

C O U N C I L**Unreserved minutes of the meeting held on Monday 12 July 2021**

Present: Vice-Chancellor, Ms Becker, Mr John Bowers, Professor Sir Rory Collins, Professor Coulson¹, Sir Chris Deverell, Fra' John Eidinow, Professor Essler, Mr Harman, Professor Johnson, Mr Kroll, Professor Lahiri², Professor Nobre, Mr Ovenden³, Professor Sánchez-Ancochea, Professor Trefethen, Mr Young, Head of the Humanities Division (Professor O'Brien), Head of the MPLS Division (Professor Howison), Head of the Medical Sciences Division (Professor Screaton), Head of the Social Sciences Division (Professor Dame Sarah Whatmore), Senior Proctor (Ms Lucinda Rumsey), Junior Proctor (Dr David Johnson), Assessor (Dr Bettina Lange).

Student Member Representatives and representative of the Early Career Research Staff: Anvee Bhutanui (President Elect), Devika Devika (VP Graduates), Safa Sadozai (VP Access and Academic Affairs) and Dr Hilary Wynne (Representative of the Early Career Research Staff)

Apologies: Ms Boyt and Professor Hobbs

Officers in attendance: Registrar, Pro-Vice-Chancellor (Development and External Affairs), Pro-Vice-Chancellor (Education), Pro-Vice-Chancellor (Innovation), Pro-Vice-Chancellor (Planning and Resources), the Director of Legal Services and General Counsel, the Director of Public Affairs, the Executive Officer (Policy and Governance) in the Vice-Chancellor's Office, the Head of Governance Secretariat, the Assistant Registrar (Governance).

In attendance:

Mr Stephen Purbrick (item 4)
Dr Benjamin Neudorfer (item 5 (c) as an observer)
Mr Phil Clare (item 6(b))
Mr Lukasz Bohdan (item 11)

Introductory matters: the Vice-Chancellor welcomed everyone to the meeting and regretted that it was not possible, due to current government Covid guidance, to meet in-person and that the meeting was therefore taking place on-line.

The Vice-Chancellor noted that this would be the last scheduled meeting of Council for the following elected members of Council (whose terms of office had come to an end): Professor Tim Coulson; Professor Geraldine Johnson; and Mr Richard Ovenden. The Vice-Chancellor thanked them for their contribution to Council.

It was also noted that this would be the last meeting for Professor Sarah Whatmore, who had played a pivotal role as the Head of the Division of Social Sciences and Pro-Vice Chancellor Education over the past five years. On behalf of Council, the Vice-Chancellor wished her well and hoped that her upcoming Leverhulme funded research leave would be productive.

In addition this would be the last scheduled Council meeting for Miles Young as he would be standing down at the end of this academic year from his term of office as Chair of Conference. Baroness Jan Royall, Principal of Somerville would succeed him as Chair of Conference in the coming academic year.

The main items on the agenda were finance related: the Finance White Paper; the financial forecast and the budget for 2021/22.

¹ Items 1 - 11

² Items 1 - 9

³ Items 1 - 8

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

Declarations of interest: Council members were reminded to declare any interest that could give rise to a conflict in relation to any item on the agenda. These would be noted in the footnotes of the minutes of the meeting.

I. ORDINARY BUSINESS

(A) Unreserved

1. **Unreserved minutes of the meeting held on 21 June 2021 (C(21)lx-lxx)**

The minutes were approved subject to one addition.

2. **Unreserved matters arising from the minutes of the meeting held on 21 June 2021 not otherwise on the agenda**

There were none.

CONFIDENTIAL 3. **The Vice-Chancellor's unreserved business (above the line)****

The Vice-Chancellor reported on the following items of business:

- Covid update.
Council noted the oral updates given by the Vice-Chancellor.
- Away Day 24th September 2021. There would be four items of business for discussion (not decision) these being: cyber security, Health and Safety, the Race Equality Taskforce and an opportunity in California.

RESTRICTED 4. **The Finance White Paper – progress to date (C(21)76)****

The Pro-Vice-Chancellor (Planning and Resources) introduced the latest iteration of the Finance White Paper.

Council **noted** the report and **approved** the actions set out in the report.

