

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

UNIVERSITY COUNCIL: TUESDAY 10th July 2018

PRESENT:

Revd Canon Peter Winn (in the Chair), Mr Charles Mills (Vice-Chair), Dr John Bennett, Sr Dr Mary Charles-Murray SND, Revd Canon Chris Fallon, Mr Jack Johnson, Dr Joan McClelland, Fr Chris McCoy, Sr Maureen McKnight SND, Mr John Norbury, Professor Gerald Pillay, Mr Ultan Russell, Mrs Diane Shaw, Mrs Maggie Swinson, Dr Sonja Tiernan, Judge Graham Wood (16 members)

By invitation:

Ms Laura Gittins (Clerk to Council)
Mr Derrick Dykins (Company Secretary)
Mr Feidhelm Doolin (Students' Union President Elect)

No Conflicts of Interest were reported.

1. **Apologies for absence** were received from Revd Dr Sheryl Anderson, Mrs Jane Beever, Rt Revd Paul Bayes (Bishop of Liverpool), Cllr Jane Corbett, Mr Mike Gilbertson, Dr Simon Hulme, Dr Arthur Naylor, and Professor Ian Vandewalle.

2. **Minutes of previous meeting**

The minutes of the meeting held on 19th April 2018 were **APPROVED** as a correct record, subject to the correction in item 11 that the turnout for the SU elections was 26.01%.

3. **Matter Arising from those minutes**

As agreed at the previous meeting, members had received the University Gender Pay Gap Report (actum 9i). They also received a copy of the Artist's Impressions for the Creative Campus Building Project. Mrs Gittins advised that the University had submitted its application to the Office for Students (OfS) and had received confirmation of receipt. A response from the OfS was expected in September 2018.

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

The Vice Chancellor noted the importance of maintaining the financial stability of the University, and highlighted the 10-Point Plan (Appendix 2) to his notes to raise awareness of current efforts the University was making to diversify income streams. Although the current environment is rapacious for HEIs, the University remains in a good position to see through the demographic changes affecting student recruitment for the next two years. Mr Russell commended the success of the Big Hope 2 Conference.

CONFIRMED

The Vice Chancellor drew members' attention to Mission and Values Statement (Appendix 3). The Statement was unanimously **APPROVED** by Council.

5. Federation of Hope

Members had received a draft brochure and supporting paper explaining recent developments at the Network of Hope College, St Mary's Blackburn. The Vice Chancellor explained that the college had experienced a number of setbacks and a recent review had determined that it would need to find a structural option in order to maintain financial viability. The University has already provided support to the college, including providing formal financial guidance via Ms Beecroft. The FE Commissioner has decided that the only way forward for the college would be for it to merge with Cheadle and Marple College. The Vice Chancellor advised that there were no risks to the University, but there were some potential benefits, including access to placement opportunities for QTS students and direct marketing to school pupils. The model also allowed for the possibility of other colleges to join the Federation. Letters of support (included in the Vice Chancellor's Notes to Council, Appendix 4) had been received from the Bishop of Salford and the European Marist Network.

Mrs Swinson queried whether this tied in to the 10-Point Plan; the Vice Chancellor said that although the other colleges were not faith-based, the survival of the college in Blackburn in a largely Muslim area would keep a Christian-based college accessible to local children. He added that, as part of the 10-Point Plan, the University was looking to expand the Network of Hope and was in the early stages of talks with St John Rigby College in Wigan.

Fr McCoy expressed concern that the merging colleges were over 40 miles apart, and that there appeared to be issues with governance at St Mary's. The Vice Chancellor said that whilst the venture may not seem a natural fit, the Principal had done well to negotiate the current position. Part of any agreement from the University to remain involved would be to have input into the appointment should the Principal stand down at any point in the future so it could ensure it kept its faith-based ethos. He acknowledged that the agreement required further work before the University could sign it. He noted that the other two colleges in the Network of Hope were supportive of the Federation.

The concept of entering into the Federation of Hope was **AGREED IN PRINCIPLE** by Council, with one against.

6. Clerk's Business

(i) Calendar of Meetings and Other Events

The Calendar had been received by members.

(ii) Data Protection Policy

The Data Protection Policy had been received by members. Ms Gittins explained that the document had required updating following the introduction of GDPR and the new policy gave greater detail on the framework for dealing with data and the different levels of responsibility. Ms Gittins confirmed that a range of privacy notices are now available.

CONFIRMED

The Data Protection Policy was unanimously **APPROVED** by Council.

(iii) Portable Data Device

Members had received the updated policy which paid greater attention to security on any device which may contain University data.

The Portable Data Device Policy was unanimously **APPROVED** by Council.

