NEWCASTLE UNIVERSITY
COUNCIL
31 October 2016

Present: Mr Mark I’Anson (Chair of Council), Vice-Chancellor, Professor Tony Stevenson (Deputy Vice-Chancellor), Mr Neil Braithwaite, Professor Paul Christensen, Mr Mike Davison, Mr Jack Taylor (President, Students’ Union), Dr Jonathan Galloway, Mrs Teresa Graham, Mrs Jacqui Henderson, Professor Tom Joyce, Mr Jeff McIntosh, Mrs Heidi Mottram, Ms Dianne Nelmes, Dr Ole Pedersen, Mr Christopher Duddy (Education Officer, Students’ Union), Mr Paul Walker and Ms Vicky Wright.

In attendance: Professor Suzanne Cholerton, Professor Richard Davies, Professor Julie Sanders, Professor Nick Wright, Professor Phillip Wright (Pro-Vice-Chancellors), Professor Jane Calvert (Acting Pro-Vice-Chancellor Medical Sciences), Mr Richard Dale (Executive Director of Finance), Dr John Hogan (Registrar), Mrs Louise Edwards-Holland (Acting Director of Human Resources), and Mrs Lizzie Taylor (Executive Officer (Governance)).

Apologies: Professor Chris Day, Mr Jonathan Glass, Ms Abi Kelly and Mr Stephen Lightley.

Professor Amanda Broderick, CEO and Director NU London, attended for Minute 15.

M I N U T E S

1. DECLARATIONS OF INTEREST

No declarations of interest were received.

2. MINUTES

The minutes of the meeting of Council held on 11 July 2016 were approved as a correct record and signed.

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising or outstanding actions from the previous minutes.

4. HEALTH AND SAFETY

The Acting Director of Human Resources gave an oral report on current health and safety issues affecting the University, including performance measures and actions taken.

Noted that there was one near miss incident to report which had occurred during the process of dismantling a vibrating table. The incident had been investigated fully and staff involved had been reminded of the clear procedures that were in place for such activities.

5. CHAIR’S BUSINESS

Noted that:

1. The Chair had attended the Committee of University Chairs’ (CUC) plenary meeting which had included presentations from Sir Ian Diamond (Vice-Chancellor of the University of Aberdeen), Sir David Eastwood (Vice-Chancellor of the University of Birmingham) and Professor Madeline Atkins (Chief Executive of HEFCE).
2. Points to note from the plenary meeting included an observation that the collective reporting from HEIs indicated it was being proposed to recruit 25% more students into higher education in 2016 than there appeared to be eligible 18 year olds – which suggested inaccuracies in the recruitment figures reported by some HEIs. Attendees were also informed of the anticipated growth in ‘Learning Analytics’ and the possibility that the Higher Education sector would be expected to use such methodologies to justify future activities.

3. The issue of Vice-Chancellor appraisals was also discussed as was the increasing assurance burden that was being place upon HEIs. Governing bodies would now be held accountable for a number of assurances and there was a limit on the extent to which these responsibilities could be delegated. It was considered that such developments presented a challenge to institutional autonomy.

6. VICE-CHANCELLOR’S BUSINESS

Received the Vice-Chancellor’s report. Highlights of this report are discussed below.

[Circulated with the agenda as Document B. Copy filed in the Minute Book.]

Reserved Minute – Commercial in confidence

7. RISK MANAGEMENT

Received the full strategic risk register and summary report from Dr John Hogan, Registrar, on behalf of Executive Board.

[Circulated with the agenda as Document C. Copy filed in the Minute Book.]

Noted that:

1. The scores for a number of risks had increased, including those related to pensions and Brexit. With regards to these two risks, however, it was not possible for the University to reduce the risk scores through its own actions since this could only be achieved through developments that were beyond its control. For this reason the scores for these two risks remained high at 20.

2. There was some concern in relation to the level of international student recruitment which had resulted in an increased score for this particular risk. The University was taking action to mitigate this risk, which included the appointment of a new Director of International Recruitment.

