

MINUTES OF THE UNIVERSITY OF LIVERPOOL COUNCIL

MEETING HELD VIRTUALLY VIA ZOOM ON 25 MAY 2021

Present:	Mrs Carmel Booth, President (in the Chair); Dr Paul Johnson, Vice-President; Professor Dame Janet Beer, Vice-Chancellor; Professor Gavin Brown, Pro-Vice-Chancellor for Education; Professor Anthony Hollander, Pro-Vice-Chancellor for Research and Impact; Dr Carol Costello, Director of People and Services; Mr Adnan Hussain, President of the Guild of Students; Ms Cilla Ankrah-Lucas; Ms Fiona Cullen; Mr Ed Fishwick; Dr Kashmir Gill; Ms Vanessa Griffiths; Dr Roger Platt; Mr Hans van Mourik Broekman; Professor Julia Balogun; Professor Hazel Scott; Professor Thomas Teubner; and Mr Kieran O'Sullivan.
Apologies:	Mrs Helen Miller; Mr Norman Molyneux; Dr Diana Walford; and Ms Nicola Davies.
In Attendance:	Mr Kevan Ryan, University Secretary and Director of Legal and Governance/Clerk to Council; Mrs Emma Leonard, Governance Manager, Secretary to Council; Professor Louise Kenny, Executive Pro-Vice-Chancellor for Health and Life Sciences (for items 1-7); and Mr Will Spinks from Halpin Partnership Limited.

UNRESERVED BUSINESS

COMMITTEE AND MEMBERSHIP MATTERS

1. Welcome

It was noted that the meeting was being observed by Mr Will Spinks, a Consulting Fellow from Halpin Partnership Limited, as part of the ongoing Governance Effectiveness Review being conducted by Halpin.

2. Disclosures of Interest

Members were asked to disclose any interest that could give rise to conflict in relation to any item on the agenda. Disclosures are noted under the relevant minute heading.

3. Minutes of Previous Meetings

3.1 Unreserved Minutes of the Meeting Held on 9 February 2021

AGREED:

- i. The unreserved minutes of the meeting held on 9 February 2021 should be approved as an accurate record.

3.2 Minutes of the Away Day Meeting Held on 13 April 2021

AGREED:

- i. The minutes of the Away Day meeting held on 13 April 2021 should be approved as an accurate record.

3.3 Matters Arising on the Minutes of the Meeting Held on 13 April 2021

3.3.1 *Future Ways of Working for Professional Services (minute 5 refers)*

RECEIVED:

- i. An oral update from the Director of People and Services on hybrid working and campus optimisation.

REPORTED:

- ii. Good progress was being made with the hybrid working and campus optimisation initiatives.
- iii. Significant engagement was underway to ascertain the activities and roles that could be undertaken in a hybrid way and a recent survey had shown that 64% of professional services roles could be undertaken in this manner.
- iv. The Hart Building was being vacated so that it could be repurposed as a hybrid working hub and the Foundation Building would be reconfigured to become a student-focussed asset.
- v. A holding capital investment plan was being developed and would be submitted to the Finance and Resources Committee and Council in June/July 2021.

NOTED:

- vi. In order to ensure a joined up approach, the University's plans in this area were being shared with other key organisations in the city through the work of the Knowledge Quarter Board.

4. Report on Action Taken by the President

RECEIVED:

- i. A report on action taken by the President on Council's behalf since the last business meeting.

REPORTED:

- ii. The President had taken Chair's action as follows:

Ordinance 60 Degree of Doctor of Dental Science (DDSc) (approved 6 March 2021)

To approve revisions to the DDSc Ordinance following PGR Committee and Senate approval of a proposal to revise registration periods for the DDSc (on-

campus professional doctorate) to be aligned with on-campus PhDs in order to offer candidates more time to finalise their thesis and reduce the number of routine exceptional approval requests to extend registration. The taught components of the programme would be unaffected and would continue to be delivered at the same pace. All currently registered DDSc students would have their registration periods updated during 2020/21.

Ordinance Changes (approved 7 April 2021)

To approve recommendations made via Chair's action on behalf of the Senate to approve:

- A variation to Ordinance 52(A) to enable the programme MSc Oral and Maxillofacial Surgery to have a maximum registration period of six years, in variance to the maximum registration period of three years stipulated in the Ordinance
- The introduction of a new award: Master of Surgery MCh with effect from 2021/22 and a change to Ordinance 18.1 to include the MCh in the awards listed for the Faculty of Health and Life Sciences.

