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LIVERPOOL HOPE UNIVERSITY

UNIVERSITY COUNCIL ANNUAL GENERAL MEETING: TUESDAY 27th November 2018

PRESENT: Revd Canon Peter Winn (in the Chair), Mr Charles Mills (Vice-Chair),
Revd Dr Sheryl Anderson, Dr John Bennett,
Sr Dr Mary Charles-Murray SND, Mr Feidhelm Doolin, Mr Mike Gilbertson,
Dr Joan McClelland, Fr Chris McCoy, Sr Maureen McKnight SND,
Dr Arthur Naylor, Revd Canon Professor Kenneth Newport,
Mr John Norbury, Professor Gerald Pillay, Mrs Diane Shaw,
Mrs Maggie Swinson, Professor Ian Vandewalle,
HH Judge Graham Wood QC (19 members)

By invitation:

Ms Laura Gittins (Clerk to Council)
Mr Derrick Dykins (Company Secretary)
Mr Ultan Russell (see item 10)

No Conflicts of Interest were reported.

1. **Apologies for absence** were received from Mrs Jane Beever, Rt Revd Paul Bayes (Bishop of Liverpool), Cllr Jane Corbett, Revd Canon Chris Fallon, Dr Simon Hulme, and Dr Sonja Tieman.

2. **Minutes of previous meeting**

The minutes of the meeting held on 10th July 2018 and 11th October 2018 were **APPROVED** as a correct record, subject to the addition of Mr Doolin as present for the meeting as an invitee and the change of *abstention* to *against* for one member (actum 5).

3. **Matter Arising from those minutes**

As agreed at the previous meeting, members had received statistics on the number of students accessing counselling services (actum 11i). The Chair also confirmed receipt of the University's' registration with the OfS.

4. **Vice Chancellor's Notes to Council**

Members had received the Vice Chancellor's Note to Council. He noted that whilst applications are down compared to last year, attendance at Open Days is significantly up, with indications that the enrolment cycle across the sector may be shifting from its traditional peaks making planning more challenging. The Strategic Growth Plan is an initiative aimed at increasing applications, and involves looking at expanding the Network of Hope, allowing certain students to enter via a foundation year and introducing a raft of new degrees.

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The Vice Chancellor highlighted the challenge for universities in preparing graduates for a rapidly shifting jobs market. He noted that the University, unlike some other institutions, has been selective in which government initiatives it pursues, and has no plans to get overly involved in the Apprenticeship Scheme, and certainly not in the delivery of two-year degrees.

The Vice Chancellor said that this particular AGM had been scheduled at the Creative Campus in order to show Council members how the development plans, seen before the summer, have been realised; a group of members had arrived early and been shown around the new facilities. The new orientation for the Campus is being spearheaded by Professor Stephen Davismoon who is developing a number of dynamic initiatives to raise the profile of courses and facilities at the Campus.

2019 will be the 175th Anniversary of the founding of the University's first college, and members had been supplied with a draft calendar of events, the aim of which was to showcase the role the University which, together with other similar faith-based institutions, has a history as pioneers in Higher Education for women. The Vice Chancellor said that the rose named The Liverpool Hope Rose would also be unveiled at a midsummer night gala, coinciding with media coverage, and the release of 175 birds and the planting of 175 trees.

Mr Russell said that he was aware that Archbishop Malcolm was very pleased at how the University was continuing to evolve in a climate that was making it difficult for similar institutions to thrive. Dr Naylor noted that the University was bucking the trend in terms of recruitment and its approach.

In view of the publicity around "unconditional offers", Mrs Swinson asked what the University's stance was on such offers to applicants based on predicted A-level results. The Vice Chancellor said that the University had already stopped making unconditional offers in the Merseyside region, but that some students outside the region may be offered such places but at a much higher tariff.

5. Report on Key Performance Indicators

Members had received the KPIs and the Vice Chancellor said that the University was mindful of its submission to the REF in 2021, and all metrics related to research were being carefully monitored by the Rectorate Team.

6. Clerk's Business

(i) Register of Interests

Members had completed their forms and submitted them to the Secretary at the meeting.

(ii) Committee Terms of Reference and Composition

Members had received the Terms of Reference and membership.

(iii) Prevent Annual Report

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Members had received the Prevent Annual Report and the October 2018 risk assessment and associated action plan. Mrs Swinson queried which committee had oversight of the plan. She was advised that the plan was owned by SMT. Mr Russell suggested that the Students' Union president should be involved in the Prevent Training Plan. Ms Gittins said she would look into this for the next iteration.