3. The score for the Singapore risk was expected to reduce at the next iteration of the risk register in light of the new agreement signed with the Singapore Institute of Technology. The score for quality assurance and standards had also been reduced following the successful outcome of the QAA Review earlier in the year.

Council confirmed that it had received sufficient assurance that the risks facing the University were being managed appropriately.

8. INSTITUTIONAL KPI SUMMARY REPORT

Received the summary KPI report from Professor Tony Stevenson, Pro-Vice-Chancellor Planning and Resources, on behalf of Executive Board.

[Circulated with the agenda as Document D. Copy filed in the Minute Book.]

Council confirmed that it had received sufficient assurance that the identified KPIs were being managed appropriately.
9. SUMMARY REPORT FROM MEETING OF SENATE, 4 OCTOBER 2016

Received a summary report from the meeting of Senate that took place on 4 October 2016. [Circulated with the agenda as Document E. Copy filed in the Minute Book.]

Noted that, in relation to the Teaching Excellence Framework (TEF), it was confirmed that the University had to decide whether it wished to participate. Due to anti-competition legislation it was not possible to know the intention of other Russell Group universities in relation to the TEF, but there was a possibility that some might choose not to participate.

10. UPDATE ON GOVERNANCE REVIEW 2015 RECOMMENDATIONS

Received a progress report on the implementation of the Governance Review 2015 recommendations from Dr John Hogan, Registrar, on behalf of Executive Board. [Circulated with the agenda as Document F. Copy filed in the Minute Book.]

Noted that:

1. Since the agenda had been circulated it had become evident that there was a need for further discussion in relation to Recommendation 7 – the need to address Council’s responsibilities in relation to any group structures. It had been proposed that this requirement could be addressed by amending the terms of reference for Finance Committee but further consideration would be given to this by Finance Committee at its next meeting.

2. Progress was being made in relation to the implementation of electronic meeting software – BoardPacks. Council would receive further information on this in the near future. University email addresses would also be provided to all lay members of Council.

11. MEMBERSHIP OF NOMINATIONS COMMITTEE

Received a recommendation from the Chair of Council regarding the filling of a vacancy on Nominations Committee.

Noted that:

1. Mr Paul Walker had come to the end of his first term of office on Nominations Committee on 31 July 2016. There was also a vacancy on the committee following the retirement of Mr Simon Pleydell.

2. The procedure for the appointment of members onto Nominations Committee was that a recommendation should be made directly to Council by the Chair of Council, following consultation with the Vice-Chancellor.

Resolved that:

(i) Mr Paul Walker be reappointed as a member of Nominations Committee with immediate effect until 31 July 2019;

(ii) Mrs Dianne Nelmes be appointed as a member of Nominations Committee with immediate effect until 31 July 2019.

12. APPOINTMENT OF A CHAIR OF COUNCIL

Received an oral report from the Chair of Council regarding the process to be followed to identify the next Chair of Council.
Council, 31 October 2016

Noted that:

1. The Chair of Council would step down as a member of Council with effect from 31 July 2017 and it was necessary to begin the process to identify his successor.

2. Nominations Committee would discuss this matter at its meeting on 21 November 2016 at which a proposal would be made to establish a sub-committee to oversee the appointment process.

3. In advance of the meeting on 21 November, current lay members of Council were invited to submit expressions of interest in the role of Chair of Council, or to nominate individuals who they felt would be suitable for the role. Nominations Committee would be asked to determine whether a suitable appointment could be made from the expressions of interest received or whether it was necessary to advertise the position externally.

4. A role description, together with details of the expected time commitment, would be circulated to lay members of Council for information.

Resolved that members of Council should submit expressions of interest in/nominations for the role of Chair of Council to the Registrar by Friday 11 November 2016.

13. FINANCIAL SUSTAINABILITY

Received:

(a) A report from Mr Richard Dale, Executive Director of Finance, on behalf of Executive Board;
   [Circulated with the agenda as Document G. Copy filed in the Minute Book.]

