

THE COUNCIL

20 July 2023

MINUTES

Present: Alastair Da Costa (Chair), Professor Simone Buitendijk, Liz Barber, Bethan Corner, Seb Elsworth, Helen Grantham, Dr Kendi Guantai, Professor Simon Kelley, Iain Moffatt, Dr Yvette Oade, Leyla Okhai, Dr Cordelia Rogerson, Ken Sargison, Janet Sheriff Tim Smith, Emily Tabern and Simon Thompson.

Apologies: Tom Clark, Lauren Huxley, Professor Peter Jimack, Professor Alice O'Grady, and Dr Rachel Tsang.

In attendance: Jennifer Sewel (University Secretary and Registrar) and Professor Hai-Sui Yu (Provost and Deputy Vice-Chancellor) and Catherine Cho (Minutes).

Others attending: Rachel Brealey (Chief Operating Officer), Professor Jeff Grabill (Deputy Vice-Chancellor: Student Education), Jane Madeley (Chief Financial Officer), Andrew Mulholland (Deputy University Secretary), Professor Nick Plant (Deputy Vice-Chancellor: Research and Innovation), Tim Watkinson, (Director of Communications and Engagement). For the Student Support and Wellbeing Annual report item: Chris Warrington (Head of Student Support) and Caroline Greenwood-Dower (Interim Head of Student Counselling & Wellbeing).

22/241 Welcome

Emily Tabern (LUU Union Affairs and Communications Officer) to their first meeting.

22/242 Employee Engagement Survey

Considered: a presentation on the Employee Engagement Survey providing the aims of the Survey, how the outcomes would be used and a high level overview of the Survey outcomes (including participation rates, and faculty and EDI comparisons). An update was provided on the actions being taken.

Noted:

- a. University-wide aggregated results had been communicated to all staff, including a presentation to Leadership Forum. Each Faculty and Service was considering the results and response to local data.
- b. Analysis was underway to identify overarching themes for action. The resulting action plan would be communicated across the University and progress tracked through the next survey (2025) and interim pulse surveys.
- c. Faculties and Services were identifying 2 to 3 themed local actions in order to update strategies and plans.
- d. The pace of the management response to respond to the Survey outcomes was discussed. The action plans would be guided by pragmatism and what was reasonably deliverable taking into account examination and holiday periods.
- e. It was acknowledged as important to evidence to staff any adjustments to the University's strategy and priorities in response to the feedback.
- f. Faculty Executive Deans would review the Survey scores in conjunction with local student surveys and NSS scores to identify commonalities.
- g. For staff on lower grades, in addition to the digital Survey, alternative ways to complete the Survey had been offered.

22/243 **Minutes**

CONFIRMED: the Minutes of the meeting held on 31 May 2023.

22/244 **Vice-Chancellor and President's report**

Considered: a written report from the Vice-Chancellor (CL/22/67), which updated members on matters of higher education policy and reported on issues of interest to the life and work of the University, and which was supplemented by an oral update.

Noted:

- a. The 2023 Student Academic Experience Survey, published by the Higher Education Policy Institute and Advance HE, had highlighted the impact of the rise in cost of living on undergraduate students' academic studies. The University was supporting its students in a number of ways: absorbing energy costs, halving proposed rent increases in halls of residence and subsidising low-cost hot meals for students, staff and PGRs in food outlets on campus.
- b. The University's rise of 11 places to 75 in the 2024 QS World University Rankings was welcomed. International citations and research collaborations had played a key role in this.
- c. Dr Martin Stow (current Director of Nexus) had been appointed to the recently established position of Pro-Vice-Chancellor for Business Engagement and Enterprise.
- d. Essential upgrades to the University's Student Record System, Banner, had been successfully completed in June. This had been a challenging task and staff were commended for the thoroughness, diligence and teamwork displayed.
- e. The University had signed a strategic partnership with the University of Pretoria to enhance their existing collaborations and to reinforce their commitment to pursue global educational excellence and tackle global challenges together.

22/245 **LUU standing report**

Considered: a paper (CL/22/68) which provided updates on matters and issues impacting students across the University.

Noted:

- a. The impact of the industrial action and specifically the marking and assessment boycott on student progress was discussed. While difficult to gauge the extent of students' concerns (the impact on schools varied) students were frustrated by the perceived lack of communication around the issue, compounded by seeing stories in the media about the impact and compensation being offered at other universities.
- b. In response to a question around the availability of part-time work for students, it was noted that the LUU was able to provide flexible and varied options to address the increasing demand for such work. LUU was also mindful of ensuring international students were supported appropriately taking into account any visa work restrictions.