Modern Slavery Statement (approved 5 May 2021)

To approve an updated version of the University's Modern Slavery Statement for publication on the public website.

AGREED:

- iii. The action taken by the President on Council's behalf as outlined in 4ii above should be endorsed.

ITEMS FOR APPROVAL/DISCUSSION/NOTE

5. President's Communications

RECEIVED:

- i. An oral report from the President of Council.

REPORTED:

- ii. Very useful feedback had been received following the Council Away Day held in April 2021. Members had particularly appreciated the focus on a small number of key strategic issues enabling deeper discussion, the break out session, and fewer papers being circulated in advance of the meeting which necessitated less preparation time. Looking ahead, members would welcome an opportunity to get together in person, the continuation of some smaller group sessions, the allowing of sufficient time to focus on key issues (e.g. finance issues), and external speakers.
- iii. Most of the areas covered at the Away Day would be revisited at the July and subsequent Council meetings, as well as the outcomes being fed into the Vice-Chancellor's objectives for the next 12 months.

6. Clerk to Council's Communications

RECEIVED:

- i. An oral report from the Clerk to Council.

REPORTED:

- ii. The Clerk was currently organising the annual performance appraisal of the President of Council. A President Evaluation Form based on best practice in both the HE sector and NHS would be issued to members for completion shortly. The Clerk would produce a report based on the responses and provide feedback to the President.
- iii. It was proposed that the Terms of Reference of the Formal Senior Leadership Team (FSLT) should be broadened to include 'Oversees the University's international strategy and considers significant international projects, partnerships and policies' following the disestablishment of the International Board.

AGREED:

- iv. The proposed addition to FSLT's terms of reference should be approved.

7. Vice-Chancellor's Communications

7.1 Oral Report

RECEIVED:

- i. An oral report from the Vice-Chancellor and also from the Executive Pro-Vice-Chancellor for Health and Life Sciences.

REPORTED:

- ii. Council would be kept informed regarding the potential for the Augar recommendation to reduce tuition fees to £7.5k to be enacted, noting that such a move would gravely affect the sector.
- iii. The University remained in collective consultation with campus trade unions about proposed redundancies in the Faculty of Health and Life Sciences as part of Project SHAPE. During the collective consultation period to date, the University had engaged fully with campus trade unions and the concerns raised within the consultation meetings had been taken into careful consideration. The University had worked intensively to establish revised criteria that use qualitative and quantitative data to provide rounded individual assessments, reducing the number of individuals at risk of redundancy, and enhancements had been made to the voluntary severance scheme on offer. The amended criteria proposed were in keeping with the principles of DORA and this had been confirmed, in writing, by both DORA and Research England. Strike action was now underway by members of the University and College Union for the period 24 May – 11 June 2021 in relation to the proposed redundancies. Action Short of a Strike (ASOS) had been ongoing since 10 May 2021. Mitigations were in place in relation to the strike action and ASOS and communications were being issued to students to explain

the action and the mitigations. A number of other universities were being affected by similar issues. An update on the level of strike activity would be provided to Council in due course.

- iv. An outline bid for a NIHR Biomedical Research Centre (BRC), one of the Faculty of Health and Life Sciences' key priorities, had recently been submitted.

7.2 Summary of External Engagements

REPORTED:

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

5 March	British Council UK/Greece Universities Launch Event
10 March	LCC Education Improvement Board
11 March	Russell Group – Amanda Solloway MP, Science Minister
16 March	UUK/USS Valuation Update
18 March	Russell Group – Lord Wharton, Incoming Chair of the Office for Students N8 Board UUK Advisory Group on Charter for Portfolio Reviews
19 March	LCR Combined Authority
25 March	LCR LEP Board Selection Committee for the Recruitment of the President of UCC
29 March	RG Board with Paul Monks, BEIS CSA
30 March	Introductory Meeting with Minister Counsellor Ms Zhang Jin, Chinese Embassy UUK Climate Emergency Roundtable
12 April	GSCU Leadership Advisory Board
13/14 April	UUK International HE Forum – Charing Sessions
14 April	IBM/UoL Meeting
15 April	UUKi International Strategic Advisory Board
20 April	UUK Covid Update Russell Group/Wellcome Trust Roundtable
21 April	UKRI Spending Review UUK Board Roundtable Discussion with Rt Hon Kwasi Kwarteng MP
22 April	CUC Virtual Member Event on Harassment (UUK) Russell Group/Tom Tugendhat MP
23 April	UUK UK Board – Keynote EUA Annual Conference – ‘Nurturing Global Partnerships through Education and Research’ Keynote
29 April	Zaina Lecture: Carlos Ancelotti
30 April	EUA General Assembly
5 May	Scouse Science Podcast with Tom Solomon Russell Group/Tom Tugendhat MP
6 May	HEPI University Partners’ Annual Policy Briefing Day
7 May	Santander Universities Update
11 May	UUK Charter for Enhancing Portfolio Consultation
12 May	Tony Reeves Update Damian Waters, CBI