(b) A presentation from Mr Richard Dale, Executive Director of Finance, on behalf of Executive Board.
   [Copy of slides filed in the Minute Book.]

Noted that future challenges include the worsening position of the USS pension scheme and a need to implement an upgrade to the University’s financial and HR systems. At some point it would also be necessary to revisit the Estates Strategy.

14. SCIENCE AND ENGINEERING EXCELLENCE PROJECT – ACADEMIC RESTRUCTURING

Received a report on the proposed restructuring of the Faculty of Science, Agriculture and Engineering from Professor Phillip Wright, Pro-Vice-Chancellor Science, Agriculture and Engineering, on behalf of Executive Board.
   [Circulated with the agenda as Document H. Copy filed in the Minute Book.]

Noted that:

1. The Science and Engineering Excellence (SEE) Project would reorganise the Faculty of Science, Agriculture & Engineering to introduce structures that would improve future research performance. It was proposed to reduce the number of academic units from ten to five (one in Singapore and four in Newcastle) and to make changes to administrative and technical services to support the new Faculty structure.

2. A thorough process of consultation was ongoing involving key stakeholders, students, academic and professional support staff (and their respective Unions).
3. An overarching masterplan would be produced along with several sub-plans. It was necessary to implement the new structure as early as possible to maximise the benefits that could be achieved in time for the next Research Excellence Framework in 2020.

4. It was confirmed that the project would not result in the introduction of another structural level within the Faculty.

5. It was anticipated that it would be possible to fill most of the Heads of the Academic Unit positions by means of internal appointments but it might prove necessary to advertise some posts externally.

6. It was confirmed that communications with students would be increased as the project progressed to ensure they were well informed.

7. The outline estates strategy to support the restructure had been prepared and discussions were ongoing. It was expected that this would be available to present to Council by April 2017. The plan included a number of improvements that could be made to buildings without significant expenditure. The Estates Capital Strategic Planning Committee had requested early sight of the capital plan.

Resolved that Council:

(i) Support in principle the direction of travel for the further development of the project leading to a business case for capital investment.

(ii) Endorse proceeding with the proposed academic unit reorganisation, including recruitment of the new unit Heads to begin after Council approval.

(iii) Endorse proceeding with the design and implementation of an administrative and technical service to support the new academic structure, including the recruitment of the new academic units’ senior, technical and Faculty managers to begin after Council approval.

15. NEWCASTLE UNIVERSITY LONDON PRESENTATION

Received a presentation on the strategy for Newcastle University London from Professor Amanda Broderick, Director and CEO NU London.

[Copy of slides filed in the Minute Book]

Noted that:

1. As at 31 October 2016, 247 students had registered at the branch campus which exceeded the target set by 6%. It was, therefore, considered that a clear market had been demonstrated for Newcastle University undergraduate degrees offered in the capital.

2. Out of 600 applications to NU London it was noted that only 12 applicants had also applied to the main campus in Newcastle. It was clear, therefore, that the London campus was providing access to a new market and would not have a negative impact on the number of students applying to the main campus. It was also thought that the recruitment levels in London would make a positive contribution towards the University’s widening participation benchmarks. Further analysis was to be undertaken to establish if this was the case.

3. The provision of pathway programmes was changing across the country and NU London was seeking to innovate in this area to develop a distinctive offer.
Council, 31 October 2016

4. There were now four postgraduate research students registered in London which exceeded the original KPI target of two.

5. The key feature of the NU London campus was that it provided a meeting point for various groups and an approach that was immersed in industry. The campus offered a credible alternative to the other institutions located in the capital at both undergraduate and postgraduate level.

6. In terms of the full student experience, it was not possible for the London campus to replicate the full range of services available in Newcastle. Instead, NU London sought to offer an equivalent experience which developed partnership opportunities.

7. NU London was expected to achieve a breakeven position within four years, which was in line with the business plan. Further investment would depend on the value that could be demonstrated.