22/246 **Marking and assessment – planning and process**

Considered: an update from the Deputy Vice-Chancellor: Student Education of the impact of industrial action relating to marking and assessment on students' results following the release of marks the previous week on Results Day.

Noted:

- a. The impact across the University was uneven: a small number of schools accounted for the majority of affected students, and 25 schools had no impact at all.
- b. The focus was on ensuring when final year students would receive their marks and degree classification, whilst remaining mindful of supporting taught postgraduate students and first and second year students' progression.
- c. Actions included the communications plan to manage students' expectations of when they would receive their marks, and determining the extent to which the University needed to draw on external assistance for marking and assessment.

- d. Consideration was being given to a more flexible approach to allow students to meet their learning outcomes and progress through other means besides re-sits.
- e. Curriculum Redefined included principles around assessing less and differently, which would reduce issues of progression, change University practices for the better and increase resilience.
- f. The OfS had written to universities highlighting its concerns around industrial action and providing guidance. The University was confident of maintaining the quality and standards of its degrees through its mitigating actions.
- g. The external perception that students were not being provided with what they had contracted for and the notion of students as consumers were discussed.
- h. The Council was content with the steps being taken on the matter.

22/247 **Research Culture Strategic Plan 2023-28**

Considered: the proposed Research Culture Strategic Plan 2023-28 (CL/22/81).

Noted:

- a. The Plan outlined the University's approach to enabling research colleagues to produce leading research inclusively, equitably, openly, and supportively over the next five years. It also provided the University's definition of research culture and outlined the four strategic objectives that would house research culture initiatives:
- b. The paper clarified how the strategic plan would impact researchers and research enablers, by job role and described the agreed approach to measuring progress (informed the University's KPIs), positioning the strategy alongside related internal and external initiatives.
- c. There had been extensive consultation with stakeholders and the plan had been endorsed by the Senate.
- d. The proposed Research Excellence Framework 2028 would place a stronger emphasis on research culture and environment.
- e. The governance arrangements described in the plan appeared complex and had the potential to become burdensome. It was suggested that a clearer and simpler system should be considered. The way in which Council was sighted on progress was also discussed.
- f. In response to a question about the distinctiveness of the University's research, its activities around health technology, smart cities and sustainability were cited as exemplars.

APPROVED: the direction of travel of the Research Culture Strategic Plan 2023-28. In doing so, it was noted that further consideration would be given to the governance arrangements and that an implementation plan and action plan would be developed.

22/248 **Social Media Policy**

Considered: a draft Social Media Policy (CL/22/82).

Noted:

- a. Unlike many universities, the University did not have a Social Media Policy. The Policy had been designed to encourage staff and students to use social media in a way which was consistent with the University values.
- b. The Policy provided a definition of social media, drew distinctions between personal and University use of social media, and addressed the issue of freedom of speech and academic freedom. The Policy also defined University expectations around behaviours and responsibilities, as well as University protocols for monitoring use of social media and how the University might respond to non-compliance with the Policy. The intention would be to review the Policy after a year in operation.
- c. The Policy had been reviewed by internal and external legal experts. It had been considered and endorsed by the University Executive Group, Audit and Risk Committee and Ethics and Values Committee.
- d. There had been unanimous support by the Ethics and Values Committee but there had been some debate on the clarity and tone of the Policy. It was explained that the

Policy was of sector standard and that some of the tone and language used had been unavoidable from a legal perspective.

- e. The nature and scope of the Policy was debated. The challenges of bringing the Policy to life and ensuring action taken was fair and consistent was also discussed. The importance of engaging staff and students with the Policy was acknowledged.
- f. A communication strategy to support the introduction and implementation of the Policy would be key. The intention was to implement the Policy from September and detailed guidance would be issued to managers.
- g. It was clarified that there was no intention of back-dating the Policy; and that a proportionate and common sense approach had been used to in its development.
- h. Comments were made on the need to ensure individuals at the receiving end of negative social media posts were appropriately supported.

APPROVED: the Social Media Policy (as set out in CL/22/82) subject to the University Executive ensuring clear and meaningful engagement with staff and students around the implementation of the Policy; and being open to minor changes should any issues arise.

