

MINUTES OF THE UNIVERSITY OF LIVERPOOL COUNCIL

MEETING HELD VIRTUALLY VIA ZOOM ON 14 JULY 2022

Present:	Carmel Booth, President of Council (in the Chair); Professor Gavin Brown, Pro-Vice-Chancellor for Education; Professor Anthony Hollander, Pro-Vice-Chancellor for Research and Impact; Dr Carol Costello, Director of People and Services; Bertie Woodcock, President of the Liverpool Guild of Students; Cilla Ankrah-Lucas (until 4pm); Fiona Cullen; Dr Kashmir Gill; Norman Molyneux (until 3.30pm); Dr Roger Platt; Professor Thomas Teubner; and Kieran O’Sullivan (until 4.40pm).
Apologies:	Dr Paul Johnson, Vice-President; Professor Dame Janet Beer, Vice-Chancellor; Ed Fishwick; Vanessa Griffiths; Helen Miller; Hans van Mourik Broekman; Dr Diana Walford; Professor Julia Balogun; and Professor Hazel Scott.
In Attendance:	Nicola Davies, Director of Finance; Kevan Ryan, University Secretary and Director of Legal and Governance/Clerk to Council; Emma Leonard, Governance Manager, Secretary to Council; Vasiliki Samuels, incoming President of the Liverpool Guild of Students.

UNRESERVED BUSINESS

COMMITTEE AND MEMBERSHIP MATTERS

1. Student Engagement

Council was joined by Bryony Lainton, a Student Trustee on the Guild’s Board of Trustees and Master’s student in the Management School, who talked to members about her experiences as a student at the University, in particular focussing on: her route to studying at the University; successes achieved; positive and negative experiences; and ways of encouraging students to benefit from the opportunities available and achieving a sense of community.

2. Welcome

The incoming President of the Liverpool Guild of Students, Vasiliki Samuels, who was observing the meeting as part of her induction, was welcomed to her first Council meeting.

The second student representative to serve on Council in 2022/23 would be selected shortly and both would receive a full induction.

3. Quorum

It was noted that there was not a lay majority present. The meeting would proceed and the Secretary would contact those members not present to seek their ratification of any decisions taken during the meeting.

[Secretary’s note: An email was circulated following the meeting and those not present ratified the decisions taken in respect of the following:

- Minutes of the 26 May and 5 July 2022 meetings

- Quarter 3 and Forecast 3 Performance Report
- Five Year Plan for Submission to OfS January 2023
- Portfolio Planning Framework
- Access and Participation Plan – Update to the Office for Students
- Audit Committee Report (Anti-Corruption and Bribery Policy Updates and Internal Audit Risk Assessment and Plan 2022/23)
- Education Committee Report (Updated Terms of Reference, Constitution and Membership)
- Finance and Resources Committee (Capital Business Case: Leahurst Accreditation Improvements – Rolling Programme, Total Return Accounting for Endowments, *wording redacted due to commercial interest*)
- Nominations Committee Report
- Senate Report (Student Conduct Policy, Academic Misconduct Policy, School of Engineering Restructure, Ordinance 64: Integrated MSc and PhD, and Professional Doctorates Ordinance).

4. Disclosures of Interest

Members were asked to disclose any interest that could give rise to conflict in relation to any item on the agenda. Disclosures are noted under relevant minute headings.

5. Minutes of Previous Meetings

5.1 Unreserved Minutes of the Meeting Held on 26 May 2022

AGREED:

- The unreserved minutes of the meeting held on 26 May 2022 should be approved as an accurate record.

5.2 Minutes of the Special Meeting Held on 5 July 2022

AGREED:

- The minutes of the Special Meeting held on 5 July 2022 should be approved as an accurate record.

6. Clerk to Council's Communications

RECEIVED:

- An oral report from the Clerk to Council.

REPORTED:

- The Clerk was conducting the performance appraisal of the President of Council, with members being asked to complete a President Evaluation Form. Key themes would be identified from the responses made and the Clerk would discuss the findings with the President. Appraisal sessions for individual members of Council would also be arranged shortly.

- iii. All meetings of Council during 2022/23 were scheduled to take place in person and a plan of venues, tours and speakers was currently being developed.

ITEMS FOR APPROVAL/ENDORSEMENT/DISCUSSION/NOTE

7. Liverpool Guild of Students Update

RECEIVED:

- i. The End of Year report from the 2021/22 Officer Team.