13 May	Spring UKRI Board and Council Conference
14 May	Russell Group Board Update
	UUK Members Meeting
	NLC Webinar: Martin Hewitt, Chair of the National Police Chiefs' Council
18 May	APPUG Council and Meeting with Universities Minister Michelle Donelan
19 May	LCC Education Improvement Board
20 May	UUK USS Valuation Update.

8. Liverpool Guild of Students Update

RECEIVED:

- i. An oral update from the President of the Liverpool Guild of Students.

NOTED:

- ii. Students had been expressing disappointment regarding the postponement of this year's physical graduation ceremonies and the Senior Leadership Team was asked to consider whether subsidising gown hire/ticket costs for the rearranged ceremonies could be offered as a token. Consideration of this matter would now be progressed through the normal decision-making channels.
- iii. The incoming Guild President would join Council's meeting in July 2021 as an observer as part of his induction.

9. Strategic Risk Update

[The Interim Director of Strategic Planning, Mr Phil Hopwood, attended for this item.]

RECEIVED:

- i. A paper providing an update on the Strategic Risk Register.

REPORTED:

- ii. The changes to the Strategic Risk Register since Council had last reviewed it in October 2020 were the result of the following:
 - The all-encompassing impact of the pandemic on staff time and resources leading to a risk to the delivery of the objectives of Strategy 2026, and the inclusion of an additional risk as agreed by Council at its Away Day held in October 2020
 - At and following the autumn Council Away Day, queries across a number of risks of score, appetite and the currency of mitigating actions given the pace of market and policy changes had been raised. These had been reviewed in the intervening time by the Risk Leads
 - Alignment of the risks to the new KPIs that underpin the revised Strategy 2026
 - The publication of a report from UUK on the risk of internationalisation
 - Changes in the environment and mitigation activity as identified by Risk Leads.

Against this backdrop, the strategic risks had been reviewed more regularly than the approved framework stipulated to ensure that appropriate mitigations were in place to manage the level of risk.

- iii. The risk map presented a comparative summary of the movement of risk in relation to approximately a year ago and the planned mitigation level. A potentially complementary presentation to this (Strategic Risk Forecast) was also presented where the risk level and mitigating actions were mapped across the previous and remaining quarters of the academic year plus the next two to three years.
- iv. In March 2021, PwC had undertaken an internal audit of the risk framework. The draft findings had been received which graded risk management as low risk. There were some minor suggestions for improvement and these would be considered as part of the framework review in the summer and for future strategic risk reports to Council.

NOTED:

- v. It would be beneficial to prioritise the major risks so that these could be focussed on more closely by Council.
- vi. Consideration would be given to adding climate and biodiversity risk to the Strategic Risk Register, noting that it would need to focus on the University's distinctive risks in this area and actions that could be taken to mitigate them.
- vii. Consideration would be given to whether the COVID-19 risk continued to be needed or whether the risk should be embedded within the other risks.
- viii. The new pictorial representations of risk were helpful, but the amount of red on the Strategic Risk Forecast should be reviewed as this suggested a level of crisis that did not necessarily reflect reality.

AGREED:

- ix. The changes to risk appetite, the inclusion of the new COVID Impact risk, the new KPI alignment and the updates to the Strategic Risk Register should be approved, noting the good level of maturity reached in this area.

10. REF 2021 Review

RECEIVED:

- i. A presentation by the Pro-Vice-Chancellor for Research and Impact on REF 2021, covering: a brief summary of REF/equivalent submissions from 1986 onwards and the potential future direction of the exercise, a submission overview and predicted outcomes.