Council **APPROVED** the Prevent Annual Report for signature by the Chair.

7. Senate

(i) Minutes of the meeting held on 14th November 2018

Members had received the minutes of the meeting held on 14th November 2018, which were presented by Professor Pillay in his capacity as Chair.

(ii) Annual Report on Student Complaints, Appeals and Discipline

Members had received the Annual Report on Student Complaints, Appeals and Discipline.

(iii) Annual Provider Review: Academic Governance Assurance

Members had received the Academic Governance Assurance document. The Vice Chancellor said that the real assurance of academic quality was in a properly functioning Senate, noting that Senate minutes demonstrated robust discussions on relevant topics.

The Academic Governance Assurance return was unanimously **APPROVED** by Council.

(iv) Equality & Diversity Annual Report

Members had received the Equality & Diversity Annual Report.

8. Finance & General Purposes Committee

(i) Minutes of 13th November 2018

Members had received the minutes of the meeting held on 13th November 2018, which were presented by Mr Norbury as Chair. He noted that a recommendation had arisen in relation to the Terms of Reference to change the word *advise* in point 4 to *inform*. He commended the work of Ms Ellis, a new member of the Committee, particularly with her expertise in this area. He noted the steep increase in pensions contributions which was £772k higher than the previous year.

Members **APPROVED** the minor amendment to point 4 of the Terms of Reference.

(ii) Financial Report and Accounts for the Year Ended 31st July 2018

Members had received the Report and Accounts for the year ended 31st July 2018.

The Report and Accounts were **FORMALLY ADOPTED** by Council.

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(iii) Finance Forecast

Members had received the Financial Forecast for the next five years. Mr Gilbertson queried the zero entry for investments in Table 2; Mr Norbury said that this was due to the accounting convention used. He noted that the next tranche of cash did not materialise until January 2019. Mr Gilbertson also noted the upward trend in staff costs and downward trend in income which would eventually impact upon the surplus figure.

Members unanimously **APPROVED** the five-year forecast retrospectively.

(iv) Financial Commentary

Members had received the Financial Commentary, which formed part of the Annual Accountability return to the OfS.

Members unanimously **APPROVED** the Financial Commentary.

(v) Tuition Fees 2019

Members had received the comprehensive list of proposed tuition fees which would take effect from September 2019.

Members **APPROVED** the Tuition Fees 2019, with one vote against.

9. **Audit and Risk Management**

(i) Minutes of the meeting of Audit Committee 8th November 2018

Members had received the minutes of the meeting held on 8th November 2018, which were presented by the Chair, Mr Charles Mills. He noted that the annual Value for Money report and efficiency return required by HEFCE are not required by the OfS, but that Ms Beecroft was considering how best to report this to Audit Committee in future for assurance purposes.

(ii) External Auditor's Management Letter on the Accounts

Members had received the Management Letter from the University's external auditors, which reported that KPMG had described the audit as giving "a true and fair view of the state of affairs of the University". He drew member's attention to the Medium Priority recommendation regarding segregation of duties in journal process and the robust response from the University's Director of Finance.

The External Auditors' Management Letter on the Financial Statements for the year ended 31st July 2018 was **APPROVED**.

(iii) Letter of Representation

The Letter to the External Auditors confirmed that Council has fulfilled its responsibilities.

It was unanimously **APPROVED** by Council subject to a minor correction to the

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appendix.

(iv) Annual Report of the Internal Audit Service 2017/18

Mr Mills noted the Head of Internal Audit Opinion was as follows: "The organisation has an adequate and effective framework for risk management, governance, internal control and economy, efficiency and effectiveness." Mr Mills commended management on this outcome. There was one medium priority action concerning signed copies of employment contracts which management had provided a rationale for not complying with.

The Annual Report of the Internal Audit Service was unanimously **APPROVED** by Council.

(v) Annual Report of the Audit Committee 2017/18

Members had received the Annual Report of the Audit Committee which summarised the work over the academic year 2017/18. Mr Mills highlighted the extensive audit activity that had taken place last year.

The Annual Report was unanimously **APPROVED** by Council.

(vi) Items related to risk discussed at Management Meetings since October 2017

Members had received for information extracts from meetings of Rectorate Team, Senior Management Team and Heads of Department over the past twelve months which had included a programme of reviews in nine different areas.

(vii) Modern Slavery Statement

Members had received the Modern Slavery Statement.

Council **APPROVED** the Modern Slavery statement for signature by the Chair.

