

Council

20 November 2012

Minutes

Present: Ms J Evans (Chair)
Mr A Bicknell
Mr M Draper
Ms G Hobcraft
Ms K Horvers
Professor P Hughes
Mr D Kennedy
Dr A Kent
Professor Peter Kopelman
Mr C North
Mr M Owen
Mr C Smallwood
Ms C Swarbrick
Mr G Turner
Professor J Weinberg
Mrs C Wilson
Professor Sir Nicholas Wright

In attendance: Mr M Bery, Director of Finance and Resources
Ms S Trubshaw, Clerk to Council and Head of GLAS

Apologies for absence were received from Mrs Sophie Bowen, Professor Barry Gusterson, Professor Fiona Ross, and Mr Mike Stevens

32. Remarks from the Chair

Reported:

The Chair welcomed Ms Gemma Hobcraft, Ms Kea Horvers and Mr Don Kennedy to their first meeting of Council.

33. Minutes

Received and approved:

Minutes of the Meeting held on 23 October 2012 subject to the amendment of Minute 9: Research Strategy, the last line to be changed to '...Trauma and Critical Care.'

Paper Council/2/A

34. Matters arising from the Minutes

(i) Minute 1: Health and Safety Issues

Reported:

That four cases of Legionella had been diagnosed, and the source of the infection had been traced back to SGHT. All water supplies had been tested and the bacteria had been isolated to the toilet facilities on the ground floor of Grosvenor Wing. The water system had been disinfected. Samples from Hunter

Wing had also been tested and there was only one positive sample, which was well below any level for concern. This suggested that the problem was localised to the toilet facilities in Grosvenor wing, and further work has been undertaken by SGHT to eradicate the source.

A follow up report would be made to a future meeting of Council.

(ii) Minute 6: National Student Survey

Received:

The NSS Action Plan, which had been updated in the light of discussions at SPARC on 19 October 2012 and Council on 23 October 2012.

Reported:

The three key priorities contained in the paper had been endorsed by SPARC.

Agreed:

That a further report would be received at Council on 12 March 2013.

Paper Council/2/B

(iii) Minute 70 [2011-2012]: Cost Savings Programme

Received:

A final report on the Cost Savings Programme 2009-2013.

- (a) That the original target for the cost reduction programme in 2009-2010 was £6.054 million, with the aim of reducing the HEFCE funded cost base by 15%. This was initiated in response to known and anticipated funding cuts. £5.565 million was achieved as a result of two Voluntary Severance calls and close scrutiny and reduction in non-staff spend.
- (b) That as a result of the need to provide funding for investment in key areas, it was decided by SPARC that an additional £0.488 million should be added to the required savings in order to provide for future investment. The total outstanding sum of c£1 million was divided between academic and professional service departments pro rata to the baseline budgets.
- (c) That the total savings required was achieved apart bar £6,000.
- (d) That two potential redundancy cases were still under negotiation and the savings have not been included to date.
- (e) That care would need to be taken to maintain the reduction in the cost base particularly in the non-salary areas.

Agreed:

That the Cost Reduction Programme would be considered closed following the resolution of the two cases outlined in (d) above.

Paper Council/2/C

35. Report from the Principal

Received:

A report from the Principal.

Reported:

That the General Medicine Council (GMC) were responsible for undergraduate medicine following the report on 'Tomorrow's Doctors'. As part of this process the GMC undertook a

series of 'Periodic Visits' to medical schools. The GMC had visited SGUL on 19 and 20 November 2012, as part of their London area review.

The visit had gone well and the GMC had fed back informally some of their findings to senior management. They had identified a number of areas of good practice amongst these were:

- Communication Skills Training
- The Transfer from Undergraduate programme to the Foundation Programme
- Engaging lay people and simulated patients for assessments
- The Assessment Strategy
- The content and form of the new OSCE examination
- Integration with the Foundation School
- Student Centre
- Equality and Diversity
- Student preparation for the Foundation year
- The merger of the MBBS5 and MBBS4 programmes in the clinical years
- Low attrition rates.

Areas for improvement were identified as:

- Communications between staff and students to ensure messages get through and to prevent a 'them and us' culture
- Greater responsiveness to particular student concerns
- Organisation of hospital placements and prevention of any overcrowding
- Occupational Health follow-up to ensure complete immunisation schedules are met

A formal draft report was expected early in the new year, and there would be an opportunity to feed back to the panel in March 2013.

It was noted again that it was a London wide GMC visit, which included other medical schools and also visits to associated Trusts. SGHT had also received a good report following its visit earlier in October 2012.

Paper Council/2/D

Annual Accountability Return

36. Annual Accountability Return

Received:

The Annual Accountability Return timetable.

Paper Council/2/E

Finance

(i) Annual Financial Statements (Annual Accountability Return)

Reported

That the Annual Financial Statements had been considered at both the Finance Committee at its meeting on 1 November 2012 and by Audit Committee at its meeting on 6 November 2012.