REPORTED:

- ii. REF preparations had been underpinned by the institutional REF Code of Practice, which had been developed through a consultative and iterative approach. This enabled transparency of expectations and processes for selection. Clear

governance arrangements had been put in place, including dedicated roles and responsibilities, all overseen by the Research and Impact Strategy Committee. Preparations had been progressed through integration of a team working approach within and across Faculties and professional services. Early, repeated modelling of projected strengths across all aspects of the submission were used to define the submission strategy. Detailed project planning and management for each aspect of submission and a visible timetable with long-term deadlines and monitoring points were key to building momentum in the preparations. This, alongside the team-based approach, meant the University was able to adapt quickly to revisions to REF guidance and timescales brought about as a result of COVID-19. A protected 'buffer zone' had been built into the final stages of the project plan for checking, validation and sign-off. The substantial amount of REF preparation work in the last 12 months had been completed alongside changes to teaching and dealing with wider impacts of COVID-19 and it was a significant achievement that a project of this scale had been completed to time and quality.

iii. The University's return to REF 2021 comprised:

- 1281 Category A staff (1224.76 FTE) returned across 23 Units
- Early career researchers accounted for 21% of Category A staff returned
- 57 Category B staff (former staff members) returned across 17 Units
- 2811 outputs, incorporating a reduction of 255 outputs as a result of declared individual circumstances in 14 Units
- 103 Impact Case Studies
- 23 environment statements and an institutional environment statement.

iv. Predicting the REF outcome for outputs depended on: accuracy of the reading programme in each UoA, growth in 4* outputs across the sector, clustering of excellent outputs under new REF rules, and 'raising the bar' by UoA panels in response to the clustering effect. In terms of KPI 4 though, a very large proportion of units were projected to either maintain their excellent top quartile position or improve by at least one quartile.

v. Strengths associated with environment and impact included:

Team Based

- Appointment of academic leads for impact coordination and environment statement development
- Established teams of multi-discipline professional services staff to provide aligned expert support, input and challenge

Development and Peer Review

- Multi-year programme of training, development and peer review
- Involving both academic and professional services staff to improve the content and quality of statements
- Feedback and review replicating REF panel discussion – to enable the sharing of good practice and benefit from each other's drafts
- Ongoing review process identified priority areas requiring additional support.

AGREED:

vi. Council's thanks and congratulations to all involved in the latest REF submission should be formally recorded.

11. Equality, Diversity and Inclusion Update (Including Formalisation of the Equality, Diversity and Inclusion Committee)

[The Executive Pro-Vice-Chancellor for Science and Engineering, Professor Wiebe van der Hoek, attended for this item.]

RECEIVED:

- i. A presentation on Equality, Diversity and Inclusion (EDI) matters from Professor Wiebe van der Hoek covering progress, successes, priorities, additional roles within the Diversity and Equality Team, and the role of Council, together with a paper proposing the establishment of an EDI Committee.

REPORTED:

- ii. Latest progress and successes included:
 - Athena SWAN:
Faculty of Health and Life Sciences awarded Silver
Management School awarded Silver
 - Gender diversity in leadership roles
Senior Leadership Team, Associate Pro-Vice-Chancellors, Faculty Directors
33% Professors are female (27% in Russell Group)
 - Trans Equality Working Group re-established
 - Race Equality Initiatives:
Joined Race Equality Charter in Spring 2021
Tier 3 Corporate Partnership with the Anthony Walker Foundation
 - Introduction of Report and Support for staff and students
 - Support for staff and students in response to COVID-19.
- iii. Future priorities included:
 - Athena SWAN submissions (Institutional, 3 Schools)
 - Self-Assessment Race Equality Charter submission
 - Trans Equality: Policy for change of name, gender, etc.
 - Sexual harassment and misconduct (OfS requirement)
 - %BAME staff lower than RG and HE sector
 - Response to Staff Survey (2019).
- iv. Given the growing importance of EDI, both in achieving institutional priorities, but also in meeting the expectations of stakeholders, and following a review conducted to understand how the rest of the Russell Group manage their equivalent body, it was proposed that the University's existing Equality Steering Group should be formalised so that it becomes part of the University's formal committee structure. It was also proposed that the name of the Group be changed to the 'Equality, Diversity and Inclusion Committee' to more accurately reflect its remit and align with peers, and its terms of reference and membership should be reviewed, including through lay Council member representation, thereby strengthening the link and raising the profile of EDI activity on the University's governing body.
- v. Alongside this proposal, a review had been undertaken of the diversity and equality related groups and it was proposed that all such groups directly report into the EDI Committee. The EDI Committee would act as the permanent, central hub,

having the authority to convene new groups in response to institutional priorities. It was proposed that the Diversity and Equality Champions Forum, with a renewed membership to include Equality Trade Union representatives, should become the main consultative forum for EDI related matters.

