

UNIVERSITY OF ROEHAMPTON
COUNCIL

**Minutes of the 88th meeting of Council held at 4pm on Monday 13 March 2023
in the Oak Suite, Elm Grove, Digby Stuart College and via MS Teams**

- Present: Phil Walker (Chair), Mark Allen*, Dr Aleata Alstad-Calkins*, Dr Priscilla Chadwick, Harrison Cohen, Janet Cooper, Dr Christine Carpenter*, Jennifer Coupland*, Sr Christine Edwards, Prof Jean-Noël Ezingard, Dennis Hone, Ruth Martin*, Sunitha Narendran, David Sharkey, Kevin Thomas
- Secretary: Dr George Turner
- Notes: Elaine Lentell
- Apologies: Prof Anna Gough-Yates, Revd Dr Tim Macquiban, Sheena Pindoria, Revd Canon Dr Jennifer Smith
- In attendance: Lucy Arnold Courtney¹, Liam Hurley, Baljit Kaur, Dr Richard Keogh², Prof Leigh Robinson³, Tom Rowson
- * 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:
- Professor Laura Peters, Pro Vice-Chancellor (Academic Development and Sustainability) who was attending on behalf of Professor Anna Gough-Yates.
 - Professor Leigh Robinson, Pro Vice-Chancellor (Student Outcomes), who was attending for items 10 and 14.
 - Dr Richard Keogh, Pro Vice-Chancellor (Research & External Engagement) who was attending for items 12 and 13, and Lucy Arnold-Courtney, Director of Continuing Education, who was attending for item 13.

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 online for item 13 only.

² Joined the meeting online for items 12 and 13 only.

³ Joined the meeting in person for items 10 and 14 only.

4. Minutes

4.1 The minutes of the 87th meeting of Council, which was held on 21 November 2022 (Paper RUC88/1), were **confirmed** and Council **approved** the redactions for the published minutes as highlighted.

5. Membership update

5.1 Council received the Council Membership paper (RUC88/2), which was tabled at the meeting.

5.2 Council **endorsed** the following re-appointments on the recommendation of the Nominations and Governance Committee:

- Phil Walker, as Chair of Council for a second term until 31 July 2026⁴
- Priscilla Chadwick, as an Independent Member of Council nominated by Whitelands College, for a second term until 15 March 2026⁵
- Dennis Hone, as an Independent Member of Council, Chair of the Finance & Resources Committee and Member of the Remuneration Committee, for a third term until 10 May 2026⁶
- Jennifer Smith, as an Independent Member of Council nominated by the Southlands' Methodist Trust, for a second term until 1 July 2026⁷

5.3 Council noted that Sheena Pindoria had resigned as a Member of both Council and the Remuneration Committee, effective from 1 August 2023, although Sheena will continue to serve on the Audit Committee.

5.4 Council further noted that succession plans for both the Chair and Vice-Chair of Council would be explored in the longer term.

Action: Secretary

Strategic Reports and Items

6. Chair's Items

6.1 There were no items to report.

7. Vice-Chancellor's Report

7.1 Council received the Vice-Chancellor's Report (Paper RUC88/3), and the following points were highlighted:

⁴ Phil Walker absented himself during discussion and approval of renewal of his term.

⁵ Priscilla Chadwick absented herself during discussion and approval of renewal of her term.

⁶ Dennis Hone absented himself during discussion and approval of renewal of his term.

⁷ Approved in Jennifer Smith's absence with their prior agreement.

Student Numbers and Planning

- a) Minute exempt from publication under s.43 Freedom of Information Act 2000.
The planning round had commenced and senior teams in academic schools and professional services were currently working on their plans. The key theme for this year's round was student outcomes (continuation, completion and progression).
- b) Minute exempt from publication under s.43 Freedom of Information Act 2000.

Student Outcomes

- c) Student outcomes continued to be a priority. The latest Graduate Outcomes survey showed an uplift in the University's performance overall.

Industrial relations

- d) That approximately 10-12% of the University's academic staff had participated in recent industrial action. Some programmes in the School of Psychology were particularly affected by the strike, whereas most schools experienced very little disruption. A further strike day was planned for 15 March in addition to the 5 days from 16 to 22 March previously notified. Pay negotiations had progressed as detailed on page 14 of the report.

Research and Knowledge Exchange

- e) Council noted the recent media engagements and impact and knowledge exchange activity in Section 3.4.

Other developments

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

8. Director of Finance's Report

- 8.1 Council received the report (Paper RUC88/4) and noted the following points in particular:
- 8.2 Minute exempt from publication under s.43 Freedom of Information Act 2000.
- 8.3 Council considered Annexes one and two of the report, which outlined the Income and Expenditure account and balance sheet respectively.
- 8.4 Council **approved** the Quarter Two forecast to be the basis for the forecast compliance certificate for 2022-23, noting that the certificate would be signed by the Chair of Council and Chair of Finance and Resources Committee and then submitted to Lloyds Bank by 17 March 2023.

Action: Director of Finance

9. Students' Union Report

9.1 Council received and noted the contents of the President of the RSU's Report (Paper RUC88/5), which included the following:

- An update on the RSU Officer 2023 elections.
- The TEF Student submission, in respect of which Council thanked the RSU for their input.
- An update on academic advice casework.
- An update on the governance review, which would be undertaken later in 2023.
- An update from Student Senate which took place on 1 February 2023.