22/249 **Student Support and Wellbeing Annual Report**

Considered: the annual report (CL/22/82) providing a summary of Student Support and Wellbeing activities over the last year, highlighting the developments in Student Support services, and updating on the approach taken to continue to meet students' and postgraduate researchers' needs.

Noted:

- a. Key developments included work in relation to addressing harassment and sexual misconduct, which was an area of interest for the OfS; and developing a city-wide approach to mental health support, in partnership with other HE providers and partners in the NHS and City Council.
- b. The ongoing issue of waiting times to access support within the City remained a concern. It was noted that this was a nationwide issue with most services closed to HE students. There was pressure too within the University as students unable to seek external referrals put added demand on internal support services.
- c. The University was taking a leading role within the City as a founding member of the Leeds Student Health and Wellbeing Partnership Board which brought together representatives from higher education institutions in Leeds, their students' unions and colleagues from the NHS and third sector organisations. This approach enabled the sector to discuss student-related matters from a City perspective and to link with local services more effectively.
- d. There was a very positive relationship between the LUU and the Student Support team, and the University had good links with the NHS day-to-day pathways into specialist support.
- e. In respect of priorities, three key matters were cited: the importance of Council's ongoing focus and visible support alongside senior level buy-in; the University's significant investment to support developments in this area; and the City-wide work underway to improve offers for support.
- f. Members commended the good work being done in this area.

22/250 **Student Education Summary Statement**

Considered: the Student Education Summary Statement for 2022-23 (CL/22/84) setting out the key work undertaken in relation to governance and management of taught student education, and identifying key priorities and next steps. The report was organised in relation to the OfS B Conditions of Registration - the institutional responsibilities for the quality and standards of student education.

Noted:

- a. In respect of student education governance arrangements, work had been done to reduce complexities and align University and faculty-level governance.

- b. The NSS results were due to be published in August. The University was also awaiting its TEF results due in the summer. Both matters would be reported to Council in September.
- c. Degree classifications and grade inflation remained an area of focus for the OfS. The University was keeping such matters under close review to ensure it stayed within accepted norms.

22/251 **Access and Student Strategy update, including the University's Access and Participation Plan submission to the OfS**

Received: a paper (CL/22/85) which provided an update on progress against the University's approved Access and Student Success Strategy. The paper built on the report presented to Council in January 2023 (CL/22/40). It also set out (Annex 3), the University's Access and Participation Plan (APP) Submission Summary to the OfS the previous week.

Noted:

- a. The University had elected to participate in an OfS pilot of a new APP. The new approach on targets for an APP did not materially differ to the University's existing approach.
- b. The OfS had indicated that it would like universities to set targets using Free School Meals (FSM) data where possible. While there was value in FSM data, there was currently insufficient data. This made it impossible to deliver robust analyses to understand longer-term trends in outcomes at Leeds for different sub-categories of this group, hampering intervention design and targeting. The University intended to commit to exploring subsequent targets (across the student lifecycle) using FSM in two to three years once there was more data maturity.
- c. There was a concern around the OfS's decision to move away from the use of geographical based measures of disadvantage. The University had; however, taken a decision to continue to use Index of Multiple Deprivation (IMD) data given that it already worked with this group of indicators and there were strong intersections at Leeds (between IMD quintile 1 and (particularly) its black, mature and low-income student cohorts).
- d. In respect of the priorities and targets in the Access and Student Success Strategy, there was an overlap with the institutional KPIs. A review was underway to consider the interdependencies within those measures.
- e. In addressing awarding gaps, the University's focus was on student retention and progression with links into student wellness, which would have a consequential impact on attainment. The University was making good progress with its aims of keeping students on campus, developing their sense of belonging and keeping healthy.

22/252 **Strategy implementation: progress report on institutional KPIs**

Received: a report (CL/22/86) on progress with implementation of the University strategy. The paper provided information on the Key Performance Indicators (KPIs) and underpinning component measures, showing current performance against the targets agreed by Council in July 2022. It also provided (Annex 1) details of the ten component measures that had been defined during the 2022-23 academic year (definitions, baseline data and targets).

Noted:

- a. Council had found the summary helpful.
- b. The suggestion for future meetings to consider updates on the institutional KPIs earlier on the agenda.

APPROVED: the ten newly developed component measures and targets (as set out in Annex 1).