NOTED:

- vi. It would be beneficial to explore best practice in EDI elsewhere and share what that looks like with Council.
- vii. Enhanced consideration and challenge regarding EDI matters at key committees, including through the EDI Committee engaging horizontally with other committees, would be welcome.

AGREED:

- viii. The formalisation of the University's EDI Committee and supplementary activities should be approved, with a view to implementing the recommendations in advance of the next academic year, and noting that this would ensure improved oversight of the good work already ongoing.
- ix. Consideration should be given to establishing clear targets, including for Council membership, noting the desire for meaningful change.

12. Values and Ethics Update

RECEIVED:

- i. An oral update from the University Secretary and Director of Legal and Governance/Clerk to Council.

REPORTED:

- ii. The Executive Pro-Vice-Chancellor for Humanities and Social Sciences, Professor Fiona Beveridge, was leading on a review of the University's stated values and ethics to ensure that they continue to be appropriate in view of the refreshed Strategy 2026. A stakeholder consultation would be undertaken over the next few months.

13. OfS Consumer Protection Review

[The Senior Policy Adviser, Mr James Coe, attended for this item.]

RECEIVED:

- i. A paper on the outcomes of an exercise undertaken to ensure that the University had delivered students' contractual rights, lived up to its promises, and communicated clearly where things had to change because of COVID-19.

REPORTED:

- ii. In January 2021 the OfS had written to all providers on *Regulation during the current phase of the Coronavirus (COVID-19) pandemic*. In it they had asked

providers to: ‘undertake a review during the first half of the spring term of your compliance with consumer law and provide assurance to your governing body of ongoing compliance with ongoing condition C1 (guidance on consumer protection law)’.

- iii. The scope of this project was potentially enormous and it would be impossible for every single communication between staff and students to be unpicked. Therefore, the focus had been on where information could be reasonably collected within the timeframe set out by OfS, and accounting for the greatest areas of risk. The consumer law relationships a student develops with the University fell into three areas in line with CMA guidance, information provision, terms and conditions, and complaint handling, and these areas had been used to structure the exercise.
- iv. It had been concluded that the University had likely met its consumer rights obligations to students as follows:

<p>Re-test whether you were sufficiently clear with new and continuing students about how teaching and assessment would be delivered in 2020/21, the circumstances in which changes might be made, and what those changes might entail.</p>	<p>Met: Programmes were initially delivered in the manner as expressed in these conditions and changes were made as guidance changed during the term. The communications expressed an appropriate level of detail, a significant level of programme detail, and did not make promises of what could not be subsequently delivered.</p> <p>The contractual basis of the terms and conditions, the significant levels of communications, the highlighting of options to withdraw, and the level of clarity (as far as possible in the wider uncertainty of COVID) means the University likely met its consumer law obligations in this area.</p>
<p>Assess whether students received, during the autumn term, the teaching and assessment they were promised and might reasonably have expected to receive based on the information provided.</p>	<p>Met: Based on the extensive communications, ongoing updates, details about when changes would be made, how assessment would take place, and approach to teaching, it is likely students received, during the autumn term, the teaching and assessment they were promised and might reasonably have expected to receive based on the information provided.</p>
<p>Assess whether your current plans for the spring and summer terms would ensure that students received the teaching and assessment they were</p>	<p>Met: Current approach follows the guidance. However, this would have to be kept up for review as government guidance changes.</p>