REPORTED:

- ii. The report comprised four sections, detailing the work that had been accomplished in relation to:
- Academic Focused Work (Hybrid Teaching Survey, and Module Selection)
 - Equality Focused Work (Black History Month and More than a Month Campaign, Decolonising the University, Pro-Choice Protests, Work on Sustainability, and Sports Campaign)
 - Experience Focused Work (Sexual Violence Campaign, Cheaper Rent Campaign, Mental Health and Wellbeing Campaign, Spiking Concerns, Response to Ukraine, Period Provision Campaign, and Tackling Sexual Violence and Hate Crime in the Night-time Economy)
 - Democracy and Student Voice Focused Work (UCU Referendum, Boycott, Disinvestment and Sanctions Referendum, and NUS Student Strike).
- iii. It had been an incredible and tumultuous time to be an Officer – they had assisted the University and the student population to navigate the transition from an online experience to a ‘normal’ university experience.

NOTED:

- iv. The changes made to the module registration process, including the lifting of module caps (the maximum students allowed to be enrolled on a module) on 80% of modules and increasing the capacity in the remaining 20%, had led to a much improved student experience in this area.
- v. The relationship between the Guild and the University had been particularly strong and productive, which in turn enabled change to happen.

8. Quarter 3 and Forecast 3 Performance Report

[The Deputy Director of Finance, Paul Fallon, and Interim Director of Strategic Planning, Phil Hopwood, attended for this item.]

RECEIVED:

- i. A report and presentation providing details of performance during Quarter 3 against relevant KPIs and the 2021/22 Financial Forecast 3 Report, together with appendices including the latest Environment Scan, a THE Impact League Table Report, an Overview of KPIs and Risks, and a League Table Metric Overview.

REPORTED:

Q3 Performance Report

- ii. The University had been ranked 21st in the 2023 Complete University Guide, representing an improvement of nine places on last year and the University's highest ever position in the table.
- iii. It was believed that recent interventions made by the University to improve performance in the QS Global standings ranking would be reflected in next year's ranking.
- iv. Key to reporting on the UN Sustainability goals was the Times Higher Education Impact league table. The 2022 iteration of the table had been published on 27 April 2022 in which the University was ranked 88th amongst 1,406 institutions. With a score of 89.1 of a possible maximum score of 100, the University was ranked 19th of 53 included in the UK and 8th of 12 in the Russell Group.

FC3 Report

- v. The University was forecasting an operating surplus of £8.6m for the year (subject to year-end pension adjustments). This had improved by £13.6m in the quarter and was £27.9m favourable to the plan deficit of £19.3m. The change in the quarter was due to expected reduced expenditure, pay and non-pay, due mainly to longer lead times for recruitment along with some delays in supply chains. The £8.6m surplus was down £17.2m compared with the prior year £25.8m surplus. This drop was largely due to increases in non-pay expenditure as we emerge from the pandemic, increased pay costs linked to cost of living and some new posts, and exceptional income received last year in relation to the Pandemic Institute.
- vi. Overall spend on capital was down £6.1m year to date and £8.9m favourable to Plan at FC3.
- vii. Overall, income was expected to be up on plan and prior year by £23.9m and £10.6m respectively.
- viii. The University's year end cash position remained strong at £123.7m, along with £105.6m longer term investments.
- ix. In previous years, the University had been overly prudent in its forecasting, in that it had assumed that planned costs would be incurred, but at the same time it was very prudent in terms of forecasting for any additional income. It was possible that further savings would be realised by year end compared with FC3. This was notable in areas which had seen underspend, such as IT which had been impacted by both pay and non-pay resource constraints. Costs were forecast to increase within the last quarter of the year, but such spend was contingent on supply chains improving.

AGREED:

- x. The Quarter 3 and Forecast 3 Performance Report should be approved.

9. Five Year Plan for Submission to OfS January 2023

[The Deputy Director of Finance, Paul Fallon, and Interim Director of Strategic Planning, Phil Hopwood, attended for this item.]

RECEIVED:

- i. A paper providing the internal format five-year delivery and financial plans and accompanying commentary.

