

COUNCIL

Minutes of the meeting held on Monday 13 July 2020

Present: Vice-Chancellor, Warden of New College, Principal of Somerville, Ms Boyt, Professor Sir Rory Collins, Sir Chris Deverell, Fra' John Eidinow, Professor Essler, Professor Hamerow, Mr Harman, Professor Hobbs,, Mr Kroll, Professor Lahiri, Professor Nobre, Mr Ovenden, Professor Trefethen, Head of the Humanities Division (Professor O'Brien), Head of the Medical Sciences Division (Professor Screaton), Head of the MPLS Division (Professor Howison), Head of the Social Sciences Division (Professor Dame Sarah Whatmore), Senior Proctor (Professor Horobin), Junior Proctor (Professor Johnston), Assessor (Dr Swift).

Student Member Representatives and representative of the Early Career Research Staff: Sing Ma (President of Oxford SU), Harry Drew (Oxford SU VP Access and Academic Affairs) and Lauren Bolz (Oxford SU VP Graduates); Dr Gwilym Rowlands (Chair, Oxford Research Staff Society).

Apologies: Professor Coulson, Professor Johnson, the Director of Legal Services and General Counsel.

Officers in attendance: the Registrar, Pro-Vice-Chancellor (Development and External Affairs), Pro-Vice-Chancellor (Education), Pro-Vice-Chancellor (Planning and Resources), Pro-Vice-Chancellor (Research), Pro-Vice-Chancellor (Innovation), the Director of Finance, the Director of Public Affairs, the Executive Officer (Policy and Governance) in the Vice-Chancellor's Office, the Director of Planning and Council Secretariat, the Senior Assistant Registrar (Governance), the Assistant Registrar (Governance).

In attendance: Stephen Purbrick, Head of Financial Planning and Analysis (for items 1-4(b)).

Order of business: the order of business was as set out in the minutes.

Declarations of interest: Council members were reminded to declare any interest that could give rise to a conflict in relation to any item on the agenda.

Introductory matters: the Vice-Chancellor welcomed the new student member representatives to their first formal meeting of Council.

The Vice-Chancellor thanked the Principal of Somerville, whose term on Council would end on 30 September, for her work on Council and in particular for her joint chairing of the Michaelmas Coordination Group.

The Vice-Chancellor welcomed Wendy Becker as an observer at this meeting who, subject to approval by Congregation, would become a new external member of Council from 1 August.

I. ORDINARY BUSINESS

(A) Unreserved

1. **Unreserved minutes of the meeting held on 22 June 2020 (C(20)lxxi-lxxx) ****
The minutes were approved, subject to one clarification to minute 4(c).
2. **Unreserved matters arising from the minutes of the meeting held on 22 June 2020 not otherwise on the agenda**
There were none.
3. **The Vice-Chancellor's unreserved business (above the line)**

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The Vice-Chancellor thanked the members of the senior team for the work they had carried out in the face of the pandemic over the last four months.

The Vice-Chancellor reported on the following matters.

- Forthcoming Council meetings.
 - There was expected to be an additional meeting of Council on 2 September 2020, to receive an update on issues relating to Covid-19 and the USS pension scheme.
 - The dinner for the Away Day in September would not take place due to Covid-19. The three items on the agenda for the meeting would be issues relating to Covid-19, the USS pension scheme, and the sustainability strategy. Although by convention decisions were not taken at the Away Day, decisions might be needed in relation to the first two items.
 - It was anticipated that Council meetings would continue to be on MS Teams for Michaelmas term, when it was hoped that the normal schedule of meetings could resume, although additional meetings would be held if necessary.
- Elections and appointments
 - Three Congregation elections for places on Council were due to take place in Michaelmas term.
 - The Vice-Chancellor thanked Council for approving by circulation the appointment of Professor David Gann as Pro-Vice-Chancellor (Development and External Affairs), thus enabling him to take up post from 1 November 2020. Dr Robert Easton would continue in the role until that time, thus providing for a smooth transition.
 - Anna Strongman, currently managing partner of Argent Services, had been appointed CEO of OUD.
- Developments in relation to Brexit.
- Preparations for the REF.
- Government support for UK HE in the pandemic.
- Government preparations for an R&D Roadmap.
- The USS consultations. A series of consultations would take place over the summer. The first of these would be a technical one on debt monitoring and *pari passu*, with a deadline for response of 3 August. The Vice-Chancellor proposed that Council delegate the response to that consultation to the USS Pensions Working Group, chaired by Professor Essler. Documents could be provided on SharePoint. It was intended that Council would consider the later consultations on the valuation itself.