7. Senate

(i) Minutes of the meeting held on 27th June 2018

Members had received the minutes of the meeting held on 27th June 2018, which were presented by Professor Pillay in his capacity as Chair. In reference to discussion of the Admissions Policy (actum 4iv), Dr McClelland queried who made decisions on health declarations. It was explained that independent reports from an Occupational Health service would be reviewed. The Vice Chancellor also explained that decisions to withdraw or suspend courses (actum 7ii) were made based on enrolments.

(ii) Complaints Policy and Procedure

Members had received the revised Complaints Policy and Procedure, which, Ms Gittins explained, had been reviewed as part of the University's submission to the OfS.

The Complaints Policy and Procedure was unanimously **APPROVED** by Council.

8. Finance & General Purposes Committee

Minutes of 12th June 2018

Members had received the minutes of the meeting held on 12th June 2018, which were presented by Mr Norbury as Chair. He drew members' attention to the discussion around the draft budget (actum 5) and the Treasury Management Policy (actum 7ii). Neither document was available, but Mr Dykins said he would circulate these after the meeting for comment and approval. Mr Norbury noted that, similar to previous years, the budget was prudent adding that the target of a £3.5m surplus, while less than the 5% usually targeted, was commendable given the cap on revenue increase alongside increasing staff costs. He commented that the 10-Point Plan provided a useful set of approaches to generating additional student numbers, with the expectation that some of these would do so.

Post-meeting note: members received both the draft budget and Treasury Management Policy by email.

The draft budget and Treasury Management policy were **APPROVED** by Council.

CONFIRMED

9. **Audit and Risk Management**

Minutes of the meeting of Audit Committee 19th June 2018

Members had received the minutes of the meeting held on 19th June 2018, which were presented by the Chair, Mr Charles Mills. He noted the Internal Audit Progress Report from RSM which confirmed a completion rate of 90% of the assignments within the 2017/18 Audit Plan. There was only one “reasonable assurance” rating for Health and Safety. It was explained that this was not a cause for concern as this was largely due to a shift in ownership of the function. There was one “partial assurance” rating. Mr Mills also noted the target surplus for the Students’ Union, and the target benchmark report provided by KPMG; the latter advised that the average surplus was 2.4% in 2016/17 compared to the University surplus of 7% in the same year.

10. **Staffing Committee**

Minutes of the meeting of Staffing Committee held on 5th June 2018

Members had received the minutes of the meeting held on 5th June 2018, which were presented by Canon Fallon who had chaired the meeting in Mrs Swinson’s absence. He drew members’ attention to the update on pay negotiations, which remained ongoing as UCU’s position was not yet clear. The Vice Chancellor confirmed that UCU had not accepted the offer of 2.8%. Canon Fallon also noted that the University’s application for the Athena Swan award had not been accepted, advising that the award process was currently under review.

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

Minutes of the meeting of Council Standing Committee on Health and Safety 7th June 2018

Members had received the minutes of the meeting held 7th June 2018, which were presented by the Chair, Sr Charles-Murray. Sr Charles-Murray noted the report received by the Committee on student mental health, and the training for all Campus Operatives to help spot early signs of distress in students, and how to signpost appropriately. Judge Wood requested data on the numbers of students accessing mental health support.

12. **Students’ Union (SU)**

President’s Report

Members had received the President’s Report. Mr Johnson noted that the Students’ Union were developing a new Strategic Plan for 2019/20 in consultation with internal and external stakeholders. Dr Bennett noted the drop in Course Reps engaging in SU training programmes. Mr Doolin said that he would be asking Departments to make a more concerted effort to assist in the development of the Course Rep system, but generally engagement with the Staff-Student Liaison Committees was not as good as it should be. Dr Bennett said he planned to include this as a session in the next Learning and Teaching Day.

CONFIRMED

The President noted that the Students' Union Advice Service is struggling to cope with demand, working on a range of academic- and non-academic issues, as well as non-University-related issues. He confirmed that they had appropriate insurance to cover their trainee paralegals.

He requested that membership of the Audit and Finance and General Purposes Committees be expanded to allow the President to attend future meetings. Professor Pillay said this would be considered only for items which may directly concern the Students' Union.

Mr Johnson also noted the recent success of the University's cricket team, which won their Northern 4A league. Members commended the work of Mr Johnson as the outgoing President, and wished him well in his further studies.

13. **Any Other Business**

The Chair advised that the Senior Remuneration Panel would be meeting before the AGM in November. He will report back at that meeting.

Dates of future meetings

All meetings begin at 4pm:

- Thursday 11th October 2018 (Reflective)
- Tuesday 27th November 2018 (AGM)
- Thursday 11th April 2019
- Tuesday 9th July 2019