

COUNCIL

AGENDA

**for the meeting to be held at 5pm on Wednesday, 3 February 2010  
in the Windsor Building**

**This meeting replaces the meeting scheduled for 13 January 2010**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

- 1.1 To welcome Professor Mary Fowler, who has been elected to membership by the academic teaching staff, succeeding Tony Stead, to serve until 30 September 2012.
- 1.2 To welcome Dr Emmett Sullivan, who has been elected to membership by the non academic teaching staff, succeeding John Brannan, to serve until 30 September 2012.
- 1.3 To welcome Councillor Stephen Cooksey, nominated representative of Surrey County Council to his first meeting.
- 1.4 To note that Mr Morgan Hamilton-Griffin has resigned as the Students' Union Chair. To welcome Mr Arran Wiltshire, who has been elected as the new Union Chair for the remainder of the academic year to his first meeting.

**2. CONFLICT OF INTEREST**

To invite members to indicate if they have a conflict of interest with any agenda items.

**3. MINUTES**

To confirm the Minutes of the last meeting, held on 16 October 2009 (M09/223 – M09/254).

Attached

**4. MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda.

- 4.1 Finance Committee

Arising from M09/228, to receive a paper detailing the powers to be delegated to Committee Chairpersons for use in exceptional circumstances and noting those to be used in more general situations. CL/10/01

4.2 Proposed Revenue & Capital Budget 2009/2010

Arising from M09/229, to receive confirmation from the Director of Finance that copies of Deloitte's publication on sustainable governance have been circulated to members of the Finance Committee and Principal's Briefing Group.

4.3 Committees Effectiveness Review

Arising from M09/231, to receive an update on the progress made in monitoring the effectiveness of College Committees from the College Secretary & Head of Governance.

**5. UNSTARRING OF ITEMS**

To note the unstarring of any Part B items.

**PART A: MAJOR ITEMS OF BUSINESS**

**6. ACTING PRINCIPAL'S REPORT**

To receive the Acting Principal's report. CL/10/02

**7. FINANCIAL MATTERS**

7.1 To receive the Annual Accounts and Financial Statements for the College as a whole, and for Royal Holloway Enterprise Ltd, which were approved on behalf of the Council by the Executive Committee on 17 November 2009. CL/10/03  
&  
CL/10/04

7.2 To receive an update on the financial outturn for 2009-10. CL/10/05

7.3 To receive the financial forecasts and commentary submitted to HEFCE on 1 December 2009. CL/10/06

**8. PROFESSORIAL BANDING**

To receive a report on progress with the banding of professorial staff CL/10/07

## **9. STRATEGIC PLANNING**

9.1 Student Numbers CL/10/08

To receive and consider a report on the final position with regard to student admissions in 2009-10, based on the count taken on 1 December 2009.

9.2 Student Recruitment CL/10/09

To receive an update on student recruitment for 2010–11 admissions

## **10. DEVELOPMENT**

10.1 To receive a paper on Alumni and Development for noting CL/10/10

10.2 To receive a report on Royal Holloway in the media for noting CL/10/11

## **11. RESEARCH STRATEGY**

To note the College's Research Strategy as approved by Academic Board CL/10/12

## **12. AUDIT & COMPLIANCE COMMITTEE'S ANNUAL REPORT**

To receive the Annual Report for 2008-09 from the Audit & Compliance Committee CL/10/13

## **13. GOVERNANCE**

13.1 Statute 25 Committees

To receive and approve proposed changes to the membership of the Statute 25 Committees (Standing) CL/10/14

13.2 Terms of Reference for the Audit and Compliance Committee

To receive and approve proposed changes to the terms of reference for the Audit and Compliance Committee CL/10/15

## **14. CONSULTATION ON THE HEFCE FINANCIAL MEMORANDUM**

To receive and discuss details of the proposed changes to the Financial Memorandum CL/10/16

## **PART B: ITEMS FOR REPORT AND FORMAL APPROVAL**

### **\* 15. REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

To note that no action has been taken by the Chairman since the last meeting.

### **\* 16. REPORT OF DECISIONS TAKEN BY CIRCULATION**

To note that no decisions have been taken by circulation since the last meeting.

### **\* 17. ACADEMIC BOARD**

To receive the minutes of the meeting of the Academic Board, held on 9 December 2009 CL/10/17

### **\* 18. AUDIT & COMPLIANCE COMMITTEE**

To receive the minutes of the meeting of the Audit & Compliance Committee, held on 6 November 2009 CL/10/18

### **\* 19. ESTATES COMMITTEE**

To receive the minutes of the meeting of the Estates Committee, held on 9 October 2008. CL/10/19

### **\* 20. FINANCE COMMITTEE**

To receive the minutes of the meeting of the Finance Committee, held on 28 October 2009. CL/10/20

### **\* 21. HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE**

To receive the minutes of the meeting of the Human Resources & Equal Opportunities Committee, held on 17 November 2009 CL/10/21

- \* **22. NOMINATIONS & HONORARY AWARDS COMMITTEE**  
 To receive the minutes of the meeting of the Nominations & Honorary Awards Committee, held on 19 November 2009 CL/10/22
  
- \* **23. REMUNERATION COMMITTEE**  
 To receive a report from the meeting of the Remuneration Committee, held on 20 October 2009 CL/10/23
  
- \* **24. STRATEGIC POLICY COMMITTEE**  
 To receive the minutes of the meeting of the Strategic Policy Committee, held on 9 December 2009 CL/10/24
  
- \* **25. WILLIAMSON, BUTLER AND TUKE LOAN AGREEMENT** CL/10/25  
 To agree an extension to the period for drawdown
  
- \* **26. COUNCIL EXECUTIVE**  
 To receive notes from the meeting of the Council Executive Committee, held on 17 November 2009 CL/10/26
  
- 27. PUBLIC INTEREST DISCLOSURE PROTOCOL**  
 To receive and approve an amended version of the protocol CL/10/27
  
- \* **28. SEALING OF DOCUMENTS**  
 To note that no documents have been sealed since the last meeting
  
- \* **29. DATE OF NEXT MEETING**  
 To note that the next meeting of Council will be on Wednesday 31 March 2010 at 5.00pm

Katie Kerr  
 College Secretary and Head of Governance

27 January 2010