

Minutes of a Meeting of the Policy and Resources Committee
held at 4pm on Tuesday, 1 October 2013
in 1B27, Technopark, London Road, SE1

Present

Dame Sarah Mullally	Chair
David Longbottom	Chairman of the Board
Prof Martin Earwicker	Vice Chancellor
Barbara Ahland	
Anne Montgomery	
Diana Parker	
Prof Jon Warwick	

In attendance

Prof Phil Cardew	Pro Vice Chancellor (Academic)
Richard Flatman	Executive Director of Finance
Tim Gebbels	Director of Enterprise (<i>for minutes 9-10</i>)
Beverley Jullien	Pro Vice Chancellor (External)
Ian Mehrtens	Executive Director of Corporate Services
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Officer

Welcome and Apologies

1. Apologies had been received from Ken Dytor and Hilary McCallion.

Declarations of Interest

2. No member declared an interest on any item on the agenda.

Minutes of the previous meeting

3. The minutes of the previous meeting were approved as a correct record. The minutes were approved for publication subject to the proposed redactions (paper **PR.31(13)**).

Matters Arising

4. It was reported that due to changes in staffing in the health and safety department the annual health and safety report would be presented to the committee in spring 2014. The structure of the health and safety department was being reviewed.

5. It was reported that an update on the estates strategy would be discussed at the board strategy day of 23 October 2013 and a report would be presented to the property committee in spring 2014.

Recruitment

6. The committee noted an update on recruitment for 2012/13 (paper **PR.32(13)**). It was reported that the university was on track to recruit its target of 2,750 full time undergraduate students; part time undergraduate was on target; and postgraduate (both full and part time) and international were ahead of last year. Overall it was expected that recruitment would be in line with budget.

Transforming Students' Experience of Information Systems and Communication

7. The committee noted the proposed project to engage IBM to transform students' experience of LSBU's information systems and communication (paper **PR.33(13)**). As significant investment would be required, the proposal would be discussed in detail at the board strategy day of 23 October 2013. The detailed business case would then be considered by the committee and the Board in November 2013.

Data Centre Outsourcing

8. The committee noted that following discussion at the Audit Committee of 26 September 2013 outsourcing the university's data centres had been brought forward. Outsourcing the data centres would provide flexibility and mitigate risk. The business case was being drafted by the executive and would be submitted to the Board for approval, if necessary under the urgency procedure.

Intellectual Property Policy

Tim Gebbels entered the meeting

9. The committee approved the updated intellectual property (IP) policy which had been amended to reflect best practice in the sector (paper **PR.34(13)**). The committee requested the policy to make clear who owned the IP when it was created during a partnership with another organisation.
10. The committee requested an update on the graduate entrepreneurs programme at a future meeting.

Tim Gebbels left the meeting

Annual Reporting Matters

11. The committee considered the public benefit statement (paper **PR.35(13)**), primary responsibilities of the Board (paper **PR.36(13)**), Matters Reserved to the Board (paper **PR.37(13)**) and the Corporate Governance Statement (paper **PR.38(13)**), which all formed part of the annual report.
12. The committee requested that responsibilities for health and safety are included in the primary responsibilities of the board and that the new University Engineering Academy South Bank is referred to in the public benefit statement. Subject to these amendments the committee approved these four documents.

Tribal Benchmarking Analysis

13. The committee noted detailed benchmarking analysis of LSBU's costs for 2011/12 from Tribal (paper **PR.39(13)**). It was reported that the Human Resources Committee had discussed the staffing data in detail at their last meeting. The University was above benchmark in surplus and income but below benchmark in research and enterprise income. It was noted that growth in enterprise income was a key area of focus for the University.

Key Performance Indicators

14. The committee noted the key performance indicators report (paper **PR.40(13)**). It was noted that the financial indicators had been updated from the year end outturn.

Treasury Management Report

15. The committee noted the treasury management report (paper **PR.41(13)**). Year-end bank balances were down £10m on the previous year due to the capital expenditure in year.
16. The committee recommended to the Board the setting up of a new bank account and direct debit collection for the sports centre.
17. The committee recommended to the Board the removal of Professor Earwicker from the University's bank mandate and the addition of Professor Phoenix Vice Chancellor designate, with both changes effective from 2 January 2014.

Date of next meeting

18. The next meeting of the committee will be on Tuesday 12 November 2013 at 4pm.

The Chair closed the meeting.

Approved as a true record:

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Chair