promised and might reasonably expect to receive based on the information provided.	
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- v. In the course of the activity colleagues in Faculties did not flag that they had serious concerns with regard to the University's compliance with consumer law. Additionally, colleagues were able to provide examples where staff members had provided clear detail of programme change arising from the COVID-19 pandemic. Additional ways in which the University secured students consumer rights included:
- A light touch approval process to module changes had been put in place to balance speed of change with a consistency of approach
 - Consideration was made of programmes delivered through collaborative provision with plans for communications, assessment, registration, and changes arising from COVID-19 considered and communicated with partners
 - Evidence of due regard and engagement with students who were particularly impacted by the issues brought about due to lockdown
 - A targeted email campaign to PGR students reflecting the UG communications to keep students up to date on likely changes
 - Given the 100% online delivery of programmes, no change was necessary to any of the teaching methods for online students, but nonetheless reasonable adjustments were made
 - The Student Residential Accommodation Licence To Occupy 2020/21 provided the basis on which a student may seek an early termination of their contract and set out that a student would be liable for fees while they continued to be a student of the University. As of 13 January 2021, information was provided for students that they could apply for a financial rebate for a single continuous period of absence from halls between 3 December 2020 to 19 March 2021, excluding the Christmas Break from 19 December 2020 to 3 January 2021. The University had also allowed students to terminate their contracts with a 28 day notice period from this period.
- vi. The report provided a series of recommendations based on the information available to date and made further recommendations to enhance practice in the future, as follows:
- To ask colleagues to carry out a review of student handbooks at School level to ensure they contain information on complaints procedure to back up information available on the website
 - To ask the internal auditors (PwC) to carry out an audit of the University's consumer law compliance to complement the audit and provide further assurance and support to staff across the institution
 - The Consumer Protection Law Compliance Working Group (CPLCWG) should strengthen its link to the Education Committee through submission of an annual report
 - To use the start of the new term as an opportunity to remind Departments, Schools, and Faculties that any changes to module outcomes should be communicated at a local level

- To ensure information on seeking a refund, available on the University website, continues to be made available to students when making a complaint when the Student Protection Plan is revised. This should be referenced in appropriate handbooks and policies
- As part of the business cycle of CPLCWG to ask Faculty representatives to provide an annual note or presentation on the steps they are taking to secure students' consumer rights
- To conduct an exercise like this on a bi-annual basis. Concurrently, on a rotating basis, to ask one of the three University Faculties on an annual basis to conduct a local version of this exercise
- Following conversations with Liverpool Guild of Students, the Guild identified that there were areas related to the review aligned to the wider student experience. Under the aegis of the Student Success Board the University would look at lessons learned on the culture of making complaints, returning to campus, and communication of issues raised by students this year ahead of 2021/22.

AGREED:

- vii. The paper and recommendations should be approved, noting that it provided a good level of assurance and that the University's communications appeared to compare favourably with others in the sector.

REPORTS FROM COUNCIL'S COMMITTEES

14. Audit Committee

RECEIVED and NOTED:

- i. A report on the meeting of the Audit Committee held on 15 March 2021, covering:
- Cyber Security Update
 - Reports of the Internal Auditors
 - External Audit Handover
 - Moody's Credit Opinion Update
 - Comprehensive Overview of Statutory Reporting Requirements
 - CUC Audit Code Compliance Update.

15. Education Committee

RECEIVED and NOTED:

- i. A report on the meeting of the Education Committee held on 3 March 2021, covering:
- Student Attendance and Engagement Policy
 - Careers and Employability
The First '100 Days' Insight
Careers and Employability Update – Support for Students
 - University Estate: Future Plans and Campus Optimisation
 - Teaching Delivery in 2021/22
 - Quarter 2 Performance Report.

16. Health and Safety Governance Committee

RECEIVED and NOTED:

- i. A report on the meeting of the Health and Safety Governance Committee (HSGC) held on 11 May 2021, covering:
 - University Health and Safety Policy – Annual Review 2021
 - Institutional Health and Safety Plan 2021/22
 - University COVID-19 Vaccination Policy
 - Progress with HASMAP – High Level of Compliance
 - Incident at Wood Park Farm Update.