REPORTED:

- ii. The delivery plan included the current context and performance as well as the key priorities for the next five years, both responding to Strategy 2026 and emerging from the pandemic, across themes and budget holders.
- iii. In parallel with the next planning cycle, the University would be undertaking a review in order to highlight areas of opportunity in relation to both education and research activities, which would enable it to strengthen its financial position and performance more generally.
- iv. The 5YP included key areas for strategic investment based on a proposed investment envelope and prioritisation of cases invited at the outset of the Planning and Performance Cycle, and those that had emerged through the cycle.
- v. The plan showed that the University would be reporting a deficit of £13.9m for 2022/23, returning to surplus from 2023/24. The deficit in 2022/23 was due to inflationary pressures within pay and utility costs driving a £8.9m increase in costs compared with FC3 2021/22, coupled with £11.8m of new strategic investment, £5.9m in respect of invited cases and £5.9m in new posts.
- vi. The 5YP included specific savings targets relating to areas such as travel, bursaries and scholarships, and IT across all years (£3.6m in year one), along with a further £6.2m general savings target in 2022/23. Capital expenditure in relation to buildings was assumed at c£55m p.a., a c£12m pa increase on last year's plan.
- vii. The University's cash position remained above its treasury minimum of £60m, and no financial covenants were breached during the period. Over the period, the University would spend c£88m of its reserves, as it invested at a time when surpluses remained below its strategic target. An element of this spend was catching up after a period of reduced spend – the drop in cash reserves since July 2019 was £25m, with cash reserves increasing c£63m over the last two years.
- viii. In terms of risks and opportunities in the 5YP, the following had been identified:
 - Further supply chain and recruitment delays might reduce the deficit
 - Competition for overseas students and remaining reliance on XJTLU
 - QR income uplift not included – opportunity
 - No uplift in philanthropic income included – opportunity
 - Further inflationary pressures within pay and non-pay expenditure – a 1% additional pay cost was c£3m

- USS pension contribution rates assumed at latest valuation – risk in future years
 - Depreciation relating to land and buildings was based on prior year plan – high level review suggested minimal impact on bottom line.
- ix. Any further material changes would be updated as required prior to OfS submission in January 2023, in particular any further information on pension costs as there was still uncertainty in this area.

AGREED:

- x. The Five Year Plan should be approved.
- xi. Tracking of strategic investment and its outcomes and impact on league table performance was crucial.

10. Reshaping Campus: Update

[The Director of Facilities, Residential and Commercial Services, Phil Marsh, attended for this item.]

RECEIVED:

- i. A presentation from the Director of Facilities, Residential and Commercial Services.

REPORTED:

- ii. A key focus of the Reshaping Campus programme was to establish a SMART, collaborative, supportive and sustainable campus that supported a mixed community experience (where people lived, worked, studied etc.), and one that would also deliver impact through outputs such as student success, knowledge exchange and sustainability.
- iii. Key development zones had been identified which would present opportunities to test new approaches, as well as areas where further value could be delivered. These zones included: Zone 1 (Campus 'Heart'); Zone 2 (Oxford Street); Zone 3 (Health and Life Sciences); Zone 4 (Materials Innovation); Zone 5 (Digital Innovation); and Zone 6 (Management School).
- iv. Next steps for the Reshaping Campus Programme included:
- Further engagement with staff and students
 - Establishing the appropriate resources and governance needed
 - Bringing the project to life through branding, marketing and communications
 - Finalising the proposals and investment plan
 - Consolidating the key pieces of work into an updated Strategy document.

11. IT Services: Progress Update and Future Visioning

[The Director of IT Services, Daniel Lawrence, attended for this item.]

RECEIVED:

- i. A presentation from the Director of IT Services, covering: High Level Structure; Governance; Key Benefits; Goal/Objective; and Next Steps.

REPORTED:

- ii. IT Services would include five key areas: Research IT; Business Services and Systems; Project Management, Governance and Partnering; Digital Innovation; and Service and Infrastructure. Research IT and Digital Innovations would now have a senior management focus which would be important in driving the move from a legacy IT function to a Digital IT function.
- iii. The proposed governance model would allow for all IT demand to be captured and prioritised appropriately. Prioritised demands would form a rolling eight quarter plan at the IT Digital Board to build the overall portfolio of demand.
- iv. Key benefits would arise from the new approaches being taken to: business partnering; innovation; cyber security; service delivery; project management; enterprise architecture; cloud first; and software as a service.
- v. The Target Operating Model (TOM) would enable IT Services to accelerate digital transformation, enriching students' learning through collaboration and use of emerging technologies and driving digital services, data and solutions in a secure and stable environment. The introduction of new functions and capabilities including partnering and architecture would ensure the University was well placed to help drive the University's Digital Strategy acting as an enabler for institutional success. Whilst endeavouring to provide an effective, efficient, and agile IT capability to the University the TOM also aimed to allow space for horizon scanning to make quicker use of vanguard technologies. This would be enabled by strategic partnerships with key technology organisations such as CISCO, Microsoft Amazon, and others.
- vi. Next steps included: active engagement and workshops with key partners; a recruitment campaign; and digital conversations focussed on enhancing the teaching, learning and research experience.