22/253 **Student recruitment update for 2024 entry**

Considered: a paper (CL/22/87) which provided a summary of the current UK undergraduate student recruitment position ahead of Confirmation and Clearing (August 2023). The paper also provided an update on the current intake forecast position for the international undergraduate and UK/International postgraduate cohorts.

Noted:

- a. Overall, the position was broadly positive. There remained uncertainty surrounding A level outcomes, but a higher proportion of schools were forecast to meet or close achieving their intake targets.
- b. LPN and the Quintile 5:1 applicant ratio remained an area of concern. The strategy for Confirmation would seek to improve this position.
- c. International recruitment at both undergraduate and postgraduate level looked to be largely positive, noting that there was always a higher level of uncertainty surrounding international outcomes.
- d. The factors which could influence international applications were considered, including the University's good QS results. In respect of the Government's new visa rules and visa fee increases, the impact on Leeds was relatively small as applicants did not tend to bring dependents. Smaller institutions might, however, find these new rules more challenging.

22/254 **Integrated Planning Exercise update**

Noted: a paper (CL/22/88) providing a summary of Faculty and Professional Services IPE submissions and the strategic alignment, progress against KPIs, and common risks and dependencies that had emerged through analysis undertaken of those submissions by the Strategy and Planning team.

22/255 **Report from the Senate**

Received: a report (CL/22/89) of the meeting of the Senate held on 5 July 2023.

Noted that the Senate had:

- a. Received updates on the following matters: the impact, mitigations and next steps around the marking and assessment boycott; progress of the Curriculum Redefined project; progress against the institution's Access and Student Success strategy; and the development and approach to producing the 2022-23 Integrated Annual Report.
- b. Endorsed the Research Culture Strategic Plan 2023-28 and the Student Education Summary Statement.
- c. Considered the Student Support and Wellbeing Annual Report which included an update on current work and developments from key student support services.

Noted in respect of reports received by the Senate from its Boards:

- d. The University Executive Group had approved the release of funding as part of the Climate Principles Programme to support a net zero city: Climate Commission Phase. Matters endorsed by the Group included proposals for the continuation of a one-year uplift in funding (2023/24) to address hardship amongst UG and PGT students; the principles for the proposed approach to the brand strategy implementation; and the University's response to the OfS consultation on its proposals for a new condition of registration relating to harassment and sexual misconduct.
- e. The Taught Student Education Board had approved the Policy on Reasonable Adjustments, and the approach to Active Portfolio Management.
- f. The Graduate Board had approved a redraft of the PGR Academic Misconduct Procedure and the updated Code of Practice for Research Degree Candidatures 2023/24. It has also endorsed a series of updates to the PGR Attendance and Engagement Monitoring Policy.
- g. The International Strategy Board had received updates on the implementation of the International Strategy, international student recruitment, global mobility and opportunity, and International Strategy Fund funded projects.

- h. The Digital Transformation Board had considered a proposed digital maturity model as a framework to assess the University's level of digital maturity across various areas including strategy, technology, processes and culture, and received updates on the various Digital Transformation programmes and projects.

22/256 **Report from the Strategy and Investment Committee**

Considered: a report (CL/22/90) of the meeting of the Strategy and Investment Committee held on 6 July 2023. The report included copies of papers considered by the Committee on revisions to its Terms of Reference (Annex 1), and the deep dive report on the Corporate Processes and Systems (CPS) programme incorporating the proposed appointment of the system integrator to implement the changes needed to update SAP (Annex 2).

Noted:

- a. The Committee had endorsed proposed revisions to its Terms of Reference to reflect the clarified roles of the Committee and the Audit and Risk Committee in relation to risk management.
- b. The Committee had received updates on the delivery activities, progress and risks highlighted across the Transformation Office (TO) programmes, and the activity associated with the developing maturity of the TO services.
- c. The Committee had undertaken strategic deep dives into the IT Transformation Digital Enablement and Be Safe (DEBS) programmes; and into the key activities and progress on the CPS programme. The Committee reviewed, and endorsed, the release of the remaining CPS budget envelope and the appointment of the system integrator, selected through the extensive procurement process, to implement the changes needed to update SAP.
- d. Other matters considered by the Committee included: analysis undertaken of the Faculty and Professional Service IPE 2023; an update on progress against the Access and Student Success Strategy; and plans to develop further the University's approach to the Integrated Reporting for the 2022-23.
- e. The Committee had expressed its gratitude to Liz Barber, for her considerable and valuable contributions to its work and to the University over the years.