10. **Staffing Committee**

Minutes of the meeting of Staffing Committee held on 30th October 2018

Members had received the minutes of the meeting held on 30th October 2018 which were presented by the Chair, Mrs Swinson. She noted concerns which aligned with conversations in other committees over the increase in the employer contributions to the Teachers' Pension Scheme. She also highlighted the state of play over pay negotiations and was reassured that the University was offering full support to staff who may be affected by Brexit.

Mr Russell noted that, as his wife was now working at the University, until confirmation was received from the Charities Commission, he would be attending Council in a non-voting capacity.

11. **Council Standing Committee on Health and Safety**

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- (i) Notes of the meeting of Council Standing Committee on Health and Safety 1st November 2018

Although the meeting on 1st November 2018 was not quorate, members discussed items on the agenda and a set of notes were provided.

- (ii) Safeguarding Policy

There was one policy that required review, the Safeguarding Policy, which had been recently updated. There were no amendments from those present, and following the meeting the Policy had been circulated to all members and there were no further comments. Ms Gittins thanked Dr McClelland for her input. Members queried whether the policy applied to members of the public who used or visited the University, including Council members and other external members on Committees. Ms Gittins said the Policy covered all University activities, but private users of the premises would be covered by their own policy as well.

Members **APPROVED** the Safeguarding Policy, subject to the minor amendments to cover Council members on University premises.

12. **Students' Union (SU)**

- (i) President's Report

Members had received the President's Report. Mr Doolin noted that the Students' Union had carried out several internal reviews around governance, part-time office elections and their funding system for sports teams and societies and were continuing with the development of their new Strategic Plan. He highlighted the wide range of events that the Students' Union had organised which had all been well attended.

Mr Doolin discussed a number of issues with the Students' Union incorporation as a charity and highlighted some concerns with his trustee board.

- (ii) Financial Statements for Year Ended 31st July 2018

Members had received the Financial Statements which showed that the Students' Union were solvent and had achieved a modest surplus. Mr Gilbertson noted that errors he had pointed out at Audit Committee had not been corrected. Mr Doolin said he would look into this.

13. **University Council Effectiveness Review**

Members had received a summary of the meeting on 5th November 2018 of the Council Effectiveness Review Group (CERG), and terms of reference which had been agreed at that meeting.

14. **Senior Remuneration Committee Report**

Members of the Rectorate Team (Professor Pillay, Professor Newport and Dr

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Vandewalle) left the meeting for this item.

Members were given confidential copies of the Remuneration Annual Report, which included terms of reference for the Remuneration Committee for the Vice Chancellor, and for the Remuneration Committee of the Deans and Pro Vice-Chancellors. Canon Winn reported that the Committee had met on 14th November 2018 to consider remuneration for the Rectorate Team, and again on 19th November 2018 to consider remuneration for the Vice Chancellor. He highlighted a number of factors that had been taken into consideration when deciding on remuneration for both committees, including the University's performance in TEF, national employability statistics for graduates, comparability with the sector, increases in responsibility, and affordability. He noted also that over recent years the Rectorate Team had reduced from ten to five members, and that salaries over the last year had reduced by £80k. The Vice Chancellor had confirmed that Rectorate Team annual performance reviews were all positive.

The Committee reaffirmed its policy of the retention of Rectorate Team via remuneration in line with median salary levels for comparable posts within the sector, balanced against competitiveness and affordability. The salary for the Pro Vice-Chancellor (Resources) will increase to have parity with the Pro Vice-Chancellor (Academic). The salary for the Pro Vice-Chancellor (Student Life & Learning) will increase in line with the median target for comparable roles in the sector based on the UCEA survey. The Dean of Science will be placed at the same salary level that the previous Dean of Arts & Humanities was paid in 2017 when he resigned. All these rises were in the region of 4% on their current salaries.

Canon Winn said that the Committee reaffirmed its established policy of placing, dependent on satisfactory performance, the Vice Chancellor's salary within the top decile of heads of institutions that were granted University status in 2005. Based on the UCEA survey and the CUC information on Vice Chancellor salaries, it was decided that the Vice Chancellor's salary be increased by 7%.

Members were told that the paper was confidential as it contained details of a proposed restructure which at the time of the meeting was not public information.

Dates of future meetings

All meetings begin at 4pm:

- Thursday 11th April 2019
- Tuesday 9th July 2019
- *Tuesday 1st October 2019
- *Tuesday 26th November 2019

*Subject to Confirmation at the July 2019 meeting of Council

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Signed as a true and accurate record, by Revd Canon Peter Winn

Peter Winn

Date:

15-iv-19