

Royal Holloway
University of London

COUNCIL

Minutes of the Meeting of the Council held on 26 October 2007

Present:	Sir Andrew Burns (<i>In the Chair</i>) Mr W Adams Cllr M Angell Mr D Beever Mr P Blagbrough Mr J Brannan Mr R Buswell Professor F Driver Professor S R Hill Mrs E Horwood	Mrs J Kolkowski Mr J Lerche Mr J Manning Cllr H W V Meares Mr J R Potts Mr I G Ross Dr T Stead Mrs G Stuart Lord Tunnicliffe Mr P Worth
Apologies:	Professor G Dickson Mr J Morgan Mr W F Rooke Ms B Shorter Mrs S Tyacke	
With:	Mrs J Ross (<i>Secretary</i>)	
In attendance:	Professor R Kemp Mr D Sweeney Professor A Wathey Professor P Beesley Professor G Ward Mrs C Burns Mr G Robinson	Vice-Principal (Academic Affairs) Vice-Principal (Communications, Enterprise & Research) Senior Vice-Principal Dean of Faculty of Science Dean of Faculty of Arts Deputy College Secretary Director of Finance
Observers:	Ms L Humphreys Ms S Kay Mrs J McKenzie Mrs S Simon Dr E Sullivan	Governance Officer Head of Strategic Development College Secretary's Office Director, Royal Holloway International Observer (on behalf of UCU)

1. MEMBERSHIP

- 1.1 The Council welcomed three new members: 07/135
- Jonathan (Joff) Manning, as President of the Students' Union, was an ex officio member and Will Adams, as the Students' Union Chair, was the elected student member. Both students would serve on the Council from 1 August 2007 to 31 July 2008;
 - Professor Felix Driver had been elected to succeed Professor Jim Rose as the Academic Teaching Staff Member representing the Academic Board on Council. His term of office would run from 1 October 2007 to 30 September 2010.
- 1.2 The Council noted that, with the Chairman's agreement, Jacqueline Kolkowski, who had been a representative member of the non-Academic Staff until 30 September 2007, would continue to serve on Council in this capacity pending the election of a successor. (*Ref M 07/154 & M07/157*) 07/136
- 1.3 The Council welcomed Professor Geoffrey Ward who would be in attendance at meetings, following his appointment as Dean of the Faculty of Arts on 1 August 2007. 07/137
- 1.4 The Council noted that the induction session for new members, scheduled to take place on 30 October 2007, had been postponed. 07/138
- 1.5 The Council received a list of its current membership (CL/07/68). 07/139

2. CONFLICT OF INTEREST

The Chairman invited members to indicate if they had any conflict of interest with any of the agenda items. None of the members indicated a conflict. 07/140

3. MINUTES

The Council confirmed the Minutes of the last meeting, held on 21 June 2007 (M07/79 to M 07/132), which had been circulated by e-mail on 6 August 2007. 07/141

4. MATTERS ARISING FROM THE MINUTES

4.1 Implementation of the HERA Job Evaluation Scheme (M07/93)

The Council received an oral update from the Senior Vice-Principal. It was reported that the HERA Job Evaluation Scheme had been implemented on 1 August 2007, but the interview process was continuing in stages as planned. Gratitude was expressed towards the Unions for assisting with successful implementation. 07/142

4.2 Brunel's Runnymede Campus at Cooper's Hill (M07/94)

The Council received an oral update from the Senior Vice-Principal, in which it was reported that the winning bid for the Runnymede campus had been made by Oracle and the purchase completed at the end of September 2007. The Council noted that Oracle had held a Community planning event to discuss their intentions for the land, which was well received in the local community. There remained scope for some of the site to be dedicated to student accommodation, as part of its obligation to provide "affordable housing" or an equivalent. The College would continue its discussions with Oracle.

07/143

4.3 Islamic Cultural Centre (M07/110)

The Council received an update (CL/07/69) which noted that the project as originally envisaged was no longer viable and that the College would now look to complete this project independently. It was noted that there was considerable support for a multi-faith centre among the student body. This option would be examined and the outcome reported at the next Council Meeting. The Council registered its appreciation towards the Islamic Welfare Association of Surrey for its goodwill and assistance towards this project.