8. Future challenges included changes in government policy, operational issues around the development of the campus, and the ability to innovate at a distance from the main campus. For full value to be achieved it was important for activity at NU London to be well integrated with the main University campus.

Resolved that Professor Broderick be thanked for an informative presentation.

16. LEARNING, TEACHING AND STUDENT EXPERIENCE STRATEGY AND QUALITY ASSURANCE ARRANGEMENTS

Received:

(a) An introductory report from Professor Suzanne Cholerton, Pro-Vice-Chancellor Learning and Teaching, on behalf of Executive Board, setting out the background to and purpose of the two documents that follow.

(b) A report on the implementation of the Learning, Teaching and Student Experience Strategy presented by Professor Suzanne Cholerton, Pro-Vice-Chancellor Learning and Teaching, on behalf of Executive Board.

(c) A report on the assurance of the student academic experience, student outcomes and degree standards that was provided to Senate at its meeting on 4 October 2016 by Professor Suzanne Cholerton, Pro-Vice-Chancellor Learning and Teaching, on behalf of Executive Board.

[Circulated with the agenda as Documents J-L. Copies filed in the Minute Book.]

Noted that:

1. Document K provided the usual update on performance in relation to the implementation of the Learning, Teaching and Student Experience Strategy. There was good performance in some areas but it was important to acknowledge that there was some turbulence in the system and this was reflected in the overall rating of Amber/Green.

2. There had been some improvement in relation to the employability KPI where the University’s ranking in the Good University Guide had improved from 24th position in 2014 to 15th position in 2015. It was for this reason that the KPI had been improved from Amber/Green to Green. This was a welcome development since employability would be a key metric used in the Teaching Excellence Framework.
3. It was proposed that the data used for the ‘Deliver and promote teaching of the highest standard’ KPI should be reviewed since low drop-out rates were not considered to be an appropriate measure of this. It was noted that some changes would be made to KPIs in the near future.

4. Further assurance of the student academic experience, student outcomes and degree standards was provided within section 7 of Document L. The QAA Higher Education Review that had taken place during 2015-16 had confirmed that the University had met all 19 of the expectations in the UK Quality Code and it was considered that this on its own should provide Council with a high level of assurance with regards to the quality of the University’s academic standards.

5. Senate, at its meeting on 4 October 2016, had considered the same documents that were presented to Council and had resolved that Council should be advised that assurance could be given to HEFCE regarding the University’s student academic experience, student outcomes and degree standards.

Resolved that Council endorse Senate’s recommendation that assurance can be given to HEFCE regarding the University’s student academic experience, student outcomes and degree standards.

17. PREVENT DUTY ANNUAL REPORT

Received the University’s Prevent Duty Annual Report from Dr John Hogan, Registrar, on behalf of Executive Board.

[Circulated with the agenda as Document M. Copy filed in the Minute Book.]

Noted that:

1. The Home Office was pleased with the sector’s response to the Prevent requirements, as coordinated by HEFCE. Unlike some others, the higher education sector was able to provide good evidence to demonstrate the action that had been taken.

2. Within the University, the relatively light-touch approach had been led from a wellbeing perspective. Council had been fully briefed throughout.

3. The University had taken the decision not to filter its IT facilities as this would have a significant impact on the speed of delivery over the internet. A small number of websites had been blocked, however.

4. Different approaches were adopted for the Newcastle and London campus since the risk profile and potential source of extremist activity at the two sites were different.

5. HEFCE had required the University to develop a Faith Space policy and this was now available. It was Council’s view that the University should always take disciplinary action where there was violent or unlawful behaviour and, for this reason, the use of the word ‘may’ under point 18 of the policy was considered to be insufficiently strong. It was recommended that it should be changed to ‘will’. It was subsequently identified that ‘inappropriate’ behaviour might not necessitate disciplinary action and, for this reason, it was recommended that the statement should be separated into two points. It was also requested that the policy should cross-reference the University’s disciplinary policy.