12. Portfolio Planning Framework V2

RECEIVED:

- i. A copy of the Portfolio Planning Framework version 2.

REPORTED:

- ii. The Portfolio Planning Framework Project was originally conceived to establish a Workload Allocation Model (WAM), with an associated technical solution through which to operationalise the WAM.

- iii. The project had been refocussed in 2018 and objectives had been set to: ensure that the allocation of workload for all academics was fair and equitable; create a framework and process that allowed for local flexibility on tariffs; and ensure that local tariffs were guided and quality assured against the new institutional framework.
- iv. In May 2019, the first version of the Academic Portfolio Planning Framework was issued as a consultative document for guidance, and as a vehicle through which to seek feedback on issues. Following a 12 month pause in the project due to COVID-19, feedback was gathered and analysed, and this had subsequently informed the final version of the framework.
- v. In August 2021, the Project Board agreed that the Framework should be updated and finalised, informed by the outputs from the previous consultations. The framework would subsequently become the responsibility of HR, with regard to future oversight and monitoring.
- vi. A new follow on project had been established by IT Services and the Faculty of Health and Life Sciences, to develop a proof of concept which would address the need for an institutional technical solution which meets the requirements for portfolio planning, modelling and reporting.
- vii. To allow time for the benefits of this project to be fully realised, a Post Project Review would be scheduled to take place in March 2023. This would produce a more detailed view of the overall performance of the framework in practice. This date also coincided with portfolio planning for 2023/24.

AGREED:

- viii. The revised Portfolio Planning Framework should be approved, for implementation from September 2022, noting that the Framework would continue to evolve.

13. Student Recruitment Update E2022

RECEIVED:

- i. A paper providing an update on the latest student recruitment position and details of student recruitment performance against targets.

REPORTED:

- ii. The paper provided a detailed breakdown of current and expected student recruitment performance by study level and fee group (UG/PGT/Home/OSI) and a confidence level rating alongside each of the student groups. This forecast and confidence level rating used the third and final student number forecast which was based on the high level of replies received from students in advance of their arrival in September 2022 and compared expected performance against the University's Five Year Student Intake Strategy (five-year plan).
- iii. The development of five-year student number plans was guided by the Student Number Intake Strategy approved in 2019; this was a key planning parameter. However, there were year-on-year changes to the plan as the market changed and the portfolio developed. These changes had been amplified by the

pandemic and the pace of emergence from it. Summary level comparisons of last year's approved plan, this year's developed plan and the Student Intake Strategy were shown in the appendix. The main reasons for the differences to last year's plan were:

- PGT Home – last year's plan was over-ambitious based on the continuing boom from the previous year and then not reflecting the returning and buoyant graduate employment market
- XJTLU – the anticipated recovery was delayed due to continued strict Chinese national COVID policies and reduced appetite for Liverpool study within that context
- PGT OSI – exploitation of buoyant demand seen in the rest of the world in areas of strength such as the Management School.

14. Access and Participation Plan – Update to the Office for Students

RECEIVED:

- i. A paper providing the University's proposed response to the OfS, which had requested that providers provide additional information about their Access and Participation Plan (APP).

REPORTED:

- ii. The University was currently in year two (2021/22) of what should be a five-year APP. OfS had committed under its new Director of Fair Access and Participation to change the system of APP planning in England, to move from five- to four-year APP time periods and to re-prioritise HE providers on to:
 - Attainment raising support to schools (focused on GCSEs)
 - Broader School-University partnership work (e.g. teacher CPD, school governor schemes and school sponsorship)
 - Alternative HE pathways and modes of delivery
 - An underpinning requirement to substantially increase the amount of impact evaluation undertaken of widening access/success activities.
- iii. In practice this meant:
 - For 2020/21, HE providers were not required to submit an Annual Monitoring Report to OfS about their APPs
 - Instead, they were being asked to return three outputs to OfS as follows: a statement on how the University's APP work was responding to new government priorities, a plain English version of the APP, and to internally validate a technical annex with the existing APP targets and financial forecasts in
 - The final academic year of the existing APP would now be 2023/24, with a new four-year APP format to start from 2024/25 onwards. The guidance for this new APP plan period would be issued in early 2023 and a wider consultation would be needed in the University about what the new APP should contain/commit to.

