

Minutes of a Meeting of the Policy and Resources Committee
held at 4pm on Wednesday 12 November 2014
in room 1B27, Technopark, London Road, London SE1

Present

Jerry Cope	Chairman of the meeting
David Longbottom	Chairman of the Board
Prof David Phoenix	Vice Chancellor and Chief Executive
Ken Dytor	<i>(minutes 1-18)</i>
Prof Neil Gorman	
Diana Parker	
Prof Jon Warwick	

Apologies

Sarah Mullally	Chair of the Committee
Ilham Abdishakur	SU President
Prof Hilary McCallion	
Anne Montgomery	

In attendance

Prof Pat Bailey	Deputy Vice Chancellor
Richard Flatman	Chief Financial Officer
Prof Paul Ivey	Pro Vice Chancellor (Research and External Engagement)
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Manager

Observer

Sharon Page	Governance Effectiveness Reviewer
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Welcome

1. The Chairman welcomed Prof Neil Gorman and Prof Paul Ivey to their first meeting of the committee. The committee welcomed Sharon Page who was observing the meeting as part of the governance effectiveness review.

Declaration of Interests

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

Minutes of the previous meeting

3. The committee approved the minutes of the meeting of 25 September 2014 and the proposed redactions for publication subject to minutes 6 and 7 being published (paper **PR.42(14)**).

Matters Arising

4. The committee noted that the note for governors on expenses would be drafted ahead of the Board meeting of 20 November 2014.
5. The committee noted that a memorandum of understanding had been signed with the British University Egypt. The security situation in Egypt and Cairo was closely monitored by the executive. The committee requested the executive to ensure plans were in place to guarantee the safe return of staff in an emergency.

Key Performance Indicators

6. The committee discussed the key performance indicators (paper **PR.43(14)**).
7. The committee noted that revised KPIs aligned with the corporate strategy, 2015-2020 had been considered by the KPI Working group and would be recommended to the committee at its meeting of 3 February 2015 and the Board at its meeting of 12 February 2015.

Management accounts to 30 September 2014

8. The committee discussed the management accounts to 30 September 2014 (paper **PR.44(14)**).
9. Although early in the year, the forecast was to meet the budget target of a surplus of £1m. The committee noted that contingency had been built into the budget and that it was important to manage this in order to meet the budget. The committee noted that cash was decreasing due to planned investment and declining surpluses. This was planned and in line with the five year forecasts.
10. The committee discussed the budgeted increase in staff costs for 2014/15 and requested more detail on staff numbers at its next meeting.

Student recruitment

11. The committee discussed student recruitment (paper **PR.45(14)**). The university had met or exceeded target in undergraduate full time, undergraduate part time, postgraduate fulltime and postgraduate part time.
12. The committee received an update on the UK Visas and Immigration (UKVI) nationwide investigation into fraud on the TOEIC English language test used by international students to obtain student visas. UKVI had informed the University that it would be taking action against seven LSBU students. Further updates would be provided to the Board.

Enterprise update

13. The committee discussed an update on enterprise (paper **PR.46(14)**). The committee noted that future reports would include an analysis of income streams and the capacity for growing them; and how the bid pipeline would be generated.
14. The committee noted that the executive was confident of delivering the target enterprise income of £8.2m.
15. The executive were reviewing incentives for academic staff to undertake knowledge transfer projects.
16. The committee requested that a post investment review of the Clarence Centre for Enterprise and Innovation is undertaken and reported to the Property Committee meeting of 15 April 2015 and the Board meeting of 14 May 2015.
{Secretary's note: a post occupancy evaluation was reported to the Property Committee meeting of 28 January 2015}.

Change programme – resources and infrastructure report

17. The committee discussed an update on the resources and infrastructure theme of the change programme (paper **PR.47(14)**). The committee noted that the EDISON project was on track to be delivered on budget. There had been delays to the identity management aspect of the project due to the complexity of current IT systems. IBM had experienced delay to the data centre migration which was being resolved.

Ken Dytor left the meeting

Annual report and accounts

18. The committee recommended the draft report and accounts for the year ended 31 July 2014 to the Board for approval (paper **PR.48(14)**). The accounts had been reviewed in detail by the Audit Committee at its meeting of 30 October 2014.

Students' Union accounts

19. The committee discussed the Students' Union accounts for the year ended 31 July 2014 (paper **PR.49(14)**), which had been approved by the Union's trustee board. The committee noted that the SU planned to use its reserves to improve its visibility to students and to recruit short term staff.
20. The committee discussed student satisfaction with the union which had improved to 60% against a sector average of 67%. The key priority of the new SU strategy was representing students. The SU were a key partner with the executive to improve the university's NSS score.

Insurance Claims

21. The committee noted insurance claims for the year 2013/14 which were low (paper **PR.50(14)**).

Date of next meeting

22. The next committee meeting will be at 4pm on Tuesday 3 February 2014.

The Chairman closed the meeting.

Confirmed as a true record:

..... (Chairman)