5. **Reports from the meeting of the Planning and Resource Allocation Committee held on 29 June 2021****

CONFIDENTIAL The Pro-Vice-Chancellor (Planning and Resources) introduced the following reports from the Planning and Resource Allocation Committee held on 29 June 2021.

(a) *Q3 2020/21 Forecast (C(21)77)*

Council **noted** the report.

CONFIDENTIAL (b) *University Budget 2021/22 (C(21)78)*

Council **noted** the report and actions were both **endorsed** and **approved** as set out in the report.

RESTRICTED (c) *Report from the Strategic Plan Programme Board: TT2021 (C(21)79)*

Council **noted** the report.

RESTRICTED (d) *BESC Report to PRAC: space allocations for IMS-Netsuya Nakamura Building (Institute of Developmental and Regenerative Medicine), Churchill Research Institute, Churchill hospital and Holywell House⁴ (C(21)80)*

⁴ Professor Johnson and Professor Howison declared conflicts of interest.

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

The Pro-Vice-Chancellor (Planning and Resources) explained that, although straightforward, the proposed space allocations were important, particularly in terms of releasing space. For example, if approved, the internal allocation of space within IDRМ would result in the relocation of a number of research groups from the Le Gros Clark Building, enabling the full release and redevelopment of the building for the School of Anthropology and Museum Ethnography which, in turn, would release space on Banbury Road for further graduate accommodation.

Council **approved** the:

- (i) following resolution for submission to Congregation “That approximately 3,704 sqm net usable area (NUA) within IMS-Tetsuya Nakamura Building, also known as the Institute of Developmental and Regenerative Medicine (IDRM) (building number 607), be allocated to the Medical Sciences Division, with internal occupation changes to be approved by the IDRМ Internal Management Committee subject to annual reporting to the Buildings and Estates Subcommittee, for an initial period of five years, from completion of IDRМ, expected to be no earlier than 8 October 2021”;
- (ii) following resolution for submission to Congregation “That approximately 1,014 sqm net usable area (NUA) within the Radiobiology Research Institute (building number 632) be allocated to the Department of Oncology from the date on which the lease commences until 07 June 2031, subject to the detailed arrangements of the lease being acceptable to Estates Services, Legal Services Office, Medical Sciences Division, and the Department of Oncology”;
- (iii) transfer of Holywell House (building number 963), comprising approximately 1,040 sqm Gross Internal Area (GIA), into the Functional Estate;
- (iv) following resolution for submission to Congregation “That approximately 861 sqm net usable area (NUA) within Holywell House (building number 963) be allocated to the Department of Engineering, for a period of five years, from 5 July 2021 until 4 July 2026, subject to an annual review based on redevelopment plans of the Osney Mead site”;
- (v) following resolution for submission to Congregation “That approximately 1,220 sqm net usable area (NUA) within 23–38 Hythe Bridge Street (building number 506) be allocated to the Finance Division, UAS for a further period of five years from 24 June 2021 until 22 June 2026, or until alternative space can be provided, if sooner”;
- (vi) following resolution for submission to Congregation “That approximately 1,263 sqm net usable area (NUA) within 23–38 Hythe Bridge Street (building number 506) be allocated to the Saïd Business School for a period of five years from 24 June 2021 until 22 June 2026, or until alternative space can be provided, if sooner”.

6. Report of the meeting of extraordinary Finance Committee held on 1 July 2021**

CONFIDENTIAL

(a) *Court Place Gardens: Draft Heads of Terms*⁵ (C(21)81)

Council **noted** the report and **approved** the actions set out in the report.

CONFIDENTIAL

(b) *Proposed changes to make the creation of new spinout companies easier for academic founders and Oxford University Innovation (OUI), and to accelerate the financial returns to originating university departments* (C(21)82)

The Pro-Vice-Chancellor (Innovation) introduced this item

The Vice-Chancellor thanked the Pro-Vice-Chancellor (Innovation) and his colleagues for their hard work in bringing these proposals forward.

Following discussion Council **noted** the report and **approved** the actions set out in the report.

⁵ The Pro-Vice-Chancellor (Planning and Resources) declared a conflict of interest

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

CONFIDENTIAL 7. **USS update (C(21)83)****

The Pro-Vice-Chancellor (People and GLAM) introduced this item.