07/144

4.4 Honorary Fellowships 2008 (M07/133)

The Council noted that contact had been made with the five nominees who had all indicated their willingness to be conferred with Honorary Fellowships in 2008, namely:

07/145

Robert Childs	Alumnus; Chair of RH School of Management Advisory Board; Chief Underwriting Officer, Hiscox Group
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Hilary Mantel CBE	Writer
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Sir Derek Wanless	Former Chief Executive of NatWest Group
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Francis J B Wheen	Alumnus, Author, Journalist & Broadcaster
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Cllr Geoffrey Woodger	Former lay member of College Council; Local Councillor and former Mayor of Runnymede
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5. **UNSTARRING OF ITEMS**

No items were unstarred.

07/146

6. **PRINCIPAL'S REPORT**

- 6.1 The Council received the Principal's report (CL/07/70) and noted the results of the national student survey 2007, in which the College had maintained the same score as the previous survey, although its place in the table was lower, due to other institutions improving their performance. The results of the survey were being examined in detail by two groups within the College. The Council further noted that in the league table of successful applications for research grants the College held third place behind Oxford and Cambridge. The Council noted a very positive financial outturn for the year 2006-07. Examples of the new College logo showing a silhouette of the Founder's tower which would be rolled out over the coming months were laid on the table. The College crest would no longer be used for 'front line marketing'. 07/147
- 6.2 The Council received a report on the Principal's visit to Jordan from 29 August to 4 September 2007 (CL/07/71). The Council noted the details of the earthquakes project to supply College-branded seismography kits to Jordanian schools. It was also noted that there was a potential opportunity to run a distance-learning Geo-Science Masters course in Jordan. Word of mouth would be an important factor in increasing student recruitment from Jordan and it was encouraging that the number of Jordanian students had increased once again this year. 07/148

7. **CORPORATE STRATEGY & FINANCIAL MATTERS**

- 7.1 Royal Holloway's Relationship with St George's, University of London
- The Council considered the fact that the College had made an expression of interest regarding merger with St George's, University of London (CL/07/72). It was noted that the College had been working with St George's in the SWan alliance for 3-4 years. The College's merger proposal followed a similar bid by Surrey University. Kingston University had also now made a proposal to the Medical School. The College had been visited by PA Consulting, who would visit again shortly, and would report their preliminary findings to St George's on 1 November 2007. St George's would make a decision regarding the proposals on 1 December 2007. 07/149
- The Council noted that, in light of Surrey's proposal, it had been essential for the College to move quickly to submit its bid. However, if St George's responded positively to the College's bid then there would be a substantial amount of work to be done - including a thorough due diligence process - before any final decision was made, at which stage the Council would have an opportunity to input. It was also noted that there was support from the Student's Union for a merger with St George's. 07/150
- 7.2 The Council received the Corporate Planning Statement, Annual Monitoring Statement and Financial Forecasts which had been submitted to HEFCE on 31 July 2007 (CL/07/73). It was noted that, due to changes in the requirements for HEFCE submissions the College would be moving away from the current format of these statements. 07/151

7.3 The Council received a preliminary report on student numbers for 2007/08 (CL07/74 – which was laid on the table). It was noted that firm numbers would be available in December. Estimated numbers for Home Undergraduates were significantly above target and Overseas Undergraduates were slightly above target. Postgraduate numbers were below target, however it was noted that fear of debt was among the reasons increasingly affecting applications for taught Postgraduate courses. 07/152

8. GOVERNANCE

8.1 Chairman's Report

The Council considered the Chairman's report on the role and function of the Committee of University Chairmen (CUC) and noted the particular challenges relating to international issues, equality and diversity, academic freedom and funding. 07/153

8.2 Election of Staff Members of the Council

Following the postponement of the Autumn Staff Election because of difficulties in defining staff groups in the wake of HERA, the Council considered proposed arrangements for the Election of Staff members of the Council (other than those elected from the academic teaching staff members of the Academic Board). (Ref M07/136 & 07/157). As proposed in CL/07/75, it was 07/154

AGREED:

- (i) to run one further election using the old definition, with the elected member sitting on the Council for a minimum of one year. The position would be renewable on a rolling basis until negotiations were complete, to a point where new definitions could be introduced;
- (ii) that the Council would be asked to propose an amendment to the Statute to specify that there would be six staff elected to Council according to rules agreed from time to time by Council and laid down in the Regulations.