Other items for discussion and/or approval

10. Office for Students update⁸

10.1 Council received a presentation from the Pro Vice-Chancellor (Graduate Outcomes) in relation to student outcomes and the relevant OfS conditions of registration.

10.2 Council noted that there were a number of initiatives in progress, including early retrieval of assessments, SEAtS engagement monitoring software and improving transfer pathways to lower awards, and that the University continued to prioritise work on improving the outcome of courses.

11. University Performance Dashboard

11.1 Council received the paper (Paper RUC88/6) and hard copies of the dashboard were circulated. The following points were highlighted:

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

11.3 That an extra column should be added to the dashboard which displayed how the lead indicators were progressing.

11.4 Council noted that the dashboard would be reviewed in more detail at the Council away day on 3 May 2023.

Action: Exec. Director of Strategy & External Relations

12. Annual Research and Knowledge Exchange Enabling Strategy update⁹

12.1 Council received the annual update (Paper RUC88/7) from the Pro Vice-Chancellor (Research and External Engagement) and the following points were noted in particular:

⁸ Leigh Robinson joined the meeting.

⁹ Richard Keogh joined the meeting online.

12.2 That the University's ongoing investment in Research and Knowledge Exchange (RKE) activity had resulted in an exceptional year for RKE grant capture in 2021-22.

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

12.4 Council congratulated the Pro Vice-Chancellor (Research and External Engagement) on the impressive results achieved to date.

13. Minute exempt from publication under s.43 Freedom of Information Act¹⁰

Annual Reports and Returns

14. Graduate Outcomes Survey¹¹

14.1 Council received the Graduate Outcomes Survey update (Paper RUC88/9), together with an overview from the PVC (Student Outcomes). The following points were highlighted:

14.2 There had been an increase in students in paid work due to a buoyant job market and a corresponding decrease in students in further study.

14.3 That progression rates were steadily improving due to the continued focus on graduate outcomes and there had also been an increase in placements and internships.

14.4 That there was a multifaceted approach to addressing non-compulsory placements, including providing bursaries for students working in small and medium sized enterprises (SMEs).

14.5 Council thanked the PVC (Student Outcomes) for the update.¹²

15. Gender Pay Gap Report

15.1 Council received the annual Gender Pay Gap Report for 2021-22 (Paper RUC88/10), which showed a mean gender pay gap of 6.3% and a median gender pay gap of 7.7%. It was explained that the increase in the median gap was mainly due to an increase in female staff in lower pay profiles.

15.2 Council noted the overall progress made on the gender pay gap and that the University continued to be ahead of the sector average.

Committee reports

16. Council Committees

¹⁰ Lucy Arnold-Courtney joined the meeting online.

¹¹ Taken after Item 10.

¹² Leigh Robinson left the meeting.

16.1 Audit Committee

- a) Council received the Audit Committee report (RUC88/11).
- b) Council was advised that Management had undertaken a 'blank sheet' exercise in January to review the University risk register. The exercise resulted in the changes set out in the report, including five new risks, three revised risks and the removal of nine risks. There were a total of twelve risks on the revised strategic risk register.
- c) Council noted that the Internal Audit programme was on track for delivery.
- d) Council **approved** the proposed changes to the strategic risk register.

16.2 Finance and Resources Committee

- a) Council received the Finance & Resources Committee report (Paper RUC88/12).
- b) Council noted that the Committee had reviewed the University's Financial Sustainability Strategy. The Committee considered the three KPIs currently being monitored as detailed in the report, and received an update on progress against the five themes supporting the achievement of the KPIs.
- c) Minute exempt from publication under s.43 Freedom of Information Act 2000.
- d) Minute exempt from publication under s.43 Freedom of Information Act 2000.

16.3 Nominations and Governance Committee

- a) Council received a verbal update from the University Secretary.
- b) Council was advised that all declarations of interest for 2022-23 had now been received and the register had been published on the University's website.

16.4 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 13 March 2023:
 - The 2023-24 national pay award. Following negotiations with sector-recognised trade unions, UCEA had advised all participating Universities to implement the pay award. Roehampton staff would receive the pay increase from 1 March 2023.

- The Committee also discussed how the University should disclose senior pay remuneration to ensure that it continues to adhere to the CUC HE Code of Governance.

17. University Senate

17.1 Council received the Senate report and noted the contents therein (Paper RUC88/14), from which Council received assurance that the University was continuing to deliver improvements to support student outcomes. Senate had also authorised an extension to the period of authority for the Senate Sub-Group until 31 July 2023.

18. Student Senate

18.1 Council noted the contents of the Student Senate report (Paper RUC88/14).

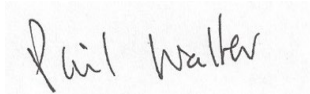
Other items for information

19. Equality, Diversity and Inclusion Strategic Plan

19.1 Council congratulated the Executive Director of HR and University EDI Officer on the production of the new EDI strategic plan.

20. Committee Schedule for 2023-24

20.1 Council noted the provisional Council and Committee schedule, subject to the availability of members being confirmed in the next few weeks.



Signed:
Phil Walker, Chair of Council

Date: 3 July 2023

Minutes prepared by:
Elaine Lentell, Governance Manager, March 2023