

UNIVERSITY OF ROEHAMPTON
COUNCIL

**Minutes of the 87th meeting of Council held at 4pm on Monday 21 November 2022
in the Oak Suite, Elm Grove, Digby Stuart College and via MS Teams**

Present: Phil Walker (Chair), Dr Priscilla Chadwick, Harrison Cohen, Janet Cooper*, Jennifer Coupland, Sr Christine Edwards, Prof Jean-Noël Ezingard, Dennis Hone, Ruth Martin, Sunitha Narendran, David Sharkey, Revd Canon Dr Jennifer Smith, Kevin Thomas

Secretary: Dr George Turner

Notes: Elaine Lentell*

Apologies: Liam Hurley, Mark Allen, Dr Aleata Alstad-Calkins, Dr Christine Carpenter, Revd Dr Tim Macquiban, Sheena Pindoria

In attendance: Dr Stephen Driver¹, Prof Anna Gough-Yates, Baljit Kaur, Dr Richard Keogh², Prof Leigh Robinson³, Tom Rowson, Ranjit Sahota⁴

** Attended the meeting remotely via MS Teams*

Regular Business Matters, Minutes and Reports

1. Welcomes, introductions, apologies

- 1.1 The Chair welcomed all those present to the meeting, in particular:
- Dr Stephen Driver, PVC (Education), Dr Richard Keogh, PVC (Research & External Engagement) and Prof Leigh Robinson, PVC (Student Outcomes), who were attending for items 8 and 9. Council congratulated Professor Robinson on her recent appointment to PVC.
 - Ranjit Sahota, Academic Registrar, who attended in support of item 10.

2. Declarations of Interest

- 2.1 No declarations of interest were made.

3. Notification of Any Other Business

- 3.1 There was no other business.

¹ Joined the meeting in person for items 8 and 9

² Joined the meeting online for items 8 and 9

³ Joined the meeting in person for items 8 and 9

⁴ Joined the meeting in person for item 10

4. Minutes

- 4.1 The minutes of the 86th meeting of Council, which was held on 3 October 2022 (Paper RUC87/1), were **confirmed** and Council **approved** the redactions for the published minutes as highlighted.

Strategic Reports and Items

5. Chair's Items

There were no items to report.

6. Vice-Chancellor's Report

- 6.1 Council received the Vice-Chancellor's Report (Paper RUC87/2), and the following points were highlighted:

External Environment

- a) That the Office for Students (OfS) had recently published further information on the areas it would prioritise to select courses and HE providers for assessment of student outcomes in relation to its revised condition B3. The OfS had set numerical thresholds for continuation, completion and progression rates and would use these, together with an assessment of a provider's context (including reasons for, or actions to address, its performance), to inform whether providers are complying with condition B3. Minute exempt from publication under s.43 Freedom of Information Act 2000.
- b) That the University would continue to focus on improving student outcomes and had appointed Professor Leigh Robinson, Dean of Humanities & Social Sciences, as PVC (Student Outcomes), to lead on this area.
- c) That the UCU would be undertaking industrial action on 24 and 25 November. Planning was in place to ensure that the impact on students was minimised as far as possible.

Sustainability

- d) Council noted that the University had achieved its largest ever intake in September 2022. Sincere thanks were given to all colleagues involved.

Research and Knowledge Exchange

- e) Council noted the recent media engagements and impact and knowledge exchange activity in Section 4.4.

7. Students' Union Report

- 7.1 Council received and noted the contents of the President of the RSU's Report (Paper RUC87/3), which included the following:

- That the Union was recruiting for new members of its trustee board and

- had recently appointed the Rev. Nicholas Leggett as lay trustee.
- That planning had begun for 2023 officer elections.
 - That all projects approved and funded by Student Senate were underway and making good progress.
 - Planning was also underway for the student TEF submission.

8. University Performance Dashboard

- 8.1 Council received the paper (Paper RUC87/4) from the Chief Operating Officer (in the Director of Strategy and External Engagement's absence) and hard copies of the dashboard were distributed.
- 8.2 Council provided feedback on the dashboard's format and the overall performance on the University's KPIs. It was agreed that the dashboard would be shared and reviewed at future Council meetings, with an exact schedule to be proposed by the Executive Board.

9. Annual Student Education Enabling Strategy update

- 9.1 Council received the update (Paper RUC87/5) together with a presentation from Dr Stephen Driver, Pro Vice-Chancellor (Education), and the points below were highlighted:
- 9.2 That there had been significant changes in terms of the external regulatory environment as summarised under '1 changing context' in the paper. The focus on student outcomes would therefore inform the University's work to improve student education and manage risk in this area.
- 9.3 That the University's Student Education Strategy launched in 2020 concentrated on the four areas listed below. Progress on these areas was set out under '2 student education strategy progress highlights' in the paper.
- Inspiring academic and professional courses
 - Student experience and engagement
 - Inclusive learning, teaching and assessment
 - Flexible learning spaces
- 9.4 Minute exempt from publication under s.43 Freedom of Information Act 2000.
- 9.5 Council thanked Dr Stephen Driver for a detailed and informative presentation.

