

UNIVERSITY COUNCIL

UNRESTRICTED MINUTES

Minutes of the meeting held at 2.00 p.m. on Thursday 28 November 2019 in the Teifi Suite, Halliwell Centre, Carmarthen Campus

Present:

Venerable Randolph Thomas (Chair)
Tony Ball
Pam Berry
Andrew Curl
Tania Davies
Sian Eirian
Andrew Gibson
Eifion Griffiths
Emma Hughes
Dr Gareth Hughes
Professor Medwin Hughes

Arwel Ellis Owen
Eirlys Pritchard-Jones
Becky Ricketts
Geraint Roberts
Maria Stedman
Martha Warren

In attendance:

Professor Robert Brown, Deputy Vice-Chancellor (Research and Innovation)
Sarah Clark, Clerk to Council
Shône Hughes, Chief of Staff
Professor Dylan Jones, Deputy Vice-Chancellor (Student Experience and Civic Engagement)
Professor Catrin Thomas, Deputy Vice-Chancellor (Academic)
Gwyndaf Tobias, Deputy Vice-Chancellor (Finance and Planning)
Mike Williams, Coleg Sir Gar
Catrin Beard, Translator
Margaret Williams, Secretary

Agenda item	Main discussion points	Action/decision
19.85 Apologies for absence	Apologies for absence were received from Gareth Hughes, Victoria Provis, Rowland Jones, Dr Liz Siberry.	
19.86 Declaration of interest	Council RECEIVED the Declarations of interest as noted in the Clerk's report (CO217).	
19.87 Minutes of the meeting held on 27 September 2019	Council CONFIRMED the Minutes of the meeting held on 27 September 2019 as an accurate record (CO218a).	
19.88 Minutes of the meeting held on 24 October 2019	Council CONFIRMED the Minutes of the meeting held on 24 October 2019 as an accurate record (CO218b) subject one amendment.	Secretary to amend the minutes
19.89 Matters arising and action points	Council RECEIVED the updated table of action points (CO219).	
19.90 Coleg Sir Gar Board Report	Council RECEIVED the report of the Coleg Sir Board meeting held on 3 October 2019 (CO220).	
19.91 Health and Safety Report	The Health and Safety report would be presented to the next meeting.	
19.92 PREVENT Duty Annual Accountability Return	Council CONSIDERED the Prevent duty Accountability Return (CO222) and APPROVED it for signature by the Chair prior to submission to HEFCW.	Clerk to arrange
19.93 Strategic Equality Plan	<p>Council RECEIVED an update on the time-line to be followed for the development of the Group Strategic Equality Plan (2020-2024).</p> <p>Members NOTED that:</p> <ul style="list-style-type: none"> • The Group was required to develop a revised four-year Group Strategic Equality Plan by 1 April 2020. • A Working Group had been established to prepare the SEP. • The requirement to produce a plan was unique to Wales. • The SEP would integrate the Group's response to the key findings and themes of the recent EHRC report "Tackling racial harassment: Universities challenged" • The SEP would be considered at management level prior to presentation to Council in March. 	

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19.94 Academic Committee overview	Council CONSIDERED the overview of the considerations of the Academic Committee meeting held on 7 November 2019 (CO223).	
19.95 QAA Partial Review Birmingham Learning Centre	<p>Council RECEIVED the report of the QAA Partial Review of the Birmingham Learning Centre (CO224).</p> <p>Council NOTED the finding of the QAA that:</p> <ul style="list-style-type: none"> • In respect of its Birmingham Learning Centre, the University met the requirements of the ESC Part 1 for internal quality assurance; and • In respect of the Birmingham Learning Centre, the University met the relevant baseline regulatory requirements of the Quality Assessment Framework for Wales. <p>Members NOTED that the University was formulating an action plan to take forward the recommendations of the report.</p>	
19.96 Annual student statement	Council CONSIDERED the Students' Union Academic Quality Report 3 (the 'annual student statement') on mental health together with the University's response (CO225), which had been considered in detail by the Academic Committee.	
19.97 2019 Student Charter and Students' Union Relationship Agreement	Council APPROVED the Student Charter and Students' Union Relationship Agreement for 2019/20 (CO226).	
19.98 Audit and Risk Committee overview	Council CONSIDERED the overview of the Audit and Risk Committee meeting held on 30 September 2019 (CO227).	
19.99 HEFCCW Institutional Risk Review letter and response	<p>Council RECEIVED the HEFCCW Institutional Risk Review letter and the University's response. (CO228).</p> <p>The Vice-Chancellor reported that he would be making a presentation to HEFCCW on the response during the Institutional Visit in January 2020.</p>	
19.100 Annual Report of the UWTSD Audit and Risk Management Committee	Council RECEIVED the annual report of the UWTSD Audit and Risk Management Committee (CO229).	