The Vice-Chancellor thanked the Working Group for their work and re-iterated that no decision point had yet been reached.

CONFIDENTIAL 8. **Annual Report from the Head of the Social Sciences Division****

The Head of the Social Sciences Division, highlighted aspects of the division's work including:

- The size and shape of the student body noting that there had been a 15-20% annual increase in the number of applications per place.
- Demand was high for programmes in the division, particularly those that were innovative and interdisciplinary and in demand by the jobs market. The new MSc in Sustainability, Enterprise and the Environment, which would welcome its first cohort this Autumn, had attracted a high number of applications per place.
- The division's PGT courses trained a consistent supply of high-quality DPhil candidates.
- The division had been working hard to enhance its curricula in these difficult times, one example being Oxford Minds⁶, the new digital curriculum enhancement programme for postgraduate students. The programme had provided over 27 hours of content and had attracted over 1300 delegates.
- The division continued to demonstrate its commitment to access through a number of initiatives:
 - UNIQ+ internships and UNIQ+ Digital
 - ESRC Doctoral Training Partnership renewal
 - Widening participation strategy, emphasis on academic potential
 - Foundation Oxford: for 2023 will include Law and PPE (TBC)
 - Opportunity Oxford: Law, PPE, Economics & Management
- The divisional development team was small but was doing an excellent job, focusing on two philanthropic priorities – new postgraduate scholarships and endowed academic posts.
- In terms of academic staff profile, the Social Sciences Division had the highest concentration of APNTFs of any division.
- Progress was being made on key capital projects:
 - School of Anthropology and Museum Ethnography (SAME):
 - Oxford Internet Institute (OII): moving to the Schwarzman Centre;
 - Department of International Development (ODID): moving to the Winchester Road project site;
 - Saïd Business School (SBS): new executive education facility at Osney Power Station;
 - School of Geography and the Environment (SoGE): Refurbishment of Dyson Perrins laboratory
- Research income in the division was inevitably being adversely affected by the cuts to ODA grants.
- Academics in the division had won a number of major research awards including ERC starter grants, ERC consolidator grants and ERC advanced grants. There had been Early Career Research successes for number of staff.

⁶ Recordings available at: <https://www.socsci.ox.ac.uk/oxford-minds/>

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

- Professor Timothy Power would be taking over as Head of Division at the end of this academic year. For the current Head, it had been a privilege to be part of the Vice-Chancellor's senior team and to work with colleagues within the division and across the University.

The Vice-Chancellor thanked the Head of Division for her contribution to the work of the Division over the last four years, and prior to that, and during her other roles within the University. Her energy, wisdom and charm would be much-missed whilst she was on academic leave but the University looked forward to welcoming her back before long.

9. Reports from the Education Committee held on 18 June 2021

The Pro-Vice-Chancellor introduced the following items:

(a) *Progress report on the Student Wellbeing and Mental Health Strategy* (C(21)84)

The Pro-Vice-Chancellor (Education) reminded Council that the Student Wellbeing and Mental Health Strategy had been launched in October 2019. In spite of the pandemic, progress had been made on several of the actions under the leadership of the Mental Health Task Force, expertly chaired by the President of Wolfson. To build on this momentum, a proposal was now underway to establish a new Joint University/College Committee on Student Mental Health. The terms of reference had been approved by Education Committee and would be put to Conference of Colleges for approval in Michaelmas term, with a view to the new Joint Committee starting its work in January 2022. In the national context, concerns about young people's mental health, particularly students, remained high. The University intends to sign up to the University Mental Health Charter.

In discussion, it was noted that the Charter covered both students and staff and that it would be important to ensure that work in this area by Education Committee and Personnel Committee was joined up. The Chair of Conference thanked the Pro-Vice-Chancellor (Education) for his efforts in joining up the University and colleges in their work on mental health. The Pro-Vice-Chancellor (People and GLAM) explained that, for staff, a Wellbeing Strategy Group had been established, chaired by Professor Chris Conlon. The Group had been working hand in hand with students and would provide an update to Council in due course.

Council **noted** the report and Implementation Plan with updated actions at Annex A.

