



# COUNCIL

16<sup>th</sup> November 2018

## MINUTES

### PRESENT:

Dame DeAnne Julius (*Chair*)

Professor Michael Arthur (*President and Provost*)

Professor Lucie Clapp

Dr Martin Fry

Ms Lindsay Nicholson

Professor Hynek Pikhart

Lord Sharkey

Mr Justin Turner QC

Baroness Valentine (*Vice-Chair*)

Professor Annette Dolphin

Professor Patrick Haggard

Mr Turlogh O'Brien

Mr Mahmud Rahman

Mr Philip Sturrock (*Treasurer*)

Professor Andrew Wills

*In attendance:* Ms Wendy Appleby (Secretary to Council); Ms Anne Marie O'Mullane (Assistant Secretary to Council); *For minutes 26 - 46:* Mr Phil Harding (Director of Finance & Business Affairs); *For minutes 26 – 32 and 43 - 46:* Mr Rex Knight (Vic Re31i Hooker, Dean of the Faculty)

Apologies for absence were received from: Farooq Dean; Dr Anne Whitney; Dame Nicola Brewer; Dr Celia Caulcott; Mr Ms Lori Ho Price.

### Key to abbreviations used in these Minutes:

AB	Academic Board
AC	Academic Committee
COO	Chief Operating Officer
EIB	European Investment Bank
ERC	European Research Council
FTE	Full Time Equivalent
GCAB	Governance Committee of Academic Board
GDPR	EU General Data Protection Regulations
GEO	Global Engagement Office
IfWH	Institute for Women's Health
JEP	Joint Evaluation Panel
NPV	Net Present Value
NSS	National Student Survey
OIA	Office for the Independent Adjudicator
OfS	Office for Students
ONS	Office for National Statistics

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PAMELA	Pedestrian Accessibility Movement Environment Laboratory
PEARL	Person Environment Activity Research Laboratory
PKU	Peking University
SLC	Student Loans Company
SMT	Senior Management Team
SRS	Student & Registry Services
STEM	Science, Technology, Engineering and Mathematics
UCEA	University Council for Educational Administration
UCU	University and College Union
USS	University Superannuation Scheme
UUK	Universities UK
VFM	Value for Money
VP	Vice-Provost

## 24. DECLARATIONS OF INTERESTS

24.1 No interests were declared.

## 25. MINUTES OF THE PREVIOUS MEETING

25.1 **Approved:** The minutes of the meeting held on 10<sup>th</sup> October 2018 [*Council Minutes 1-23, 2018-19*].

## 26. MATTERS ARISING

### 26A Late Summer Assessments [*Minute 4B.1, 2018-19*]

26A.1 A Council member raised that some students had experienced a delay in receipt of their loan from the SLC due to the timing of the release of late summer assessment results. The Registrar & Head of SRS, Ms Wendy Appleby, was not aware of a problem, however, advised that she would raise the matter with the Director of Academic Services.

### 26B GDPR Training [*Minute 7.3, 2018-19*]

26B.1 The Secretary to Council, Ms Wendy Appleby, had circulated details on how to access the GDPR training to Council members. Council members were encouraged to complete the training when they had an opportunity.

### 26C Academic Board discussion on the improvement of student engagement and student satisfaction [*Minute 6.7, 2018-19*] [*Paper 2-19, 2018-19*]

26C.1 **Received:** The unconfirmed extract minutes from the meeting of AB (24<sup>th</sup> October 2018) where the report on Principal Theme 2, “A global leader in the integration of research and education, underpinning an inspirational student experience” was considered.

- 26C.2 The VP (Education & Student Affairs), Professor Anthony Smith, advised that there had been free-flowing discussion at AB. It had been clear that AB members felt that there had been a lot of changes made in a short period of time. It was acknowledged that balancing the need for change and the capacity for change was a common challenge for many organisations. Council noted that there had also been constructive discussion at AC.
- 26C.3 Council was reminded that UCL was starting from a position of strength. The aim was to change cultures where needed to enable achievement os



audit opinion on the Group and UCL's financial and subsidiary financial statements had been received from the external auditors.

- 28.2 Council noted a final amendment to the 2017-18 Annual Report and Financial Statements following tail-end audit procedures on the 'Remuneration of higher paid staff' salary bandings disclosure. There was a misstatement identified in the Emoluments of the Provost and President which had been adjusted. This impacted the Median Pay calculation disclosure which was also adjusted from 8.0 to 9.3. It was also explained that the reporting of remuneration of higher paid staff was on a basic salary and FTE basis, as per requirements of the Financial Reporting Council (FRC) and the Financial Reporting Manual (FRRM).





to the procedure. It was confirmed that the web-link for the booking system would be included once the Code of Practice was approved.

- 31.3 A member of Council advised that the critical question in relation to the associated Procedure was whether the requirement that requests for space including an external speaker must be made at least 10 working days in advance interfered with freedom of speech. Following discussion it was agreed that the wording of paragraph 17 would begin with the phrase, “Where reasonably practicable...”.
- 31.4 It was noted that the Code of Practice and Procedure would be brought back for consideration via AB in a year’s time; this would offer an opportunity to understand how the Code of Practice and associated Procedure operated in practice.

**RESOLVED:**

- 31.5 **To approve the revised Code of Practice on Freedom of Speech subject to the following subject to the following changes:**
- a clarification in paragraph 24, that the provision related to day-to-day operations;
  - a change in paragraph 16, to include all protected characteristics; and
  - a correction of a typo in paragraph 30.
- 31.6 **To note the associated Procedure for Managing Events that include External Speaker; paragraph 17 would be amended to begin with the phrase, “Where reasonably practicable...”**

**32. ANNUAL PREVENT RETURN TO THE OFFICE FOR STUDENTS**

*[Paper 2-27, 2018-19]*

- 32.1 **Noted:** An update on UCL’s implementation of the Prevent Duty from the Registrar and Head of SRS, Ms Wendy Appleby. In excess of 350 key student facing staff had received face-to-face training in 2017/18. A lot of work had been undertaken on the room booking procedure and a new room booking system had been introduced; this would make the process more consistent and robust. Two incidents had been discussed with the OfS during the course of the 2017/18 academic year.

**RESOLVED:**

- 32.2 **To approve the signing of the accountability declaration for submission to the Office for Students.**

**33. ANNUAL REPORT ON ENABLER A, GIVING OUR STUDENTS THE BEST SUPPORT**

*[Paper 2-28, 2018-19]*

- 33.1 This item was deferred until the next meeting due to time constraints.



**34. RE-APPOINTMENT OF THE DEAN OF STUDENTS**

*[Paper 2-30, 2018-19]*

34.1 Council discussed the recommendation of AB to re-appoint the VP (Education & Student Affairs) as Dean of Students for a two year period, so that the outcome of the Charter and Statutes Working Group recommendations on the role of the Dean of Students could be taken into consideration when making a decision on an appointment to the role of the Dean of Students. Council noted that a two-year reappointment would not preclude consideration in due course of whatever recommendations might emerge from the AB Working Group.

**RESOLVED:** *following a vote*

34.2 To re-appoint Professor Anthony Smith, VP (Education & Student Affairs) as Dean of Students (Academic) for a term extending from 1 October 2017 (retrospectively) to 30 September 2020 inclusive.