- iv. Relevant colleagues would ensure the submission of the approved documentation to OfS by 31 July 2022 and prepare over the Autumn of 2022 for writing the new four-year plan in Spring 2023.

AGREED:

- v. The paper should be approved for submission to the OfS.

REPORTS FROM COUNCIL'S COMMITTEES

15. Audit Committee

RECEIVED:

- i. A report on the meeting of the Audit Committee held on 15 June 2022, covering:
- Anti-Corruption and Bribery Policy Updates
 - Internal Audit Risk Assessment and Plan 2022/23
 - Internal Audit Progress Report
 - Update on Risk Management Framework
 - Annual Report on Fraud (including cases of Whistleblowing).

AGREED:

- ii. The revisions to the Anti-Corruption and Bribery Policy – a policy setting out the responsibilities for observing and upholding the University's position on bribery and corruption – should be approved.
- iii. The Internal Audit Risk Assessment and Plan 2022/23 should be endorsed.

16. Education Committee

RECEIVED:

- i. A report on the meeting of the Education Committee held on 14 June 2022, covering:
- Education Committee: Updated Terms of Reference, Constitution and Membership
 - Student Conduct Policy (*also recommended by the Senate see minute 21 below*)
 - Portfolio Planning Framework (*dealt with as a substantive item by Council – see minute 12 above*)
 - Q3 Performance Report (*dealt with as a substantive item by Council – see minute 8 above*)
 - Promotions Guidance for both Teaching Activities and Scholarship and Practice Activities
 - Review of University Student Protection Plan
 - Student Success Framework – Draft 12 Month Action Plan
 - Update on Reshaping Campus Programme
 - Graduate Outcomes Survey 2019/20 – Internal Update
 - Preparations for Welcome 2022

- Education for Sustainable Development (ESD) Group – Governance and Terms of Reference.

AGREED:

- ii. The Updated Terms of Reference, Constitution and Membership of the Education Committee should be approved, noting that the changes related to:
 - Capturing a number of staffing changes that had occurred recently
 - Referencing the Committee's role in overseeing the University's Student Protection Plan
 - Including oversight of the work of the Education for Sustainable Development Group.

17. Finance and Resources Committee

[A disclosure of interest was noted from Dr C Costello as a member of the ULCCO SP Board. Dr Costello remained present in the meeting.]

RECEIVED:

- i. A report on the meeting of the Finance and Resources Committee held on 22 June 2022, covering:
 - Quarter 3 and Financial Forecast 3 Report (*dealt with as a substantive item by Council – see minute 8 above*)
 - Five Year Plan (*dealt with as a substantive item by Council – see minute 9 above*)
 - Portfolio Planning Framework (*dealt with as a substantive item by Council – see minute 12 above*)
 - Anti-Corruption and Bribery Policy (*also recommended by the Audit Committee, see minute 15 above*)
 - Capital Business Case: Leahurst Accreditation Improvements – Rolling Programme
 - Total Return Accounting for Endowments
 - Revisions to Treasury Management Policy – *wording redacted due to commercial interest*
 - People Spotlight
 - ULPF Trustee Letter Regarding the 2021 Valuation
 - Capital Matters
Update on Dover and Philharmonic Court
Expansion of Clinical Skills Space on the 1st Floor Block E Waterhouse Public Realm – Rolling Programme
 - Investments Sub-Committee (ISC) Quarterly Report.

AGREED:

- ii. The business case for improvements to the Leahurst campus through a rolling programme of works for the value of £6m should be approved. The objectives for this specific project, which were also set in the context of enabling broader goals and further anticipated phases, were as follows:

- Retain programme accreditation by Royal College of Veterinary Surgeons and European Association of Establishments for Veterinary Education regulators, and gain American Veterinary Medical Association accreditation to increase international student numbers
 - Develop a sense of place and identity to facilitate communication and interaction
 - Improve the condition and functionality of buildings and facilities
 - Meet with sustainable objectives of reducing CO2 emissions through the inclusion of consequential thermal and/or energy saving improvements within the proposed spaces identified
 - Maximise space utilisation, matching occupancy against space standards.
- iii. The following recommendations should be approved and the resulting resolution should be filed with the Charity Commission:
- For the purposes of the Charities Act 2011, that all endowment funds should be subject to total return accounting
 - The Investment Fund (held in perpetuity) should be repriced annually in line with CPI inflation
 - A total return rate of 4% should be applied, subject to review every three years
 - The level of the unapplied total return should be a minimum of 25% of the investment fund
 - New permanent endowments should only be created in exceptional circumstances and the limit should be increased to £1m
 - That once the resolution to adopt total return was approved, the Director of Finance should be authorised to take such steps as were necessary to implement total return accounting backdated to 1 August 2022.