Resolved that:

(i) The Faith Space Policy be approved subject to the changes recommended under Point 5 above;
(ii) Council declare that throughout the academic year and up to the date of approval, Newcastle University had:

- Had due regard to the need to prevent people being drawn into terrorism (the Prevent Duty);
- Provided to HEFCE all required information about its implementations of the Prevent Duty;
- Reported to HEFCE in a timely way all the serious issues related to the Prevent Duty.

18. EU FEES

To receive a paper outlining the legal advice received in relation to the setting of fees for EU students from September 2018 onwards, from Dr John Hogan, Registrar, on behalf of Executive Board.

[Circulated with the agenda as Document N. Copy filed in the Minute Book.]

Noted that:

1. Both Senate and Council had previously agreed that EU students who would commence their studies during the 2017-18 academic year should be subject to home fees for the duration of their studies. For students entering in 2018, it was likely that the UK would exit the EU during the course of their studies and this could mean that their fees status could be changed before they completed their degree.

2. At its meeting on 4 October, Senate had considered the position of EU students admitted for entry in 2018 and had resolved that they should be subject to home fees provided this continued to be permitted by UK law.

Resolved that Council endorse the recommendation from Senate that EU students admitted for entry in 2018 should be admitted on the basis of home fees which should apply for the duration of their studies subject to this being permitted by UK law.

19. ESTABLISHMENT OF A SCHOOL OF PHARMACY

Received a report recommending the establishment of a School of Pharmacy from Professor Jane Calvert, Acting Pro-Vice-Chancellor Medical Sciences, on behalf of Executive Board.

[Circulated with the Agenda as Document O. Copy filed in the Minute Book.]

Resolved that Council approve the recommendation from Senate to establish a new School of Pharmacy in the Faculty of Medical Sciences for the academic year 2017-18.

20. ANNUAL REPORTS AND FINANCIAL STATEMENTS

Received a report from the Executive Director of Finance explaining a number of related items on the agenda.

[Circulated with the agenda as Document P. Copy filed in the Minute Book.]

21. REPORTS FROM AUDIT COMMITTEE

Received reports from the meetings of Audit Committee held on 20 July and 5 October 2016.

[Circulated with the agenda as Documents Q & R. Copies filed in the Minute Book.]

Noted that:
1. At its meeting on 20 July 2016, Audit Committee had received an early briefing on the Science and Engineering Excellence Project and it was to receive a further update from Professor Phil Wright at the meeting scheduled for 23 November 2016. Audit Committee intended to keep this project under review as it represented a significant change to the University’s structures.

2. In response to the Governance Review, Audit Committee was now required to give an opinion in its annual report on the extent to which appropriate policies and procedures were applied consistently. A University-wide process had been implemented to inform Audit Committee’s opinion. Audit Committee had agreed that, based on the information that it had received, it was prepared to provide the required opinion in its annual report but had recommended a number of improvements that could be introduced to the process for future iterations.

22. **ANNUAL REPORT OF AUDIT COMMITTEE**

Received the Annual Report of Audit Committee to Council for 2015-16.

[Circulated with the agenda as Document S. Copy filed in the Minute Book.]

*Resolved that Council approved the Annual Report of Audit Committee 2015-16 for submission to HEFCE.*

23. **VALUE FOR MONEY ANNUAL REPORT 2015-16**

Received the Value for Money Annual Report 2015-16, prepared by Dr John Hogan, Registrar.

[Circulated with the agenda as Document T. Copy filed in the Minute Book.]

Noted that the Cubane benchmarking project had formed a substantial part of the evidence base for the report. During 2016-17 the number of participants in this project was to increase from 9 to 15 and it was expected to continue to provide rich data about the efficiency and effectiveness of the University’s activities.

*Resolved that the Value for Money Annual Report 2015-16 be approved for submission to HEFCE.*

24. **FINANCIAL STATEMENTS 2015-16**

(i) **Going Concern**

Received a report from the Executive Director of Finance.

