

Standing Orders of Council (continued)

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- b. An independent member of Council
 - c. An academic member from Council
 - d. An independent expert relevant to the matter concerned.
47. Where the panel determines there are no capability issues, the case will be dismissed and the panel should make recommendations for appropriate future practise.
48. If implementation of the recommendations does not lead to a satisfactory outcome, the College Secretary will be invited to a Final Capability Hearing.
49. The Final Capability Hearing panel shall be appointed by Council and will be heard by four panel members not previously involved in the case. The panel will consist of :
 - a. A chair being an independent member of Council
 - b. An independent member of Council
 - c. An individual external to College
 - d. an independent expert or experts relevant to the matter concerned and who is not a member of the College.
50. The Chair of Council and College Secretary will be notified, in writing, of the decision. The decision of the Final Capability Panel will be referred to Council to be ratified. Council's decision will be final.
51. The Chair of Council will keep Council informed of the progress of proceedings.

DEPUTY SECRETARY

52. Council will approve the appointment of the Deputy Secretary, or any other role where the duties include deputising for the Secretary on a long term basis.

MEETINGS OF COUNCIL

53. The College Secretary is responsible for ensuring that the meeting dates of Council for each academic year will be communicated to members at least 1 year in advance.
54. There shall be at least 4 meetings in each academic year.
55. Agendas and papers will be circulated at least 7 working days in advance of the meeting. The inclusion and order of items of business shall be at the discretion of the Chair. At any meeting of Council, consideration of any subject not specified in the agenda paper may be adjourned by the Chair until the next meeting.
56. Agenda items which contain confidential information (in whole or in part) may be deemed by the Chair or Secretary to be Reserved Area of Business. Reserved Area of Business items shall be included on an agenda available only to Members of Council. Associated papers, discussion, and minutes shall be similarly restricted. Such business should be kept to a minimum because of the general need for transparency and openness, but could include matters relating to an identifiable individual, commercially sensitive material or information which would be considered exempt from release into the public domain by legislation. If no longer confidential Reserved Area of Business information may be released on a case by case basis.

SPECIAL MEETINGS OF COUNCIL

57. The Chair of Council may call a Special Meeting to discuss any item or item(s) that require urgent or special attention between ordinary meetings. Members shall be given a minimum of 3 working days' notice before the date of the meeting.

DECISIONS BETWEEN MEETINGS

58. Where an urgent matter requires decision between meetings the Chair of Council is delegated the authority by Council to act on its behalf when decisions must be made which are judged to be of sufficient urgency and importance that it would be detrimental to the institution if the decision were to be delayed. Chair's Action should only be used when it is not appropriate to

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convene a special meeting, and the Chair should consult with members by circulation where feasible.

59. Any decisions taken by Chair's Action shall be reported to the next ordinary meeting of Council.

COMMITTEES

60. Council shall establish committees as it considers appropriate, and shall approve the terms of reference.
61. Council shall, every three years, conduct an effectiveness review of all the committees which it has appointed.
62. The College Secretary shall ensure that a list of Council committees, their membership and minutes are published on the College website.

APPOINTMENTS TO COMMITTEES AND PERIOD OF OFFICE

63. Council Executive Committee shall be the body responsible for appointing members to Council committees, with the exception of committee chairs. All appointments to Council committees shall be reported to the next meeting of Council.
64. Council Executive will recommend to Council the appointment of individual Independent Members as chairs of Council committees. Council will be asked to approve these appointments.
65. Appointments to Council committees shall normally take effect from 1 October each year.
66. The term of office for Independent Members appointed to a committee of Council shall normally be three years. Council Executive Committee may re-appoint members for a second term of up to three years and may, if the circumstances justify it, re-appoint members for a third term provided the total service on Council does not exceed the maximum established in statute.
67. Membership of Council committees expires at the same time as membership of Council.
68. The Principal shall be an ex officio member of all committees established by Council and the Academic Board other than those cases when the committee's terms of reference and procedures stipulate otherwise.
69. The Chair of Council may attend all Council committees.

