health and Safety Policy.

**17. Nominations Committee**

[Any lay members who would potentially put themselves forward for appointment as President of Council were asked to leave for this item. Mrs Carmel Booth left the room. The President of Council continued in the Chair as the proposals related to process rather than an actual appointment, and any remuneration in future would not apply to the current President.]

**RECEIVED:**

- i. A report of the meeting of the Nominations Committee held on 7 November 2019, covering the following items:

- Appointment of a Senate Representative on Council
- Amendment to Council's Constitution
- Process to Appoint the Next President of Council
- Proposal to Remunerate the President of Council
- Council Appointments to University Committees/Bodies.

**AGREED:**

- ii. Following a recruitment process as agreed by Council in July 2019, Professor Hazel Scott should be appointed as a nominated Senate representative on Council for the period from 20 November 2019 to 31 July 2022. (Although formally dealt with as part of the Nominations Committee report, Council members had agreed the appointment via circulation and so Professor Scott was invited to join from the beginning of the meeting.)
- iii. The constitution of Council should be amended by replacing the ex officio 'Chief Operating Officer' with the 'Senior Professional Services Representative with Responsibility for People and Infrastructure', so as not to restrict the position to a specific title which might change again. This change would need to be formally submitted to the Privy Council as part of a broader review of the statutory framework which was underway and would be brought back to Council in due course. (This matter was dealt with at the outset of the meeting to enable the Director of People and Services to attend the entire meeting – see minute 1 above.)
- iv. The process as detailed to appoint the next President of the Council to replace Lord Derby when his final term ends on 31 July 2020 and the next Vice-President should the current Vice-President become President should be approved. The process to appoint the next President included: a role description based on the one provided in the CUC illustrative practice note; confining the process to existing lay members of Council, to be followed by external advertisement should no appointment be made; interview arrangements; and a timeline which would potentially culminate in an appointment being made by Council at its meeting scheduled for 5 February 2020. In recognition of the fact that many of the most experienced lay members of Council would complete their service over the next two years, the Vice-President role would be offered as an opportunity to extend the period of service of members with more than four years' experience of serving on Council, should the current Vice-President be appointed as President. This process would potentially culminate in a recommendation being made at Council's Away Day scheduled for 1 April 2020. As neither would have served the maximum period of nine years at the end of their current term, the periods of appointment of Dr Roger Platt and Dr Paul Johnson could be extended to 31 March 2021 and 31 July 2021 respectively to retain experienced members for longer should they not stand for or be appointed to the role of Vice-President.
- v. In future, the option should be available for the President of Council to receive remuneration. The Privy Council, OfS and Charity Commission (if necessary) should be approached prior to a formal resolution being made to offer remuneration to the President of Council in future and agreement of the practical arrangements that this would entail. In reaching this decision, the arguments both for and against remuneration had been considered.
- vi. That, in respect of Council appointments to Committees:

- Mr Hans van Mourik Broekman should be appointed as a member of the Education Committee and the Tribunals, Appeals and Grievances Committees Panel for the period from 20 November 2019 to 31 July 2022
- Dr Diana Walford should be appointed as Vice-Chair of the Committee on Research Ethics and as a member of the Joint Committee on Honorary Degrees for the period from 20 November 2019 to 31 July 2022
- Mr Richard Charkin and Mr Toby Faber should be re-appointed as members of the Liverpool University Press Board for the period from 19 January 2020.

## **STRATEGIC COMMITTEES**

### **18. Education Committee**

#### **RECEIVED and NOTED:**

- i. A report of the meeting of the Education Committee held on 22 October 2019, covering the following items:
  - Academic Integrity Project Report
  - Canvas at Liverpool Project
  - Institutional Survey Results 2019  
*Institutional Survey Results*  
*Libraries, Museums and Galleries (LMG) 2019 NSS Analysis and Action Plan*  
*CSD 2019 NSS Analysis and Action Plan*
  - Education Strategy Action Plan  
*Education Strategy Action Plan Progress*  
*Draft Education Strategy Indicators of Impact*  
*Quarter 4 Performance Report*
  - Student Success  
*Early Assessment of the 2019 'Liverpool Welcome' and an Update on Plans to Evaluate the New Student Success Framework*  
*Academic Success Update*
  - Update on Online Partnership Activities
  - Annual Report on Quality and Standards
  - Disabled Students Review – Terms of Reference.

### **19. Research and Impact Committee**

#### **RECEIVED and NOTED:**

- i. A report of the meeting of the Research and Impact Committee held 23 October 2019, covering the following items:
  - Cradle to Chair
  - REF2021 Unit of Assessment (UoA) Configuration
  - REF Internal Audit Review.



## **ROUTINE ITEMS**

### **20. Use of the University Seal**

**RECEIVED** and **NOTED**:

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

### **21. Date of Next Meeting**

**NOTED**:

- i. The next meeting of the Council would be held at 2pm on Wednesday 5 February 2020.