

Council

Minutes

13 December 2011

Present: Ms J Evans (Chair)
Mr N Adu
Mr A Bicknell
Professor N Brown
Mr M Draper
Professor P Hughes
Professor A Johnstone
Dr A Kent
Professor P Kopelman
Mr K Lewis
Mr C North
Professor R Smith
Mr M Stevens
Ms C Swarbrick
Mrs S Thomas
Mr G Turner
Professor J Weinberg
Ms C Wilson

In attendance: Mr M Bery, Director of Finance and Resources
Mrs S Bowen, Secretary and Academic Registrar
Professor G Hall, Chair, Safety Management Committee (Minute 44)
Ms J Maughan, Interim Director of Human Resources
Ms S Trubshaw, Clerk to Council and Head of Secretariat

Apologies for absence were received from Mr Christopher Smallwood, Mr Luke Turner and Professor Sir Nicholas Wright.

40. Mills and Reeve Seminar – Bribery Act

A seminar on the Bribery Act by Mills & Reeve.

Presentation circulated to those not present.

Reported:

That INTO/Cyprus and other international developments were high risk under the provisions of the Bribery Act.

41. Remarks from the Chair

Reported:

That the Chair had attended the Annual Research Day and she had been impressed by the range and richness of research. Ms Evans had found the posters and presenters very informative and encouraged other Council members to attend the event in 2012.

42. Minutes

Received and approved:

Minutes of the meeting held on 22 November 2011.

Paper Council/3/A

43. Matters arising from the Minutes

Minute 35: Finance Committee Report

Reported:

That SGHT had now repaid some of the outstanding debt owed to SGUL, and that further payments were due.

It was noted that there would be a further joint Council/Trust Board meeting in February 2012.

Health and Safety

44. Health and Safety Issues

Received:

A report from the Safety Management Committee on any matters raised at the meeting held on 29 November 2011 and any other matters that have arisen since the meeting of Council held on 25 October 2011.

Paper Council/3/B

Principal's Report

45. Report from the Principal

Received:

A report from the Principal.

Reported:

Dean of Research and Enterprise

That Professor Adrian Clarke, QMW, had been appointed as Dean of Research and Enterprise and would take up his post in March/April 2012.

HEFCE Grant Letter from BIS

That HEFCE was expecting its Grant Letter from BIS shortly. It was hoped that there would not be any unexpected changes to the grant beyond those already known.

Partnership with St George's Healthcare NHS Trust (SGHT)

That the new Chief Executive, Miles Scott, had taken up his post on 1 November 2012. Mr Scott was keen to build the partnership with SGUL. Further development of the work of Academic Health and Social Care System would continue. It was hoped that this would include all NHS partners across South West London.

Paper Council/3/C

Strategic Issues

46. Financial Forecasts

Considered:

The five year financial forecasts.

Reported:

- (i) That the current year forecast had been submitted to HEFCE. The baseline forecast for 2011/2012 was £1.8 million deficit as approved by Council at its meeting on 22 November 2011.
- (ii) That paper set out the five year forecasts, which were underpinned by a range of assumptions. It was noted that these assumptions would be subject to change as more detail regarding future funding of higher education became known.
- (iii) That all known reductions in HEFCE funding had been included in the forecasts.
- (iv) That contribution from both the University of Nicosia, Cyprus, project and INTO had been included in the forecasts.
- (v) That savings from Shared Services projects had not been included at this stage.
- (vi) That other assumptions included student numbers, staff redundancies, and research grant income.
- (vii) That a contribution of £0.5 million had been assumed for the Faculty of Health and Social Care Sciences.
- (viii) That a number of scenarios had been considered, including both 'upsides' and 'downsides'. Overall the assumptions had been prudent, and there were a number of areas where it was expected the out-turn would be better than currently forecast.
- (ix) That it was suggested that it would be helpful to Council to have a 'roadmap' of decisions that would be taken with regard to funding or that might impact upon funding.

Agreed:

That a 'roadmap' of expected funding developments and their impact would be provided for Council at its meeting on 13 March 2012.

Paper Council/3/D

47. Salary Cost Reduction Programme

Received:

A paper on the Salary Cost Reduction Programme.