CO-OPTION OF COMMITTEE MEMBERS

70. A Council committee may co-opt up to two members where there is no independent member available with the required expertise or where a person with an interest has experience or expertise that would be beneficial to the committee.
71. The co-option may be requested by either the Council committee or the Council Executive Committee and will follow the Council nomination procedure for the appointment of members of Council. The appointment must be agreed with the committee chair prior to consideration and approval by the committee responsible for Council Committee appointments (currently Council Executive). The co-option shall be reported to the next meeting of Council.
72. The co-opted member will complete appointment details as if they were a Council member i.e.-skills register, register of interests, equal opportunities monitoring form and provide biographical details for publication on the website.
73. The co-opted member will accept the Statement of Primary Responsibilities within the remit of the committee to which they are co-opted and receive all documents normally sent to Council members i.e. The Royal Holloway and Bedford New College Act 1985, the College Statutes, Regulations and Standing Orders of Council.
74. The co-opted member will receive papers and minutes of the committee of which they are a co-opted member.
75. The co-opted member will receive expenses as if they were a Council member.

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76. A co-opted member of a committee should contribute their skills and expertise to the work of the committee and is entitled to vote on matters discussed by that committee but is not included as part of the quorum of the meeting.
77. Any period of co-option onto a committee will be considered as part of the term of office on that committee.

FINANCE COMMITTEE

78. In addition to an Independent Member as Chair, the membership shall comprise of the Vice-Chair of Council, four Independent Members of Council, the Principal, the Deputy Principal, the Director of Operations and the Chief Financial Officer to make a three fifths majority of independent members. The President of the Students' Union may attend as an observer.
79. The Chair of the Finance Committee will chair an Investment Sub-committee whose purpose will be to oversee, direct and control the College's endowments and fixed asset investments.

EXPENSES

80. The reasonable travelling expenses within the UK of members of Council in attending Council and Council committees and working groups may be paid by the College.
81. Any other travel at the request of, or with the approval of, Council must be agreed in advance by the Chair of Council and/or the Principal.
82. All expenses of members of Council are subject to the College Travel, Subsistence and Personal Expenses Policy and procedures in force at the time.

DECLARATION OF PERSONAL OR FINANCIAL INTERESTS

83. Council Executive Committee will be the body responsible for ensuring that members of Council and senior College officers provide once each year, at the request of the College Secretary, a written declaration of their personal or financial interests in any areas relevant to College activities. These declarations will be kept on file by the Secretary and will be made available on request.
84. Members of Council and senior College officers shall also declare any personal or financial interests in matters which are considered or presented to meetings of Council, or other College committees, or at other relevant times and shall take no part in any decisions relating to such matters. The Chair may require a member to withdraw from any meeting while such business is under discussion.

GIFTS AND HOSPITALITY DECLARATION

85. Where Council members, as a result of their membership of Council, receive a gift or hospitality over the apparent value of £50 they shall inform the College Secretary for inclusion in the College gifts and hospitality register (excluding College hospitality).
86. Where staff and student members, as a result of their connection with College, receive a gift or hospitality over the apparent value of £50 they shall inform the College Secretary for inclusion in the College gifts and hospitality register (excluding College hospitality).

HONORARY AWARDS

87. Council Executive Committee will manage the nominations process for the conferral of honorary awards, including setting specific criteria on an annual basis subject to the criteria below. Council Executive Committee shall make recommendations to Council for the awards to be conferred, and where appropriate, must conform to the criteria laid down by the University.
88. Council shall confer the title of Honorary Fellow to persons of notable merit who have been nominated and considered for the award, subject to the following:

Standing Orders of Council (continued)

- a. the person has a strong College or local connection
 - b. the person has shown loyalty and commitment to the College and is willing to continue their involvement in College life.
 - c. the person is not a current student or member of staff.
89. An Honorary Fellow may resign by informing the Secretary of Council in writing.
90. An Honorary Fellowship may be rescinded by a vote of the majority of the members of Council present at a quorate meeting.
91. Council shall approve the conferral of an Honorary Degree of the College on a person of notable merit, who is outstanding in their field, commands national or international recognition, or has given exceptional service to the College, subject to the following:
- a. approval of the University of London
 - b. that Academic Board have been consulted; and
 - c. the person is not a current student or member of staff.
92. An honorary award will not, save in exceptional circumstances, be conferred *in absentia*. Where Council has formally resolved to confer an Honorary Degree on a person, and the death of that person occurs before the conferment takes place, the Honorary Degree will be deemed to have been conferred, the date of the conferment being deemed to be the day preceding the date of death.
93. Council has the power to rescind honorary titles or degrees of the College. Honorary Degrees of the University may only be rescinded by the Collegiate Council of the University.