Council **noted** the report, and **delegated** the response to the first technical consultation on USS to the USS Working Group.

4. Covid-19

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(a) Update**

The Vice-Chancellor provided an oral report on the Return to Onsite Working and preparations for the return of students to the University in Michaelmas term.

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(b) *University Budget for 2020/21 & Reserves Drawdown: report of the meetings of the Planning and Resource Allocation Committee on 30 June 2020 and of Finance Committee on 1 July 2020 (C(20)93)***

Council **took the actions** set out in the report.

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(c) *Michaelmas Coordination Group update (C(20)94)***

Council **noted** the progress of the Michaelmas Coordination Group.

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5. **Congregation: Question and Reply (Crisis Management Framework) (C(20)95)***

The Registrar explained that the context to what it was proposed to publish in response to the Question was the much wider communication effort put in place around the Crisis Management Framework (CMF). This included: the more frequent all staff emails from the Vice-Chancellor; the special editions of Blueprint; the staff forums held by the Vice-Chancellor, Registrar, and Pro-Vice-Chancellors; the increased number of Council meetings; the regularly updated Covid-19 webpages; and the cascades. All this provided for reporting back in a fuller way than for normal business. In addition, there was representation from all parts of the University on the CMF groups.

Council **approved** the replies to the questions.

6. **Report from the meeting of the Planning and Resource Allocation Committee held on 30 June 2020**

(a) *Student number planning annual report 2019/20 (C(20)96)**

The Pro-Vice-Chancellor (Planning and Resources) explained that full-time matriculated intake targets for the next three academic years showed stable numbers for undergraduates and growth (of around 100) for postgraduates.

Council:

- (i) **approved** the divisional matriculated intake targets as the Collegiate University student number plans for 2020/21 – 2022/23;
- (ii) **approved** the divisional non-matriculated intake targets for 2020/21 – 2022/23; and
- (iii) **noted** the JSNPSC Annual Report 2019/20.

(b) *Report from the Strategic Plan Programme Board: TT 2020 (C(20)97)***

Council **noted** the report.

(c) *PRAC Self-Review Final Report (C(20)98)*

The Pro-Vice-Chancellor (Planning and Resources) explained that, of the recommendations pertaining to PRAC itself, the key one was to provide clarity on the roles of PRAC and its relationship with other committees, including Finance Committee. This clarification had already been provided to members of PRAC.

In discussion, a member of Council commented that, at some point in the future, it would be helpful to have a fuller discussion of the relationships between PRAC, Finance Committee and their sub-committees to see if it might be possible to improve the way they worked.

Council **approved** the recommendations outlined in the final report annexed at A.

CONFIDENTIAL 7. **Report of the meeting of Finance Committee held on 1 July 2020 (C(20)99)****

(a) *Additional funding for the Tinbergen demolition*

The Pro-Vice-Chancellor (Planning and Resources) explained that the costs for demolition were higher than expected and an increase in funding was therefore required.

Council **approved** the recommendations outlined in the final report.

CONFIDENTIAL 8. **Life and Mind Building ¹ (C(20)100)**

Council **took the actions** set out in the report.

9. **Report from the meeting of the Investment Committee, 16 June 2020 (C(20)101)****

(a) *Investment Policy Statement*

¹ Professor Nobre declared a conflict of interests in this item.

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Council **endorsed** the statement as a framework for further development and discussion.

10. **Report of the meeting of the General Purposes Committee held on 29 June 2020**

(a) *Procedures for claims for the Return of Cultural Objects from Oxford University Museums and Libraries*² (C(20)102)*

The Pro-Vice-Chancellor (People and GLAM) introduced this item. She explained that the University did not currently receive large numbers of such requests and, although they were likely to become more frequent, a significant increase was not anticipated.

Council **approved** the proposed Procedures (Return of Cultural Objects from Oxford University Museums (attached at Annex A of the report).

(b) *Report of the Safety, Health and Environment Management Subcommittee (SHEMS) meeting held on 4 June 2020* (C(20)103)*

The Registrar reminded Council that the name of the Health and Safety Management Subcommittee (HSMSC) had recently been changed to the Safety, Health and Environment Management Subcommittee (SHEMS) and explained that the report summarised the committee's work for the year.

Council:

- (i) **noted** the issues discussed by SHEMS, as set out in section (d) in the paper;
- (ii) **noted** SHEMS's Annual Report for 2019-2020, attached at Annex A of the report;
- (iii) **noted** the Annual Reports of the Safety Office and the Occupational Health Service, and the annual report of accidents and eye injuries, at Annexes B – D of the report.
- (iv) **approved** the updated Health, Safety and Environment Incident Reporting and Investigation Policy Statement attached at Annex E of the report).