9. DELEGATION OF APPROVAL TO COUNCIL EXECUTIVE

The Council 07/155

AGREED: to delegate to the Executive Committee the power to approve the Annual Accounts for 2006-07 for submission to the HEFCE by 30 November 2007. The Accounts would be considered by the Finance and Audit & Compliance Committees prior to the Executive Committee. All members of the Council had been invited to attend the Finance Committee meeting on 29 October 2007.

10. **ANNOUNCEMENTS**
- There were no announcements. 07/156
11. **REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**
- The Council noted action taken by the Chairman since the last meeting: 07/157
- (i) the extension of Professor Philip Beesley's term of office as Dean of the Faculty of Science by 12 months until 31 July 2010, to bring it into line with the terms of office of the other two, externally appointed Deans;
 - (ii) the appointment of Dr Michael Gold as Deputy Dean (Teaching) and Chris Howorth as Deputy Dean (Communication & Enterprise) in the Faculty of History & Social Sciences, from 2 July 2007 until 1 July 2010;
 - (iii) the extension of Jacqueline Kolkowski's membership of the Council as a representative member of the non-Academic Staff, pending the outcome of the Staff Elections issue. (*Ref M 07/136 & M 07/154*)
12. **REPORT OF DECISIONS TAKEN BY CIRCULATION**
- The Council noted that no decisions had been taken by circulation since the last meeting. 07/158
13. **JOINT COMMITTEES OF THE COUNCIL WITH AMICUS-UNITE AND UNIVERSITY & COLLEGE UNION (UCU)**
- The Council received the Annual Report for 2006-07 of the work of the Joint Committees (CL/07/76). 07/159
14. **HEALTH CENTRE**
- The Council received the Annual Report for 2006-07 from the Health Centre (CL/07/77). 07/160
15. **AUDIT & COMPLIANCE COMMITTEE**
- The Council received the unconfirmed minutes of the meeting of the Audit & Compliance Committee held on 6 July 2007 (CL/07/78). 07/161
16. **HUMAN RESOURCES & EQUAL OPPORTUNITIES**
- The Council received the draft unconfirmed minutes of the meeting of the HR & Equal Opportunities Committee held on 15 May 2007 (CL/07/79). 07/162

17. **REMUNERATION COMMITTEE**
- The Council noted that a report from the meeting of the Remuneration Committee held on 22 October 2007 would be made to the next meeting. 07/163
18. **STRATEGIC POLICY COMMITTEE**
- The Council noted that the meeting of the Strategic Policy Committee scheduled for 26 September 2007 had been cancelled. 07/164
19. **COMMITTEES HANDBOOK & SCHEDULE OF DELEGATION**
- The Council considered proposed amendments to terms of reference of formal committees and to the Schedule of Delegation (CL/07/80 – which was laid on the table) and 07/165
- AGREED:
- (i) the proposed amendments to the terms of reference of formal committees, as highlighted in CL/07/80 – Att 1;
 - (ii) the proposed amendments to the Schedule of Delegation, as highlighted in CL/07/80 – Att 2.
20. **FINANCIAL REGULATIONS**
- Arising from M07/58, the Council considered proposed changes to Regulation 12 (CL/07/81), to bring it into line with the policy on spin-out and subsidiary companies and 07/166
- AGREED: the changes to Financial Regulation 12, as proposed in CL/07/81.
21. **COLLEGE STATUTES & REGULATIONS OF THE COUNCIL**
- The Council considered a proposal to amend Regulation 33 - Use of the Common Seal (CL/07/82) and 07/167
- AGREED: to add “or the Deputy College Secretary” to the list of authorised officers, as proposed in CL/07/82.
22. **STUDENT REGULATIONS**
- The Council considered proposed amendments to the Student Regulations (CL/07/83) and 07/168
- AGREED: the proposed changes, as outlined in Appendix 1 to CL/07/83.

23. **COUNCIL MEMBERS' TRAINING**

The Council received a report of governance training seminars and induction sessions attended by members of the Council during 2006-07 (CL/07/84). 07/169

24. **SEALING OF DOCUMENTS**

The Council noted that the following documents had been sealed since the last meeting: 07/170

- On 9 July 2007 honorary degree certificates for Professor Terence Cave, Angela Mason OBE, Prunella Scales CBE & Sir Mark Moody Stuart
- On 30 August 2007, declaration to TNK-BP, Moscow of authorisation for College Secretary to sign contract.

Jane Ross
Director of Resources & College Secretary
4 December 2007