[Circulated with the agenda as Document U. Copy filed in the Minute Book.]

Noted that it was proposed that the wording of the Going Concern statement should be changed from ‘the foreseeable future’ to ‘twelve months’ to provide a clearly defined time period. In response it was noted that due to the nature of its business, the University would be expected to be a going concern for longer than twelve months. It was therefore agreed that the wording should be changed to ‘the next five years’ to bring it in line with the time period of the financial forecasts that were submitted to HEFCE.

*Resolved that Council approve the following recommendation from Executive Board that:*

“Council confirms that it has reasonable expectation that the University has adequate resources to continue in operation for the next five years. For this reason, it continues to adopt the going concern basis for preparing the accounts.”
(ii) **Financial Statements**

Considered:

(a) The audited consolidated Financial Statements of the University for the financial year ended 31 July 2016.

(b) The commentary to the accounts.

[Circulated with the agenda as Documents V and W. Copies filed in the Minute Book.]

Noted that:

1. The section on Going Concern would be updated to reflect the fact that as noted above, Council had agreed that this should state ‘the next five years’ rather than the ‘foreseeable future’.

2. The order in which the sections on ‘Student Voice’ and ‘Executive Board’ appeared on pages 43 and 44 was to be reversed at the request of the Chair of Council.

**Resolved that:**

(i) **Subject to the changes noted above, Council approve the recommendation of Audit Committee that it approve the audited consolidated Financial Statements of the University for the financial year ended 31 July 2016.**

(ii) **Council record its thanks to the Finance Office staff for the production of the University’s Financial Statements.**

25. **REPORT FROM FINANCE COMMITTEE**

Received a report from the meeting of Finance Committee held on 3 October 2016.

[Circulated with the agenda as Document X. Copy filed in the Minute Book.]

Noted that the terms of reference for Finance Committee were to be considered at the next meeting of the committee to ensure the University’s responsibilities in relation to its group structures were addressed appropriately. Revised terms of reference would be submitted to Council for approval at its meeting on 5 December 2016.

26. **PARK VIEW STUDENT VILLAGE**

Received a report from Professor Tony Stevenson, Deputy Vice-Chancellor, on recent developments with the Park View Student Village development project

[Circulated with the agenda as Document Y. Copy filed in the Minute Book.]

Reserved Minute – Strictly confidential

27. **PRO-VICE-CHANCELLOR MEDICAL SCIENCES**

Reported that the Council-appointed members of the joint selection committee to appoint a new Pro-Vice-Chancellor for the Faculty of Medical Sciences were as follows:

- Mr Mark I’Anson, Chair of Council
- Professor Chris Day, Vice-Chancellor-elect
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- Professor Christine Harrison, Professor of Childhood Cancer Cytogenetics/Strategic Research Adviser, Northern Institute for Cancer Research

Senate, at its meeting on 4 October 2016, approved the following individuals as the Senate-appointed members of the joint selection committee:

- Professor Jane Calvert, Acting Pro-Vice-Chancellor, Faculty of Medical Sciences
- Professor John Simpson, Dean of Translational Research, Faculty of Medical Sciences, and previously Clinical Director of R&D in Newcastle upon Tyne Hospitals NHS Foundation Trust
- Professor Jackie Scully, HaSS Faculty, Executive Director: PEALS

28. NATIONAL STUDENT SURVEY 2016

Received a report on the results of the National Student Survey 2016 from Professor Suzanne Cholerton, Pro-Vice-Chancellor Learning and Teaching, on behalf of Executive Board.

[Circulated with the agenda as Document Z. Copy filed in the Minute Book.]

Noted that:

1. A number of subject areas that had been identified as giving cause for concern, including Marketing and Management. A detailed follow-up process had been prepared for poor performing areas. Some challenging circumstances had been experienced within Marine Engineering which had contributed to the poor performance of this subject area and this was to be addressed.

2. The poor performance of a number of subject areas within the Business School placed an emphasis upon the staff to engage with students and to respond to their feedback.