APPROVED: the Committee's updated Terms of Reference and the proposed CPS SAP Systems Integrator partner (as set out, respectively, in Annexes 1 and 2 of CL/22/90).

22/257 **Minutes of the meeting of the Audit and Risk Committee, 3 July 2023**

Considered: the Minutes (CL/22/91) of the meeting of the Audit and Risk Committee held on 3 July 2023; and proposed updates to the Committee's Terms of Reference (as set out in the Annex to CL/22/91).

Noted:

- a. The Committee had considered a summary of the reports of three internal audit reviews (Staff Visa Controls, Alumni Engagement and Philanthropy, and Strategy Implementation). The recommendations of the reviews had been taken on board by management.
- b. The Committee had approved the internal audit plan for 2023-24; and the proposal to tender for external audit services in December 2023.
- c. The Committee had noted a report on the implementation of recommendations made by the external auditors following their audit of the University's financial statements for the year to 31 July 2022 and in previous years, upon which there were no issues of concern raised.
- d. The Committee had reviewed the Schedule of Assurance and was satisfied that appropriate mechanisms were in place to provide the necessary assurance that the Council was discharging its obligations in the Statement of Primary Responsibilities.
- e. The Committee had reviewed the schedule of compliance with the OfS Conditions of Registration and had endorsed the report noting that there were no issues or concerns raised.
- f. The Committee had endorsed the University's proposed Social Media Policy.

- g. Other matters considered by the Committee included: the internal auditors' HE sector risk profile 2023; updates on institutional and external emerging risks, and the on-going dispute concerning the Generating Station Complex and the proposed course of action; an annual update on the internal financial control arrangements in LUU, which the Committee agreed did not give rise to any issues of concern; a summary of litigation involving the University over the preceding year, which did not give rise to any issues of concern; a summary of the major regulatory changes over the past year; and a report on the British Universities Finance Directors Group's annual survey of universities' audit arrangements.

APPROVED: the Committee's updated Terms of Reference (as set out in the Annex to CL/22/91).

22/258 **Report from the Health and Safety Committee**

Received: a report (CL/22/92) of the meeting of the Health and Safety Committee held on 5 June 2023.

Noted:

- a. A number of University services and faculties had retained their ISO 45001:2018 accreditation).
- b. The Committee had considered a report providing an overview of staff compliance levels for the BritSafe mandatory online health and safety training, noting the improved compliance score of 86% across all three modules; and the annual update on statistics relating to the health of the University's staff and the impact on their work.

22/259 **Report from the Nominating and Governance Committee**

Considered: a report (CL/22/93) of the meeting of the Nominating and Governance Committee held on 13 July 2023, which included a recommendation for the appointment of 3 lay members to Council.

Noted:

- c. Following conclusion of its search and recruitment exercise, the Committee had identified 3 external candidates for appointment to membership of the Council: Kavita Singh, Heather Swanston and Peter Goldsbrough (the latter subject to his confirmation) with effect from 1 August 2023 for 3 years in the first instance;
- d. The Committee had undertaken a recruitment exercise to appoint to the support staff vacancy on the Council (to replace Simon Thompson, whose term of office would expire at the end of July 2023). One application had been received and the candidate was due to be interviewed by members of the Committee on 19 July. The Committee would consider whether to make a recommendation following that meeting.
- e. The Committee had discussed the possibility of establishing the role of a Deputy Chair of Council. Potential duties included to deputise for the Chair in their absence and to provide support with the Chair review. Consideration would also be given to incorporating some elements of the Senior Independent Director concept into the role, albeit that the Deputy Chair would be appointed from within the Council's membership. Council members were invited to provide any comment on the proposal to the Chair of Council.
- f. Other matters considered by the Committee included: a summary of Council and Senate committees, noting that EDI matters were now included in the work of the Ethics and Values Committee, and that it would, going forward, receive reports from the Equity, Diversity and Inclusion Committee (formerly the Equality and Inclusion Board which had been reconstituted); succession planning in respect of Council members whose terms of office would be coming to an end in July 2024; a summary of the regulatory demands of the OfS in terms of data and other submissions and other key issues (the paper had previously been shared with Council); and a declaration of interest by the Chair of the University's Pension and Assurance

Scheme Trustee Board, which the Committee was content would not pose any conflict of interest.