CONFIDENTIAL

(b) *Permanent Private Halls Supervisory Committee: Annual Report 2020-21*⁷ (C(21)85)
**

Council **noted** the Annual Report and the actions agreed by Education Committee.

10. Report from Personnel Committee held on 10 June 2021 (C(21)86) **

(a) *Annual Equality Report and targets for committee representation*

The Pro-Vice-Chancellor (People and GLAM) introduced the report, drawing the following points to Council's attention.

- Many of the 2020 objectives had been met:
 - 20% of Statutory Professors were now women.
 - Women comprised 42% of members of Council and its five main committees, including at least 35% on five out of six committees (the exception being PRAC).
 - The University had improved its standing in the Stonewall Top 100 Employers 2020, rising from 93rd to 76th place in the Workplace Equality Index.
- A number had not been met:

⁷ Professor Eidinow declared a conflict of interest.

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

- The target of 35% of Associate Professors being women had not been met.
- The University had postponed its applications for institutional Athena Swan and Race Equality Charter (REC) awards until 2022 due to the pandemic. The Race Equality Task Force would therefore be able to feed into the REC application.
- Work was underway on the development of revised gender equality and new ethnicity targets for the period to 2029. Levels of diversity amongst staff were under discussion at divisional level and would look quite different across the divisions. A new suite of targets would be brought to Council for approval in Michaelmas term 2021.
- Results from the recent Staff Experience Survey were now being analysed at institutional, divisional and department levels and would be reported to Council in due course. It appeared that some inequalities had increased due to the pandemic and these would need to be monitored and addressed where possible.

Following discussion Council:

- (i) **noted** progress against the University's equality objectives for the period 2016-20;
- (ii) **approved** gender and ethnicity targets for representation on Council and its main committees and the further recommendations of the Staff Targets Working Group, as set out in the paper.

RESTRICTED 11. **University Risk Register (C(21)87)****

The Director of Assurance, Mr Lukasz Bohdan presented the report.

Council **noted** the University Risk Register and **received assurance** that the principal risks to the University had been identified and that the risk identification, assessment and management arrangements were in place and working.

12. **Annual report to Council of the Pro-Vice Chancellor with responsibility for GLAM ****

The Pro-Vice Chancellor (GLAM) provided an oral report emphasising the wealth of knowledge that continued to be generated by GLAM and the seven institutions within it.

- During the pandemic sites had been closed three times however the Arboretum had >70k visitors and the Bodleian produced 1.41 million 'scan and deliver' pages of information.
- Covid secure spaces had had to be created, which meant that visitor capacity was reduced to 30%. The Botanic Gardens had celebrated its 400th anniversary. Numerous events had been held online and it had also been possible to accelerate the installation of a number of exhibitions when the spaces were closed to the public.
- Research projects around social prescribing and older people's health had been funded by the John Fell Fund and some research bases had been created in cultural spaces – these were both physical and virtual in nature. There continued to be a collaboration with Leicester University on "Culture Led Well-being".
- Public engagement continued with the Museum of Natural History "Meat the Future" and "The sphere that changed the world" exhibitions as well as the "Beyond the Binary" exhibition at Pitt Rivers. The History of Science Museum and the Bodleian Library will continue to curate the Covid story.
- The digital strategy that was embarked upon in 2016 has delivered collections on-line, a new ticketing system and now supports collections on-line. It has changed collections management, provided a digital asset management function and provided a collections on-line solution. There continued to be a desire to grow digital / on-line events as well as commercialise products for example through the Ashmolean Shop.

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

- The four museums have 8.5m objects between them with less than 1% on display at any one time.
- Capital and development projects continued including the History of Science Museum Vision 2024, replacing the glass houses at the Botanic Gardens.
- The Strategic Plan for GLAM for 2021-23 had just been published with the aim of growing global audiences, fostering new ways of working and supporting local communities by investing in our digital and physical infrastructure.

Council were supportive of the positive work that had been on-going through the recent difficulties particularly in the Libraries where supporting students had been vital as well as the use of the parks.

Items approved, noted or reported without discussion ('below the line') are listed below.