Items for approval or report without discussion ('below the line').

11. **Matter arising from the minutes of the meeting held on 2 December 2019**

(a) *Minute 13. Legislative proposal to amend the College Contributions Scheme*

Without discussion, Council **noted** that the changes to Statute XV, concerning the College Contributions Scheme and College Accounts, approved by Congregation on 28 January 2020, were approved by Her Majesty in Council on 23 June 2020 and therefore came into effect on that date.

12. **The Vice-Chancellor's unreserved business (below the line)** (C(20)104)

Without discussion, Council **noted**:

- (i) the appointment to a statutory post;
- (ii) the OfS publications; and
- (iii) the UUK Press Statements.

CONFIDENTIAL 13. **Unreserved report from the meeting of the Audit and Scrutiny Committee held on 18 June 2020** (C(20)105)**

Without discussion, Council:

- (i) **noted** the unreserved report on the meeting of the Audit and Scrutiny Committee in June 2020; and

² Bodley's Librarian declared a conflict of interests in this item.

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- (ii) **approved** the proposed external audit fee for the audit of the University and its subsidiaries (excluding the Press) for the year ending 31 July 2020.

14. **Recommendation of Council's Audit and Scrutiny Committee and the Finance Committee of the Delegates of the Press for the reappointment of the external auditors (C(20)106)***

Without discussion, on the recommendations of Council's Audit and Scrutiny Committee and the Finance Committee of the Delegates of the Press, Council **approved** the reappointment of KPMG LLP as external auditors of the University and the Press for the audit for the year ending 31 July 2020.

15. **Report from the Education Committee**

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- (a) *Annual Report of the PPH Supervisory Committee 2019-20 (C(20)107)***

Without discussion, Council **noted** the report.

- (b) *Visiting Students (C(20)108)**

Without discussion, Council **noted** the approach adopted, in the light of the pandemic, towards implementing the recommendations on greater compliance with the cap, and adoption of new admissions criteria.

16. **Unreserved report of the meeting of the General Purposes Committee on 29 June 2020 (C(20)109)**

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- (a) *Information Compliance Update***

Without discussion, Council **noted** the current information compliance risks and the progress made in improving Information Compliance, as set out in the report.

- (b) *Annual Report of the Security Subcommittee**

Without discussion, Council **noted** the annual report of the Security Subcommittee, attached at Annex A of the report.

- (c) *Office for Students: Annual Compliance Report 2019-20*

Without discussion, Council:

- (i) **noted** the information on how the University complies with the OfS ongoing conditions of registration, as set out in Annex B of the report; and
- (ii) **noted** the "reportable event" reports submitted, and responses received, as set out in Annex C of the report.

- (d) *New By-Laws for Reuben (formerly Parks) College: further revisions*

Without discussion, Council **approved** the new By-Laws for Reuben College, attached at Annex D of the report.

- (e) *Update on action taken in response to the Criminal Finances Act and draft Anti-facilitation of Tax Evasion Policy*

Without discussion, Council **approved** the draft Anti-facilitation of Tax Evasion Policy set out at Annex E of the report and **noted** ongoing work to minimise the facilitation of tax evasion.

- (f) *Proposed amendments to legislation*

Without discussion, Council **approved** the following proposals:

- (i) *Proposed new Regulations for Procedures dealing with Questions of Fitness to Practice amongst Medical Students (GPC(20)62);*
- (ii) *Amendment to Regulations for the Grievance Committee (GPC(20)63);* and

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(iii) *Proposed Changes to Council Regulations: PRAC Subcommittees* (GPC(20)64).

17. **Report from the meeting of the Planning and Resource Allocation Committee held on 30 June 2020** (C(20)110)*

(a) *Space allocations*

Without discussion, Council:

(i) **approved** (for onward referral to Congregation for approval) the following resolution:

“That approximately 825 sqm net usable area (NUA) within the Alden Press Annexe (building number 848) be allocated to the Gardens, Libraries and Museums Division, for occupation by the Ashmolean Museum, the Museum of Natural History, the Pitt Rivers Museum and the History of Science Museum Department of Computer Science for a further period of approximately two years from 1 October 2020 to 30 September 2022, subject to an annual review.” and

(ii) **approved** (for onward referral to Congregation for approval) the following resolution:

“That approximately 686 sqm net usable area (NUA) within the SERS (building number 341) be allocated to the Bodleian Libraries for a further period of approximately two years from 1 October 2020 until 30 September 2022, subject to an annual review.”

18. **Any other unreserved business**

There was none.

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