By adopting total return, the original donation was protected in real terms, while enabling the University to treat gains above inflation as usable. It was proposed to set a rate of 4% as the endowment return, which would provide permanent endowments with additional resources of £3.3m per year. This proposal would provide more certainty on endowment resources, enabling improved planning for expenditure. A detailed set of spending rules had been developed to manage this process. This proposal also reduced the level of endowments that could not be spent and had identified £27m which could be released to fund future strategic investment, if in line with the endowment terms.

- iv. *Paragraph redacted due to commercial interest.*

18. Nominations Committee

RECEIVED:

- i. A report detailing recommendations made by the Nominations Committee via email circulation in June 2022 in relation to:
- Membership of Council
 - Appointments and Re-appointments to Committees.

AGREED:

- ii. Barry Flynn should be appointed as a lay member of Council and as a member of the Finance and Resources Committee for the period from 1 August 2022 to 31 July 2025.
- iii. Cilla Ankrah-Lucas should be re-appointed as a lay member of Council and of the Board of Appeal (Discipline), Education Committee, Equality, Diversity and Inclusion Committee, Joint Committee on Honorary Degrees, and Tribunals, Appeals and Grievances Committees Panel for the period from 1 August 2022 to 31 July 2025.
- iv. Hans van Mourik Broekman should be re-appointed as a lay member of Council and of the Education Committee and Tribunals, Appeals and Grievances Committees Panel for the period from 1 August 2022 to 31 July 2025.
- v. Dr Diana Walford should be re-appointed as a lay member of Council and of the Audit Committee, Education Committee, Joint Committee on Honorary Degrees, and Committee on Research Ethics (as Vice-Chair) for the period from 1 August 2022 to 31 July 2025.
- vi. Professor Hazel Scott should be re-appointed to Council as one of the members of Senate appointed by the Council on the recommendation of the Nominations Committee for the period from 1 August 2022 to 31 July 2025.

19. Remuneration Committee

RECEIVED:

- i. A report on the meeting of the Remuneration Committee held on 22 June 2022, covering:
 - Senior Leadership Team Salary Review 2021
 - Non-Clinical Professorial and Equivalent Professional Services Staff Salary Review 2021 – Summary of Recommendations
 - Report on Senior Staff Matters
 - Annual Report on Senior Leadership Team Members with Positions on Boards/Membership of Formal Outside Bodies and Any Associated Remuneration
 - External Activities and Income Policy
 - Compliance with the Revised CUC Higher Education Senior Staff Remuneration Code
 - Office for Students: Senior Staff Remuneration – Analysis of 2019/20 Disclosures and Analysis of the 2020/21 Russell Group and UCEA Salary Surveys.

20. Research and Impact Committee

RECEIVED:

- i. A report on the meeting of the Research and Impact Committee held on 15 June 2022, covering:

- Portfolio Planning Framework (*dealt with as a substantive item by Council – see minute 12 above*)
- REF2021 Results – Analysis and Forward Plan
- CREATE Update.

21. Senate

RECEIVED:

- i. A report on the meeting of the Senate held on 29 June 2022, covering the following items:
 - Student Conduct Policy
 - Academic Misconduct Policy
 - School of Engineering Restructure
 - Institute of Systems, Molecular and Integrative Biology Restructure
 - Portfolio Planning Framework (*dealt with as a substantive item by Council – see minute 12 above*)
 - Ordinance 64: Integrated MSc and PhD
 - Professional Doctorates Ordinance
 - 100 Days Survey Outcomes and Next Steps
 - Annual Student Complaints Monitoring Report for the Academic Session 2020/21.