13. Decision by circulation

(a) Approval of the draft response to short consultation on UUK proposal for USS

Without discussion Council **noted** that the Working Group's draft response was circulated on 3 July for decision by circulation. Council noted that 5 replies approving the draft were received, one with suggested minor amendments - there were no dissensions. The draft version was therefore considered as final and submitted to UUK on 5 July 2021.

14. The Vice-Chancellor's unreserved business (below the line) (C(21)88)

Without discussion Council **noted**:

- (a) the Queen's Birthday Honours List;
- (b) notice of appointments;
- (c) the OfS publications; and
- (d) the UUK Press Statements.

CONFIDENTIAL 15. Unreserved report from the Audit and Scrutiny Committee's 17 June 2021 meeting (C(21)89) **

Without discussion Council **noted** and **approved** the actions set out in the report.

RESTRICTED 16. Recommendation of Council's Audit and Scrutiny Committee and the Finance Committee of the Delegates of the Press for the reappointment of the external auditors (C(21)90)

Without discussion on the recommendations of Council's Audit and Scrutiny Committee and the Finance Committee of the Delegates of the Press, Council **approved** the reappointment of KPMG LLP as external auditors of the University and the Press for the audit for the year ending 31 July 2021.

17. Report of the meeting of extraordinary Finance Committee held on 1 July 2021

CONFIDENTIAL (a) *Begbroke Science Park – Phase 1: Approval of Project Legal Agreements*⁸ (C(21)91) **

Council **noted**, without discussion, the information in the report.

18. Report from the Education Committee 18 June 2021

⁸ The Pro-Vice-Chancellor (Planning and Resources) declared a conflict of interest.

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

(a) *Joint Supervisory Committee for Visiting Students: Annual Report for 2019-20 and 2020-21 (C(21)92)*

Council **noted**, without discussion, the Annual report attached at Annex A.

19. **Unreserved report of the meeting of the General Purposes Committee on 28 June 2021 (C(21)93)****

CONFIDENTIAL (a) *Report of the Safety, Health and Environment Management Subcommittee (SHEMS) meeting held on 3 June 2021*

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

CONFIDENTIAL (b) *Annual Report of the Security Subcommittee 2020/21*

Without discussion Council **noted** the annual report of the Security Subcommittee.

RESTRICTED (c) *Data Protection Update (formerly Information Compliance)*

Without discussion Council **noted** the update provided.

(d) *Office for Students: Annual Compliance Report 2020-21*

Council **noted** the key issues set out in the report.

CONFIDENTIAL (e) *Oxford Ltd transition*

Without discussion Council **noted** the actions taken by GPC and **approved** the actions set out in the report.

(f) *Updated Tax Strategy 2021/22*

Without discussion Council **approved** the revised Tax Strategy.

(g) *Tax Evasion Policy*

Without discussion Council **noted** that the approved Tax Evasion Policy as set out in the report

(h) *Further Revisions to By-Laws for Reuben (formerly Parks) College*

Without discussion, Council **approved** the amended By-Laws for Reuben College as set out in the report.

CONFIDENTIAL (i) *Project Orchestra - Proposed Joint Venture: Nuffield Department of Primary Care Health Sciences (NDPCH) and EMIS Group Plc (EMIS)*

Without discussion, Council **approved** the actions set out in the report.

(j) *Proposed amendments to legislation*

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

(i) *Update to Financial Regulations, Regulations 1 of 2010 (GPC(21)83) Annex A)*

(ii) *Amendments to legislation Terms of Reference PRAC (GPC(21)84)*

Amendment to legislation Terms of Reference BESC (GPC(21)84)

RESTRICTED 20. **Report from the meeting of the Planning and Resource Allocation Committee held on 29 June 2021 (C(21)94)**

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.

(a) *Joint Student Number Planning Sub-Committee (JSNPSC) Annual Report 2020/21*

Without discussion, Council **noted** the JSNPSC Annual Report 2020/21.

21. **Annual report of the meetings of the Committee for Development and Alumni Relations (CDAR) in 2020-21 (C(21)95)**

Without discussion, Council **noted** the summary report of the meetings held in 2020-21.

22. **Any other unreserved business**

There was no other business.

* The confidential or restricted designation is removed from this version of the minutes.

**A brief note of the action taken by Council is included instead of a version of the minutes.