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	The Clerk REPORTED that the report would be finalised and forwarded to HEFCW following receipt of the External Audit Management letter and annual Financial Statements.	
19.101 Resources and Performance Committee overview	<p>Council CONSIDERED the overview of the Resources and Performance Committee meeting held on 18 November 2019 (CO230).</p> <p>The Chair of RPC drew attention to the following:</p> <p>(a) the significant focus given to the financial situation of the University;</p> <p>(b) consideration of the focus of discussion of estates matters following the disbanding of the former Estates Strategy Sub-committee, and agreement that a joint group of University and CSG governors be established to provide oversight of the Group Estates Strategy development;</p> <p>(c) discussions in relation to student recruitment, particularly of Welsh speaking students. Officers reported that action was ongoing and that posts were being advertised within every Institute for staff who could teach through the medium of Welsh. The Associate Faculty would also be utilised.</p> <p><u>Pension matters</u></p> <p>The Chair of RPC referred to pension matters and to the recommendation that UWTSD became a participating employer in the UW in-house scheme (UWSS) in order to allow relevant UW staff to remain within the scheme following their transfer to UWTSD. He also referred to the administration of the UW and UWL pension schemes and the recommendation of the RPC to merge governance and administration arrangements between the two schemes.</p> <p>Council APPROVED recommendations as follows:</p> <p>(a) that UWTSD become a participating employer in the UWSS;</p> <p>(b) that the governance and administration arrangements between the UWSS and the UW Lampeter pension scheme be merged.</p>	
19.102 Strategic Pan annual monitoring report	Council CONSIDERED the Strategic Plan annual monitoring report (CO231). The report provided an overview of how the University had performed against its “measures of success” and had been considered in detail by the Resources and Performance Committee.	

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	<p>Member NOTED that good progress had been made against the majority of measures and the small number of areas where targets had not been met.</p>	
<p>19.103 Fee and Access plan update</p>	<p>Council RECEIVED the Fee and Access plan update (C0232).</p> <p>The Clerk referred to completion of the Annual Monitoring Statement against the 2019/20 Plan, which was due for submission to HEFCW in January 2020. Council authorised the Chair to sign the final version of the AMS on its behalf.</p>	
<p>19.104 Financial and cash flow report</p>	<p>Council RECEIVED the financial and cash flow report.</p> <p>The report had been discussed at the Joint meeting of Councils earlier that day.</p>	
<p>19.105 HR Policies</p>	<p>Council CONSIDERED and APPROVED the following HR Policies as recommended by the RPC (CO234).</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Probation Policy 	
<p>19.106 Annual report of the UWTSD Strategy and Resources Committee</p>	<p>Council RECEIVED the annual report of the UWTSD Strategy and Resources Committee for 2018/19 (C0235).</p>	
<p>19.107 Nominations and Governance Committee overview</p>	<p>Council CONSIDERED the overview of the Nominations and Governance Committee meeting on 15 October 2019 (CO236).</p> <p>The Clerk referred to the recruitment process for new independent Council members and also reported that NGC had agreed that an election would be undertaken for the appointment of three new staff governors towards the end of the current session.</p>	
<p>19.108 Proposed amendments to Ordinances</p>	<p>Council CONSIDERED proposed amendments to the Ordinances (CO237) which had been considered in detail by the NGC and were recommended for approval.</p> <p>Members noted in particular the proposed changes in relation to the election of staff governors which had been made in order to strengthen opportunities for staff across all campuses. They</p>	

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	<p>also noted the proposed new section in Ordinance IV which provided clarification on treasury management across the Group. The Clerk noted that some amendments would be required to the Council's Scheme of Delegation following approval of this amended ordinance.</p> <p>Council APPROVED the amendments to the Ordinances.</p>	
19.109 Annual Report of the UWTSD Nominations and Governance Committee	Council RECEIVED the Annual Report of the UWTSD Nominations and Governance Committee (CO238).	
19.110 Senate Report	Council RECEIVED an oral update on the recent Senate meeting held on 20 November 2019. A full set of the minutes would be provided to the next meeting.	
19.111 Senate Annual Report to Council	<p>Council CONSIDERED the Senate Annual Report to Council (CO239), which had been considered in detail by the Academic Committee.</p> <p>Council AGREED that the following matters, as confirmed by the Senate, could be reported to HEFCW:</p> <ul style="list-style-type: none"> • the standards of the University's awards have been appropriately set and • maintained; • there has been continuing and focused attention on improving the student • experience, the learning environment and student outcomes, using methodologies • that are robust and appropriate; • there has been appropriate continuing dialogue between the University and the SU, • including formal annual dialogue in respect of the Annual Student Statement; • the Student Charter and the relationship agreement between the University and the • SU have been reviewed and presented to Council within the past year; • student survey outcomes have been scrutinised and action plans are in place to • address the issues raised. 	
19.112 Report on Chair's Action	Council NOTED the action undertaken by the Chair on its behalf (CO240).	
19.113 Use of the University Seal	Council RECEIVED the report on the use of the University Seal (CO241).	
19.114	No additional conflicts of interest were noted during the meeting.	

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Declarations of interest		
19.115 Remuneration Committee	Staff were not present during consideration of this item. Council RECEIVED an oral report on the Remuneration Committee meeting held on 11 November 2019.	
19.116 Date and time of next meeting	The next meeting was scheduled for 30 January 2020.	

Meeting terminated 3.45 p.m.