THE ACADEMIC BOARD

94. The Academic Board shall report its proceedings to the meetings of Council and provide an annual report at a time determined by Council.
95. Council will provide regular reports to Academic Board.
96. In the case of a division on any matter on which the Academic Board makes representations or recommendations to Council, the report to Council shall record the substance of all motions considered by the Board and the numbers who voted for and against or who abstained from voting on each motion.

ACADEMIC STRUCTURE

97. For the purpose of statute 6 Council has recognised the following as academic units:

In the Faculty of Arts and Social Sciences

Department of Classics
Department of Drama, Theatre and Dance
Department of English
Department of History
Department of Media Arts
School of Modern Languages, Literatures and Cultures
Department of Music
Department of Politics and International Relations
Department of Social Work

In the Faculty of Management, Economics and Law

Department of Economics
School of Law
School of Management

In the Faculty of Science

School of Biological Sciences
Department of Computer Science
Department of Earth Sciences
Department of Electronic Engineering
Department of Geography

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School of Mathematics and Information Security
Department of Physics
Centre for Professional Studies
Department of Psychology

COLLEGE MANAGEMENT

THE PRINCIPAL

98. The Principal shall be appointed by Council. Council will establish a committee of its members, chaired by the Chair of Council, to oversee the appointment.
99. Council alone has the power to remove or accept the resignation of the Principal.
100. If there is an allegation of misconduct, the Chair of Council will initiate an investigation into the complaint and decide whether to dismiss the matter or to proceed under the formal disciplinary procedure.
101. The disciplinary panel appointed by Council shall comprise of:
 - a. A chair being an independent member of Council
 - b. An independent member of Council
 - c. An academic member from Council
102. When Council has appointed a disciplinary panel it shall instruct an adviser or other suitable person to formulate the charge or charges and to present, or arrange for the presentation of, the charge or charges before the panel.
103. The disciplinary panel will act in accordance with the principles of the College's disciplinary procedure.
104. The disciplinary panel shall send its decision on any charge referred to it together with its findings of fact regarding the charge, the penalty and its recommendations, if any, to the Chair of Council and the Principal.
105. The Principal will have the right of appeal within 10 working days of receipt of the disciplinary panel decision.
106. An appeal hearing will take place within twenty working days of receipt of the appeal, or as soon as practicably possible.
107. The appeal will be heard by an appeal panel appointed by Council, and will consist of independent members of Council not previously concerned with the matter, as follows:
 - a. A chair being an independent member of Council
 - b. An independent member of Council
 - c. An individual external to College
 - d. An expert or experts relevant to the matter concerned and who is not a member of the College.
108. The chair of the Appeal panel will notify the Chair of Council and the Principal in writing, of their decision, together with any findings of fact different to those reached by the disciplinary panel, and their recommendations, if any.
109. Where a charge or charges have been upheld by the appeal panel, the decision will be referred to Council to be ratified. Council's decision will be final.
110. In instances of capability the Chair of Council will instigate proceedings in accordance with the College's Capability Policy.
111. If following a formal review period or where the matter under consideration is of such significance as to call into question the Principal's ability to perform their duties, the Chair of Council will initiate a capability hearing.
112. The Principal will be given ten working days' notice, in writing, of the request to attend a capability hearing and be advised of the right to representation.
113. The capability panel will consist of :
 - a. A chair being an independent member of Council
 - b. An independent member of Council
 - c. An academic member from Council

Standing Orders of Council (continued)

- d. An expert relevant to the matter concerned and who is not a member of the College.
114. Where the panel determines there are no capability issues, the case will be dismissed and the panel should make recommendations for appropriate future practise.
115. If implementation of the recommendations does not lead to a satisfactory outcome, the Principal will be invited to a Final Capability Hearing.
116. The Final Capability Hearing panel shall be appointed by Council and will be heard by four panel members not previously involved in the case. The panel will consist of:
 - a. A chair being an independent member of Council
 - b. An independent member of Council
 - c. An individual external to College
 - d. An independent expert or experts relevant to the matter concerned and who is not a member of the College
117. The Chair of Council and Principal will be notified, in writing, of the decision. The decision of the Final Capability Panel will be referred to Council to be ratified. Council's decision will be final.
118. The Chair of Council will keep Council informed of the progress of proceedings.