NOTED:

- ii. *Paragraph redacted due to legal privilege.*

AGREED:

- iii. The University Health and Safety Policy 2021/22 should be approved, noting that the main changes related to:
 - Amendments to the statement of intent to reflect requirements of external standards
 - Responsibilities section – further information on who falls into the Leadership five levels of responsibility, including the need for areas to provide the Safety Adviser's Office with an annual organogram
 - Links included to both the HSGC and Consultative Committee on Health and Safety (CCHS) Terms of Reference
 - Minor changes to figure 1
 - A change from 'the' sector to 'a' sector leader in the statement of intent
 - A change from worker representatives to TU representatives under core objectives
 - Clarification that CCHS was the formal consultation vehicle between management and the Trade Unions.
- iv. The Institutional Health and Safety Plan 2021/22 should be approved, noting that the Plan was prepared to provide assurance to Council that health and safety was being managed effectively, and to inform strategic discussions at HSGC. The Plan supported and underpinned the main strategic objectives of the University, and focussed on health and safety issues arising not only across the University, but more broadly across the sector and the wider health and safety landscape. The Plan was risk based in nature, so focused on issues and areas where the greatest benefits were anticipated. It was not designed to be exhaustive, and so would continue to evolve to respond to emerging issues as and when required.

17. Planning and Resources Committee

[Disclosures of interest were noted from Dr C Costello and Ms N Davies as members of the ULPF Ltd Board.]

RECEIVED and NOTED:

- i. A report on the meeting of the Planning and Resources Committee held on 9 March 2021, covering the following items:
 - Revised Terms of Reference, Constitution and Membership
 - University of Liverpool Pension Fund (ULPF) Deed of Amendment
 - 2019/20 Annual Transparent Approach to Costing (TRAC) Return
 - Capital Mandates – *Redacted due to commercial interest*
 - Quarter 2 Performance Report (*also discussed at the Council Away Day held on 13 April 2021*)
 - Forecast 2 Report (*also discussed at the Council Away Day held on 13 April 2021*)
 - Annual Report on Endowment Usage and Impact
 - Moody's Updated Credit Opinion – Bond Requirement
 - PPC 2020/21 – Planning Parameters Update
 - Institutional Staff Survey Action Plan
 - Future Ways of Working (*also discussed at the Council Away Day held on 13 April 2021*).

AGREED:

- ii. The revised Terms of Reference, Constitution and Membership of the Planning and Resources Committee should be approved, noting that the changes had been made following an audit of the Russell Group to understand how the current remit of the Committee compared with other Finance/equivalent committees and in line with relevant sector guidance. The changes to the Terms of Reference included:
 - Adding more detail to the Committee's existing Terms of Reference to reflect its full role and responsibilities
 - More overtly referencing the role the Committee had in providing oversight of the operations and finances of the University's Subsidiary Companies
 - Broadening the role the Committee had in providing oversight of the Capital Programme, to also include monitoring of delivery and performance
 - Changing its name from the Planning and Resources Committee to the Finance and Resources Committee, to more accurately reflect its role
 - Expanding on the Planning and Performance, HR and Capital and Estates sections of its Terms of Reference
 - A new section for Digital and a new section for Investments
 - Removal of the dual reporting line to Senate, given this did not reflect current practice.
- iii. The proposed ULPF Deed of Amendment should be approved. This had been prepared by the ULPF Solicitor to address two drafting anomalies which had been highlighted during Trustee discussions relating to Guaranteed Minimum Pension Equalisation and the University's Flexible Retirement Arrangement, and would:

- Restore a provision to the rules which was never intended to be omitted during a redrafting exercise in 2008
- Amend a rule that would help to facilitate the University's Flexible Retirement Arrangement and would prevent any potential discrimination claim.

18. Research and Impact Committee

RECEIVED and NOTED:

- A report on the meeting of the Research and Impact Committee held on 11 March 2021, covering the following items:
 - Responsible Metrics Policy and Equality Impact Assessment (*dealt with via the Senate report – see minute 19 below*)
 - Project RISE Update.

19. Senate

RECEIVED:

- A report on the meeting of the Senate held on 24 March 2021, covering the following items:
 - Responsible Metrics Policy and Equality Impact Assessment
 - Project RISE Update
 - Project SHAPE and Responsible Use of Metrics
 - Draft Learning and Teaching Principles 21/22
 - Monitoring of Student Complaints for the Academic Session.

AGREED:

- The Responsible Metrics Policy, which set out the University's approach to the use of metrics in research assessment, and Equality Impact Assessment should be endorsed.

ROUTINE ITEMS

20. Use of the University Seal

RECEIVED and NOTED:

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

21. Date of Next Meeting

NOTED:

- The next meeting would be held at 2pm on Tuesday 13 July 2021.