Reported:

That in 2009-2010 SGUL had agreed a target reduction in HEFCE expenditure of 15% (equivalent to £6.1 million) on the budget baseline. Significant savings, against the target had been made through a number of measures, including a reduction in posts, non-filling of vacant posts, and two voluntary severance/early retirements schemes.

In July 2011, SPARC approved proposals for a programme of staffing reviews for all HEFCE funded and part funded posts. One of the aims of the reviews was to achieve further efficiencies through reductions in headcount.

Currently savings totalling £5.6 million had been secured against the target of £6.1 million. SGUL, mindful of the continued need to invest in key posts, has also approved a number of investment bids of c£500,000. This has resulted in a total remaining savings target of at least £1 million.

It had been agreed at the Strategy, Planning and Resources Committee, at its meeting on 16 November 2011 that the outstanding £1 million savings target should be spread pro-rata across academic and administrative divisions. It was noted that the Academic Divisions had already achieved their original savings target. Discussions with regard to achieving the savings target were on-going. It was likely that this would involve compulsory redundancy.

Council noted the timetable for discussions. The aim was to bring recommendations from the Redundancy Committee to Council at its meeting on 13 March 2012. There would be continued communication with staff to ensure a good understanding of the process and timescales.

It was noted that consideration would be given to ensuring that the savings programme did not impact upon the student experience, or impair the achievement of other aspects of SGUL's strategy.

Paper Council/3/E

48. International Developments

Received:

A report on progress.

Reported:

That there had been a range of developments with regard to the International Strategy.

University of Nicosia, Cyprus

Council was asked to note the inauguration ceremony attended by the Chair and Principal, and opened by the Cyprus Minister of Health on 25 November 2012. The SGUL Validation Committee would be carrying out a follow-up visit to assess progress and preparedness for the second year in early February 2012. The GMC had also confirmed that they would be quality assuring the programme. This would be a four year process, until the first cohort of students graduated. Until this time GMC approval would only be provisional.

INTO/SGUL Joint Venture

The SGUL Space Strategy Committee approved the design of phase 1 of the INTO SGUL Centre in Jenner Wing on 5 December 2011. The plan was approved at the INTO SGUL Board meeting scheduled for 7 December 2011.

Paper Council/3/F

49. Annual Accountability Return

Received and noted:

A summary report on the submission of the Annual Accountability Return to HEFCE.

Reported:

The Chair thanked all the staff who had been involved in completing the Annual Accountability Return.

Paper Council/3/G

Partnerships

50. Shared Services

Received:

A report on progress with St George's NHS Trust.

Reported:

The aim of the 'Closer Working Relationship Programme' was to scope how Estates and Facilities, Human Resources, Information Technology and Procurement Services might be delivered in the future for St George's Healthcare NHS Trust and SGUL.

It was noted that the St George's Strategic Executive Group (SGSEG) had agreed that any developments with regard to Information Technology shared services should be delayed for at least a year given the investment required to align infrastructure and services and the limited savings that had been identified.

Currently the preferred option for sharing services, dependent on the decision with regard to the cost sharing VAT exemption, was to set up an Operating Centre. Continuing due diligence was being undertaken. It was noted that other NHS Trusts and HEIs had expressed an interest in joining the Operating Centre.

Paper Council/3/H

Matters for Approval

51. Terms of Reference of Committees of Council 2011-2012

Considered:

The Terms of Reference for the Remuneration Committee.

Reported:

That it was felt the wording proposed under Point 5 should be amended to read:

'The Committee would take note of the arrangements for succession management and planning in relation to senior and leadership posts within SGUL.'

It was noted that a small working group of the Human Resources Committee had been set up to consider succession planning issues.

Agreed:

That the Terms of Reference for the Remuneration Committee were approved subject to the amendment set out above.

Paper Council/3/I

52. Conferment of Title of Emeritus Professor

Considered and approved:

On the recommendation of the Chair, acting on behalf of Senate, the following conferment of title:

- (i) Professor Sheila, The Baroness Hollins – Emeritus Professor of the Psychiatry of Disability (effective from 1 October 2011 following Professor Hollins' retirement from St George's on 30 September 2011).
- (ii) Professor Steve Jeffrey – Emeritus Professor of Human Genetics (effective from 1 April 2012 following Professor Jeffrey's retirement on 31 March 2012).

53. Procedure for Reporting Serious Incidents to the Higher Education Council for England

Considered and approved:

The Procedure for Reporting Serious Incidents to the Higher Education Council for England (HEFCE), in accordance with the HEFCE Financial Memorandum (2010), subject to minor amendments to the wording.