COLLEGE MANAGEMENT TEAM

119. Further to statute 8(5) the Principal will appoint a College management team (currently referred to as the College Executive) which will include senior academic and non-academic members of staff subject to the following:
 - a. The Principal will inform Council in advance of any changes to the composition of the College Executive, including the addition or removal of posts. Special consideration will be given to any proposed changes which impact on the membership of Academic Board (statute 5(2)). In this instance Council will consider the view of Academic Board before amending the Academic Board terms of reference. If Council concludes that the proposed changes compromise the ability of Academic Board to discharge its terms of reference the Principal will be asked to reconsider the proposed change to the composition of the College Executive.
 - b. Should a position on the College Executive become vacant an Independent member of Council will normally be involved in the appointment of the new post holder. Council recognises that whilst the Principal is responsible for the executive management of the College, it expects that both the Principal and the Council Member will agree any appointment in which they are both involved.
120. The College Executive shall comprise:
 - Principal
 - Deputy Principal
 - Vice Principals and Deans
 - Registrar and Secretary
 - Director of Communication and External Relations
 - Chief Financial Officer
 - Director of Human Resources
 - Director of Strategic Planning and Change

DEPUTISING FOR THE PRINCIPAL

121. If the Principal is absent from the College and requires a member of the College Executive to deputise the Principal will inform the Chair of Council.
122. If the Principal is absent from the College for a significant period of time and an interim Principal is required Council shall appoint an interim or acting Principal.

Standing Orders of Council (continued)

STUDENTS' UNION

123. Council is required to take reasonable and practicable steps to ensure that the Students' Union operates in a fair and democratic manner and is accountable for its finances by the Education Act 1992. Council will maintain and monitor compliance with a Code of Practice which responds to the requirements of the Act and outlines how they will be implemented.
124. The Students' Union will provide Council with an annual report.
125. Sabbatical Officers of the Students' Union shall be exempt from College tuition fees, and the Students' Union shall be entirely responsible for the provision of a maintenance grant to the Sabbatical Officer.

Register of Council Approved Policies

Policy	Responsibility of	Approval date (review deadline)
Anti-fraud policy	College Secretary	October 2010, reviewed March 2012 (May 2016)
Whistleblowing policy	College Secretary	February 2010 (May 2016)
Gifts disbursement policy	Director of Communications and External Relations	July 2015 (May 2020)
Donation acceptance policy	Director of Communications and External Relations	July 2015 (May 2020)
Anti-bribery policy	College Secretary	July 2011, reviewed July 2012 (May 2016)
Conflict of Interest policy	College Secretary	June 2011 (May 2016)
Gifts and hospitality policy	Director of Communications and External Relations	July 2011 (May 2016)
SURHUL code of practice (required by 1994 Education Act)	College Secretary	March 2013 (June 2017)
Freedom of Speech policy	College Secretary	October 2013 (October 2018)
Guidelines on relationships involving staff, students and others closely linked with College	College Secretary	November 2011, reviewed 2014 (May 2019)
Intellectual Property policy	College Secretary with Director of Research and Enterprise	January 2008, reviewed 2014 (May 2019)
Code of Practice for Inquiring into allegations of misconduct in relation to Academic, Research and Scientific Activities	College Secretary with Director of Research and Enterprise	July 2002, reviewed 2015 (May 2020)
Student General Regulations	College Secretary	May 2015 (March 2016)
Student complaints procedures	College Secretary	May 2015 (May 2018)
Student disciplinary procedures	College Secretary	September 2014 (July 2017)
Financial Regulations	Chief Financial Officer	Delegated to Finance Committee (with an annual report to Council outlining the changes)
Ethical Investment policy	Chief Financial Officer	Pending
Equality and Diversity Statement	Director of HR	November 2014 (November 2019)
Health & Safety Policy	College Secretary	
Ill health policy and procedures (academic staff)	Director of HR	Pending - required by revised statutes
Capability policy and procedures (academic staff)	Director of HR	Pending - required by revised statutes
Redundancy policy and procedures (academic staff)	Director of HR	Pending - required by revised statutes
Grievance policy and procedures (academic staff)	Director of HR	Pending - required by revised statutes

Council Standing Orders
APPENDIX 2

Disciplinary policy and procedures (Academic staff)	Director of HR	Pending - required by revised statutes
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