The following points were noted:

- (i) The outturn for 2011-2012 was a small surplus against a forecast deficit of £1.8 million.
- (ii) A loss of approx £400,000 had been made on the INTO SGUL Joint Venture, and this had been included in the Financial Statements.
- (iii) The accumulated reserves now stood at £20.5 million at 31 July 2012.
- (iv) The debtors position had reduced by 52%.
- (v) Staff spend had reduced from 60% to 57%; it was the largest item of expenditure.

Approved for submission to HEFCE

The Financial Statements for the year ended 31 July 2012.

Paper Council/2/F

(ii) Financial Forecast for 2012-2013 (Annual Accountability Return)

Reported:

That only the 2012-2013 forecast was required for submission with the Annual Accountability Return. The five year forecasts would be submitted in July 2013. The financial forecast for 2012-2013 had been considered by the Finance Committee and approved subject to the addition of a sensitivity analysis. The following points were noted:

- (i) That the forecast surplus for 2012-2013 was now £293,000 against a forecast of £1.3 million in June 2012. The headline reason for the movement on the June forecast resulted from pressures on premises cost relating to utilities and maintenance.
- (ii) That Finance Committee had requested a greater level of detail in relation to the Faculty of Health and Social Care Sciences. The forecast share of the surplus for SGUL was £460,000. The Finance Committee considered that the forecast was conservative based on the outturns in previous years and an upside figure has been included in the sensitivity analysis.
- (iii) That there had been a large increase in utility costs particularly for electricity and heating following the installation of meters. Cost management in this area would be a key area of focus for 2012-2013.
- (iv) That the cost base, occupancy levels and fees for halls had all been reviewed and updated.
- (v) That staff costs would be reviewed in the light of the likely 1% pay settlement.

Further reported:

That the students had been made aware of a potential increase in hall fees. It was not clear to the student body why this had been proposed if the halls of residence were currently forecast to be in surplus. Given that the halls were not fully occupied, increasing the levels of hall fees appeared counter-intuitive, and was likely to result in even less students renting rooms in the halls. It was felt that the proposed rise could not be justified and would result in rents of c£7000 for the academic year. This would leave students with approximately £500 from their NHS bursary on which to live during the year.

The student concerns had been noted and a further meeting with the Students' Union had been arranged; the matter would be considered further in the light of the financial impact upon students.

(i) Agreed:

That a report on the issue of hall fees would be made at the next meeting of Council.

(ii) Approved for Submission to HEFCE

The Financial Forecast for 2012-2013 subject to consideration of (v) above.

Paper Council/2/G

Audit

(iii) External Auditors' Report (Annual Accountability Return)

Reported:

That the External Auditors' report had been considered by the Audit Committee. KPMG had confirmed that the external audit process had run smoothly, and as a result they had made only one recommendation in their report which had a low priority rating, and it was understood that this recommendation had been implemented.

Page 19 of the report set out a summary of audit differences. None of these had been above the materiality threshold and no adjustment had been made. In particular consideration had been given to 'Endowment Fund' expenditure of £416,000. It was felt that to include this in the Income and Expenditure Account would not be the right treatment for this fund, which was held by SGUL on behalf of SGHT Pathology consultants.

Approved for submission to HEFCE

The Audit Highlights Memorandum and the Management Letter issued by the External Auditors in respect of the Financial Statements for 2011-12.

Paper Council/2/H

(iv) Internal Auditors' Annual Report (Annual Accountability Return)

Approved for submission to HEFCE

To approve for submission to HEFCE: The Internal Auditors' Annual Report for 2011-12.

Paper Council/2/I

(v) Annual Report from the Audit Committee (Annual Accountability Return)

Approved for submission to HEFCE

The Annual Report of the Audit Committee for 2011-12.

Paper Council/2/J

(vi) Value for Money Annual Report

Reported:

That the submission of the Value for Money Annual Report was not currently mandatory, and this would be the first year that SGUL has submitted a VFM Annual Report.

Approved for submission to HEFCE

The Value for Money Annual Report.

Paper Council/2/K

Corporate Planning

(vii) Annual Monitoring Statement (Annual Accountability Return)

Approved for submission to HEFCE

The Annual Monitoring Statement.

Paper Council/2/L

37. Letter of Representation

Reported:

That the Letter of Representation was a standard requirement. The Letter had changed from 2011 in that it was more specific in its confirmations set out in Paragraph Two.

Approved:

The Letter of Representation to be sent to the External Auditors on behalf of Council.

Paper Council/2/M

Statutory Duties

38. Finance Committee Report

Received:

A report from the Chair of the Finance Committee of the meeting held on 1 November 2012.

Paper Council/2/N

39. Audit Committee Report

Received:

A report from the Chair of the Audit Committee of the meeting held on 6 November 2012.