3. The sabbatical officers intended to visit schools starting with those that had achieved the lowest results. It was noted that the National Union of Students was trying to organise a national boycott of the NSS but NUSU did not support this.

29. UNDERGRADUATE AND POSTGRADUATE ADMISSIONS FOR 2016 ENTRY

Received a report on undergraduate and postgraduate admissions for 2016 from Professor Suzanne Cholerton, Pro-Vice-Chancellor Learning and Teaching, on behalf of Executive Board.

[Circulated with the agenda as Documents AA. Copies filed in the Minute Book.]

Noted that:

1. The recruitment cycle for entry in the 2016-17 academic year had been challenging. Due to an anticipated downturn in international student recruitment, the decision had been taken to increase recruitment of undergraduate home students. This strategy had been successful and the quality of entrants had been maintained. It had, however, presented some challenges, particularly within the Faculty of HaSS, where it had been necessary to recruit additional teaching fellows to cope with increased teaching requirements. The strategic planning cycle was underway which would identify how many of these temporary appointments needed to be converted into permanent posts.

2. Widening participation (WP) targets were expected to be exceeded and both the Clearing and Adjustment arrangements had been successful.

3. Efforts would be continued to address and reverse the downturn in international student recruitment.
4. Further information was requested on the number of near misses, particularly in relation to potential WP applicants. It was agreed that this would be provided.

30. **EASTON HALL AND ELAND LODGE DISPOSAL**

Received a report recommending the disposal of Easton Hall and Eland Lodge from Professor Tony Stevenson, Deputy Vice-Chancellor, on behalf of Executive Board. [Circulated with the agenda as Documents BB. Copies filed in the Minute Book.]

**Resolved that Council:**

(i) *Approve the sale of Easton Halls of Residence, which is no longer required by the University, to Union Properties for £2,500,000;*

(ii) *Approve marketing the former Vice-Chancellor’s residence at Eland Lodge, Ponteland, with a view to an open market sale at best value for the University and to authorise the Chair of Council and the Treasurer to approve the final sale price;*

(iii) *Authorise the Executive Director of Finance or the Director, Estate Support Service to execute any documents required to complete the above transactions.*

31. **ANNUAL ACCOUNTABILITY RETURN TO HEFCE**

Received:

(a) Internal Audit Annual Report 2016-17  
[Circulated with the agenda as Documents CC. Copies filed in the Minute Book.]

(b) The Annual Accountability Return 2016.  
[Circulated with the agenda as Document DD. Copy filed in the Minute Book.]

32. **ANNUAL REPORT ON CHARITABLE STATUS FOR 2015-16**

Received the annual report on Charitable Status for 2015-16  
[Circulated with the agenda as Documents EE. Copies filed in the Minute Book.]

33. **ETHICAL POLICY FOR THE ACCEPTANCE OF PHILANTHROPIC DONATIONS: MAJOR GIFTS**

Council was asked to approve the updated Ethical Policy for the Acceptance of Philanthropic Donations: Major Gifts.  
[Circulated with the agenda as Documents FF. Copies filed in the Minute Book.]

**Resolved that Council approved the updated Ethical Policy for the Acceptance of Philanthropic Donations: Major Gifts.**

34. **CHAIR’S CIRCULAR**

Chair’s circulars of routine business were sent to members on 22 August and 10 October 2016. No issues on the circulars were raised by members and the business was, therefore, deemed to have been approved by Council.

1. **22 August 2016**

   **Approved business:**
(i) Environmental Sustainability Policy and Energy Policy

Items for information:

(i) Council Briefing Lunches  
(ii) Reported Business

2. 31 October 2016

Approved business:

There were no items for approval

Items for information:

(i) Membership of Council 2016-17  
(ii) Delegation of Powers and Authority  
(iii) Principles of Council  
(iv) Role of Council Members  
(v) Schedule of Council Business 2016-17  
(vi) Statutory Returns  
(vii) Reported Business