NOTED:

- ii. Senate had been asked to consider the restructuring of the Institute of Systems, Molecular and Integrative Biology from 1 August 2022 into three departments, namely: Biochemistry, Systems Biology and Cell Signalling (final name to be confirmed following consultation); Molecular and Clinical Cancer Medicine; and Pharmacology and Therapeutics. The purpose of the restructuring was to achieve greater synergy and interaction between research groups with mutual or overlapping research foci which would in turn lead to an increase in the quantity and quality of research, and an improved environment and opportunities for both undergraduate and postgraduate students. After a consultation process, academic staff and professional services colleagues would be assigned appropriately to the new departments. There were no contractual, financial, regulatory or compliance implications. There would be no redundancies or changes to roles/grades for individuals concerned. In discussing the proposal, Senate had noted that Faculty leadership were sensitive to the historical context of the department, and consultation on naming would continue and that staff had been able to present alternative options for Faculty leadership to consider alongside the proposed restructure. An options paper had been submitted and considered in full, but did not offer a feasible way forward for the department. Senate voted (via a Zoom poll) on the approval of the recommendation. Of the 57 present eligible voters, 29 voted in favour of the restructure, and 28 voted against. Therefore, the proposal was approved by Senate subject to confirmation that relevant change procedures had been followed. However, following the meeting, the Senior Leadership Team had agreed to further consultation involving the relevant Trade Union.

AGREED:

- iii. The revised Student Conduct Policy should be approved. It set out the standards of conduct that the University required of its students, and the University's approach to dealing with allegations of student misconduct, to ensure that any breaches were dealt with in a fair and consistent manner. The Policy focused on non-academic misconduct and would enable the University to meet the Office for Students' expectations in relation to the University's response to sexual misconduct and other forms of harassment on campus.
- iv. The Academic Misconduct Policy should be approved, subject to any further amendments that might be required following a further review which was underway by the Academic Quality and Standards Committee and Assessment and Feedback Working Group. It set out the standards of academic conduct that the University required of its students and the University's approach to dealing with allegations of academic misconduct in examinations. Other forms of academic conduct were dealt with under the Academic Integrity Policy. This policy was an annex to the Code of Practice on Assessment Appendix D: Regulations for the Conduct of Examinations and ensured that academic misconduct in examinations was dealt with in a fair and consistent manner. The Policy provided clear indicative tariffs for academic misconduct offences. It offered the option for a swift resolution for students who admitted to less severe incidents of academic misconduct whilst retaining the option of a full investigation and hearing for more severe cases/students who wished to attend a formal hearing.
- v. The proposed restructure of the School of Engineering should be approved. This would restructure the School from two departments (Department of Civil Engineering and Industrial Design and Department of Mechanical, Materials and Aerospace Engineering) into three departments, namely:
 - Department of Civil and Environmental Engineering
 - Department of Materials, Design and Manufacturing Engineering
 - Department of Mechanical and Aerospace Engineering.

The purpose of the restructuring was to achieve a configuration of subject areas that would lead to stronger interactions and cooperation between engineering disciplines and aligned more strongly with stakeholders' expectations, including prospective students. After a consultation process, academic staff would be assigned appropriately to the new departments. There would be no impact on professional services staff who were organised at School level. There were no contractual, financial, regulatory or compliance implications. The student experience should be improved in the long term as a result of the better alignment of engineering disciplines leading to improved provision of programmes, particularly at undergraduate and postgraduate levels. It was proposed to implement the new structure from 1 August 2023, following the appointment of Heads of Departments.

- vi. The amendments to Ordinance 64: Integrated Degree of Doctor in Philosophy and Master of Science should be approved. This would allow for inclusion of a part-time route for the programme at the request of the University of Leeds (lead institution) in order to remain in line with the requirements of the Economic and Social Research Council.

- vii. The new Ordinance 67: Professional Doctorates should be approved. A Framework and Ordinance had been set out to support management of professional doctorates (alongside the Code of Practice on Assessment and PGR Code of Practice) in recognition of the increasing demand for doctoral programmes of this type at the University.

22. Thanks

NOTED:

- i. This was the last Council meeting for Bertie Woodcock, who would finish his term as President of the Liverpool Guild of Students on 31 July 2022, and for Ed Fishwick who had stood down as a lay member of Council but would continue as Chair of the University's Investments Sub-Committee.

AGREED:

- ii. Mr Woodcock and Mr Fishwick should be thanked for their excellent contributions during their service.

23. Date of Next Meeting

NOTED:

- i. The next formal meeting would be an Away Day to be held on Wednesday 5 October 2022, with timings to be confirmed.