10. Student Record System Replacement: Business Case

- 10.1 Council received the SRSR business case (RUC87/6) and the following points were noted in particular:
- 10.2 That the new system would be cloud-based and bought off-the-shelf. A dedicated project team would oversee the system's implementation and hold Ellucian (the provider) to account if necessary.

10.3 Council considered the three options set out in the paper and agreed to proceed with Option 3: procure a replacement SRS now.

10.4 Council **approved** the business case for a new Student Record System and delegation of authority to the University Executive Board to authorise the signing of a contract with Ellucian, as recommended by the Finance and Resources Committee.

Annual Reports and Returns

11. Five-year Financial Forecast

11.1 Council received the Five-year Financial Forecast (Paper RUC87/7) and noted the following points:

11.2 Minute exempt from publication under s.43 Freedom of Information Act 2000.

11.3 Minute exempt from publication under s.43 Freedom of Information Act 2000.

11.4 Council **approved** the Five-year Financial Forecast for submission to the Office for Students.

12. Audit Committee Annual Report including Internal Auditors' Annual Report

12.1 Council received the Audit Committee Annual Report and associated submissions (Paper RUC87/8), which had also been provided to the Vice-Chancellor in line with the University regulations.

12.2 Council noted that the report confirmed the view of the Committee that the work of internal and external audit throughout the year to 31 July 2022 was satisfactory. The report also confirmed the opinion of the internal auditors that they can provide satisfactory assurance that the University has adequate and effective arrangements in place regarding risk management, control and governance; sustainability, economy, efficiency and effectiveness.

12.3 Council further noted that significant progress had been made on the historical internal audit recommendations since the last annual report.

12.4 Council agreed that, overall, the Committee was able to conclude that, based on the information presented to it, the University had adequate and effective arrangements in place regarding the matters detailed above and agreed that the report be duly signed by the Chair of Audit Committee.

Action: Secretary

13. External Audit Report

13.1 Council received the External Audit Report for the year ended 31 July 2022 (Paper RUC87/9).

13.2 Council was assured that the outstanding matters had now been completed, and that a finalised report would be presented to Audit Committee at an additional meeting on 29 November 2022.

14. Letter of Representation

14.1 Council received and **approved** the letter of representation to the external auditors, noting that in doing so Council would be giving assurance that the University is a going concern (Paper RUC87/10).

15. Annual Report and Financial Statements

15.1 Council received the Annual Report and Financial Statements (Paper RUC87/11). Council noted that the report and statements had received scrutiny from both the Audit Committee and the Finance and Resources Committee at an additional meeting on 17 November 2022, both of which were content that Council should give its endorsement on the basis that the all the outstanding matters had been addressed.

15.2 Council **approved** the Annual Report and Financial Statements and recommended that the report and statements be signed by the Chair of Council and the Vice-Chancellor, subject to a final Audit Committee meeting on 29 November when the finalised External Auditor's report would be considered.

16. Prevent Annual Return 2022

16.1 Council **approved** the Prevent Annual Return (Paper RUC87/12), noting that the University was a member of the London Prevent Network and that an appropriate process was in place for the approval of external speakers invited by Roehampton Students' Union.

17. Modern Slavery and Human Trafficking Statement

17.1 Council **approved** the Modern Slavery and Human Trafficking Statement for 2021-22 (Paper RUC87/13).

Committee reports

18. Council Committees

18.1 Audit Committee

a) Council received the Audit Committee report (RUC87/14).

b) Minute exempt from publication under s.43 Freedom of Information Act 2000.

18.2 Finance and Resources Committee

- a) Council received the Finance & Resources Committee report (Paper RUC87/15).
- b) Council noted that the Committee had approved rather than endorsed the University subsidiary annual accounts as stated in the report.
- c) Minute exempt from publication under s.43 Freedom of Information Act 2000.

18.3 Health, Safety & Welfare Committee

- a) Council received the Health, Safety & Welfare Committee report (Paper RUC87/16) from the Chief Operating Officer in the Chair's absence.
- b) Council was advised that the Committee had received the final report from the Work-related Stress Working Group, and the recommendations made therein.
- c) Council received the Annual Health and Safety Report for information (Appendix 1).

18.4 Remuneration Committee

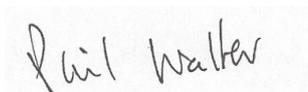
- a) Council received a verbal update from the Chair of the Remuneration Committee.
- b) Council noted that the following items were considered at the meeting on 3 October 2022 in particular:
 - The Vice-Chancellor (pay and performance) (*Vice-Chancellor not in attendance at the Remuneration Committee for this item*).
 - Senior Team pay and performance (Vice-Chancellor direct reports).
 - Draft high level 2022 gender pay gap report.

19. University Senate

- 19.1 Council received the Senate report and noted the contents therein (Paper RUC87/17), from which Council received assurance that changes to the assessment regulations approved by the Senate working group had been duly scrutinised for their impact on academic standards.

20. Any Other Business

- 20.1 Council congratulated Management and all those involved in the successful OfS capital bid and subsequent award of £5.8M for the Roehampton Sustainable Engineering and Technology Education Centre (SETEC), especially Dr Richard Keogh (PVC Research & External Engagement), who led on the application.



Signed: Phil Walker, Chair of Council

Date: 13 March 2023