APPROVED: the appointment of Kavita Singh, Helen Swanston and Peter Goldsbrough (subject to his confirmation) to membership of the Council with effect from 1 August 2023 for three years in the first instance.

22/260 **Report from the Ethics and Values Committee**

Considered: a report (CL/22/94) of the meeting of the Ethics and Values Committee held on 4 July 2023.

Noted:

- a. The Committee had discussed a proposed a framework which provided further guidance to support ethical decision-making where the University was considering collaborating with, or accepting donations from, certain individuals, organisations or sectors. A further draft would be considered at the Committee's meeting in October.
- b. The Committee had considered a proposed donation referred from the Gift Acceptance Committee (GAC). Following consideration of the integrity, ethics and values of the organisation and its alignment to the University's ethical, the Committee agreed that the GAC should decline the donation.
- c. The Committee had commented on the draft Social Media Policy, which was endorsed subject to a number of revisions to its tone and wording, and final legal checks.
- d. The Committee had approved amendments to the Gift Acceptance and Naming Policy and minor updates to the Terms of Reference of the Gift Acceptance Committee.

22/261 **Appointment of new bankers**

Considered: a paper (CL/22/95) seeking Council's approval for the appointment of a new provider for the University's banking services.

Noted:

- a. A summary of the outcome of the recent tender for banking services for the University, including the process undertaken to ensure the University had a strategic banking relationship able to meet its present and future needs and that this reflected its approved Values and commitments.
- b. The Chairs of Council, Audit and Risk Committee and Ethics and Values Committee had been involved in the decision-making process.

APPROVED: the appointment of Lloyds Bank plc as the University bankers.

22/262 **Annual Vacation Powers**

Received: a paper (CL/22/77) inviting Council to confirm the manner in which any decisions that required its approval were taken during the summer vacation period, between the Council's meetings in July and September.

AUTHORISED: The Chair of Council (and, in his absence the Chair of the Audit and Risk Committee) to take action and decisions on behalf of Council between meetings on the understanding:

- (a) that a report of any such action would be made to the next meeting of Council
- (b) that action taken on this basis would include action relating to matters of principle or policy only in the event of urgency.

22/263 **Common Seal of the University**

Received: a paper (CL/22/97) which sought Council's approval for amendments to the arrangements for the attestation of the Common Seal arising from changes in staffing.

APPROVED: the use of the Common Seal to be attested by two members of the Council; and the University Secretary and Registrar (Jennifer Ann Sewel) or, in her absence, by Andrew Peter Mulholland (Deputy Secretary and Director of the Secretariat) or Catherine Li Lin Cho (Head of Governance Support).

22/264 **Conferment of Emeritus Professorships**

Received: a paper (CL/22/98) setting out the Senate's recommendations for the conferment of the title of Emeritus Professor to a number of retiring professors. It also included the Senate's resolutions to mark their retirement.

APPROVED: the conferment of the title of Emeritus Professor upon the following (date from when these would be effective indicated in brackets):

- Professor Tim Bishop (Leeds Institute of Medical Research) (1 August 2023);
- Professor Regina Lee Blaszczyk (School of History) (1 August 2023);
- Professor Duncan McCargo (School of Politics and International Studies) (3 July 2023);
- Professor Brian Nattress (School of Dentistry) (from 27 May 2023);
- Professor Julia Newton Bishop (Leeds Institute of Medical Research) (1 August 2023);
- Professor Mark Priestley (School of Sociology and Social Policy) (1 August 2023).

In doing so, the Council associated itself with the Senate's resolutions to mark the retirement of those professors.

22/265 **Matters for report**

Received: a paper (CL/22/99) setting out a number of matters for report including those summarised below.

Noted:

- a. The Council recorded its sorrow at the deaths which were reported in CL/22/99.1.
- b. Warm congratulations were offered to the recipients of honours and distinctions reported in CL/22/99.2.
- c. The details of recent professorial and senior appointments, as set out in CL/22/99.3-4.

APPROVED: the uses to which the Common Seal had been put since the last meeting of the Council, as detailed in CL/22/99.6.

22/266 **Vote of thanks**

On behalf of the Council, the Chair extended warm thanks for their significant contribution to the Council's work in particular to Liz Barber and also to Simon Thompson, whose terms of office on Council would come to an end on 31 July 2023.