Paper Council/3/J

STATUTORY DUTIES

Students' Union Issues

54. Students' Union Report

Reported:

- (i) That Students Union activities, including clubs, societies and other projects, had raised £20,000 for charity.
- (ii) That many student were currently revising for examinations. It was noted that welfare issues often increased during the examination period.
- (iii) That the Students' Union had completed a database of clubs and societies, which would make it easier to identify the officers of the clubs and societies.
- (iv) That the Students' Union Senate was working well and the Executive of the Students' Union was working hard on behalf of the student body.
- (v) That there was a view that the SGUL website was in need of updating. This would be taken forward by SGUL as part of the External Relations strategy.

Estates

55. Estates Committee

Received and noted:

A report from the Chair of the Estates Committee.

Paper Council/3/K

Human Resources

56. Human Resources Committee

Received:

A report from the Chair of the Human Resources Committee.

Reported:

That the results of the Staff Survey had been received in November 2011. Further work was being undertaken with regard to analysing the results and considering the reports required. Action plans would be developed, and where necessary focus groups would be established to consider issues in more depth.

It was suggested that possibly a 'People Strategy' should be developed which was more forward looking. It was noted that the new Joint Human Resources Director would take this forward in 2012.

Paper Council/3/L

57. Grievance Procedure

Reported:

By the Chair of the Grievance Committee, that the Committee had recently investigated five complaints by a member of SGUL staff. These ancillary complaints had arisen from a previous allegation of Research Misconduct by one academic member of staff against another. The academic member of staff accused of research misconduct had been exonerated, but had subsequently raised the following matters:

1. Withholding of Materials
2. Plagiarism
3. Withdrawing report of Research Misconduct to the GMC
4. Lack of support from SGUL for the research team
5. Out of date Procedure for Investigating Allegations of Research Misconduct

All of the five complaints had been dismissed by the Grievance Committee.

HEFCE and other External Matters

58. HEFCE Letters and Consultations and other External Consultations for Information

Received and noted:

A report on HEFCE letters and consultations and other external consultations, with responses to date.

Paper Council/3/M

Matters for Report

*59. Minutes of Meetings

| Committee | Date of Meeting | Available from: |
|---------------------------|------------------|---------------------------------------|
| Audit Committee | 8 November 2011 | By email from s.trubshaw@sgul.ac.uk |
| Risk Management Committee | 26 October 2011 | By email from s.durkin@sgul.ac.uk |
| Finance Committee | 10 November 2011 | Previously Circulated |
| SPARC | 16 November 2011 | By email from s.trubshaw@sgul.ac.uk |
| Senate | 14 November 2011 | By email from d.baldwinson@sgul.ac.uk |
| Human Resources Committee | 30 November 2011 | By email from jmaughan@sgul.ac.uk |

*60. Fitness to Study and Practise Hearing Committee

Reported:

That following a Hearing Committee appointed under the Fitness to Study and Practise Procedure, it had been agreed that the registration of a final year BSc (Hons) Diagnostic Radiography student should be terminated with immediate effect.

- The Committee determined that the student had seriously departed from the principles set out in the HPC 'Guidance on Conduct and Ethics for Students' and HPC 'Guidance on Health and Character'.
- The Committee noted numerous indisputable and clear episodes of dishonesty.
- The Committee were not confident that the student could be trusted to be honest in the future.

In accordance with paragraph 3.4.2 of the Procedure, the findings and the decisions of the Committee have been reported to Council as set out above.

***61. Actions by the Chair**

There have been no actions by the Chair.

***62. Dates of meetings 2011-2014**

Joint Meeting with Trust Board Meeting –9 February 2012
Tuesday 13 March 2012
Away Day – 27 April 2012 at Senate House
Tuesday 3 July 2012
Tuesday 23 October 2012
Tuesday 20 November 2012
Tuesday 11 December 2012
Tuesday 12 March 2013
Tuesday 9 July 2013
Tuesday 22 October 2013
Tuesday 26 November 2013
Tuesday 17 December 2013
Tuesday 18 March 2014
Tuesday 8 July 2014
Tuesday 21 October 2014
Tuesday 25 November 2014
Tuesday 16 December 2014

ST/12 January 2012