Reported:

- (i) That the Audit Committee had considered the first draft of an Anti-Fraud Policy which would be recommended to Council in due course.
- (ii) That the Rolling Register of Recommendations had been reviewed with Deloitte and further rationalisation of the recommendations had been undertaken. Deloitte would maintain the Rolling Register going forward and undertake all follow-up.
- (iii) That the Audit Committee had considered the Strategic Risk Register and associated documents, and had received a brief report on the talk given by Deloitte at the Annual Risk Workshop. This had covered, risk appetite, risk tolerances and the risk assurance framework. The Audit Committee had asked to receive a similar talk at its meeting on 26 February 2012.
- (iv) That the Audit Committee had considered an interesting paper on cyber security. It was noted that cyber security was a university-wide issue and not just the responsibility of the IT department. The paper would be considered further by SGUL's Information Strategy Committee in the first instance.
- (v) That the Audit Committee now considered the matter of the Fraud closed, following receipt from Barclays of confirmation that proper checks had been made by the bank when opening the account that had subsequently received the fraudulently obtained funds.

Paper Council/2/O

40. Risk Management and Efficiency

Received:

- (i) The Summary Risk Register.
- (ii) The Key Risk Indicator Table and commentary on changes to the risk scores since the meeting of Council on 3 July 2012.

Paper Council/2/P

Matters for Approval

41. Honorary Appointments

Approved:

On the recommendation of Senate the following Honorary Appointments:

- (i) The appointment of Professor Saffron Whitehead as emeritus Professor of Endocrine Physiology
- (ii) The appointment of Professor Tom Bolton as emeritus Professor of Pharmacology
- (iii) The appointment of Professor Shirley Hodgson as emeritus Professor of Cancer Genetics
- (iv) The appointment of Professor Alan Johnstone as emeritus Professor of Molecular Immunology
- (v) The appointment of Professor Dafydd Walters as emeritus Professor of Child Health

Matters for Report

42 Academic Promotions

Reported:

The following conferment of titles:

Applicant	Division	Title	With Effect From
Dr Richard Holliman	Clinical Sciences	Professor of Public Health Microbiology	01-Nov-12
Mr Isaac Tainzana Manyonda	Clinical Sciences	Honorary Professor of Obstetrics & Gynaecology	01-Nov-12
Dr Christopher Owen	Population Health Sciences and Education	Reader in Epidemiology	01-Nov-12

43. Minutes of Meetings

Committee	Date of Meeting	Available from:
Audit Committee	6 November 2012	By email from s.trubshaw@sgul.ac.uk
Risk Management Committee	24 October 2012	By email from s.durkin@sgul.ac.uk
Finance Committee	1 November 2012	CONFIDENTIAL Paper Council/2/Q
SPARC	14 November 2012	By email from s.trubshaw@sgul.ac.uk
Senate	12 November 2012	By email from d.baldwinson@sgul.ac.uk
Human Resources Committee	N/A	By email from hpudney@sgul.ac.uk

44. Disciplinary Procedures

Fitness to Study and Practise Hearing Committee

Reported:

In accordance with Section 3.4.2 of the Fitness to Study and Practise Procedure, a report of the decision of the Hearing Committee:

- (i) The Committee considered the persistent pattern of the student's unprofessional behaviour and the necessity to protect patients and colleagues.
- (ii) The Committee determined that there were three issues which were of particular concern:
 - (a) A repeated pattern of unprofessional interactions with staff.
 - (b) An unprofessional attitude with reference to the student's poor attendance record.
 - (c) The failure to effectively manage the student's health.
- (iii) The Committee agreed that the student should not be excluded from the BSc Physiotherapy programme as the student had demonstrated insight into his behaviour. The student had taken steps to address this and had shown genuine commitment to the course and to ultimately qualifying as a Physiotherapist.
- (iv) It was concluded that the student would be required to repeat the final year in full with the following conditions:
 - (1) The student must achieve a 'satisfactory' attendance record during the repeat year.
 - (2) The student would be assigned an independent mentor and would meet with the mentor on a regular basis to review progress. Feedback from all placements must be satisfactory and would be discussed with the mentor. The student would be continued to be monitored by the SPMC and would be allocated an alternative Personal Tutor.
 - (3) The student should be encouraged to continue with regular counselling sessions.
 - (4) If the student failed to meet any of the recommendations he would be referred back to a Hearing Committee.

45. Any Other Business

Meeting of Council - 11 December 2012

Reported:

That the next meeting of Council would take the form of a discussion meeting and it was proposed that the meeting should start at 4.30 pm. The first half of the meeting would involve 'café table' discussions on the following topics:

- Research Professor Adrian Clark
- Education Dr Andy Kent
- Student Experience Mr Mathew Owen
- Finance & Infrastructure Mr Mark Bery

The second part of the meeting would involve drawing together the discussions and debates, with a view to informing the priorities for SGUL for the remainder of the Strategic Plan period.

46. Dates of Meetings

All meetings commence at 5.00 pm, in Boardrooms 1 & 2

Tuesday 11 December 2012
 Tuesday 12 March 2013
 Friday 26 April 2013 – Away Day – Venue to be confirmed
 Tuesday 9 July 2013
 Tuesday 22 October 2013
 Tuesday 26 November 2013
 Tuesday 17 December 2013

Tuesday 18 March 2014
Friday 11 April 2014 - Away Day - Venue to be confirmed
Tuesday 8 July 2014
Tuesday 21 October 2014
Tuesday 25 November 2014
Tuesday 16 December 2014

SJT/23 November 2012