

Royal Holloway  
University of London

**COUNCIL**

**AGENDA**

For the meeting to be held on Thursday 11 October 2012 at 5pm in the Picture Gallery

**FORMAL BUSINESS**

**1. MEMBERSHIP**

To welcome Mr Doug German, President of the Students' Union, as an ex officio member who will serve on the Council from 1 August 2012 to 31 July 2013.

To welcome Mr Richard Mallett, who has been elected to Council as a member of the non academic staff, from among his own number. His term of office will be from until 1 October 2012 and 30 September 2015.

**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 20 June 2012 (M12/88- M12/195)

*Attached*

**4. MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda from the meeting held on 20 June 2012.

Faculty Constitutions (M12/187)

Council's comments on the Faculty Constitutions will be considered by the Academic Board at its meeting on 28 November 2012. It is hoped that the revised constitutions will be presented to Council for approval at its meeting on 20 March 2012

**5. UNSTARRING OF ITEMS**

To note the un-starring of any part B items. Members wishing to un-star items must notify the College Secretary's Office by midday on the day of the meeting

## **PART A: MAJOR ITEMS OF BUSINESS**

### **6 PRESENTATION FROM THE SCHOOL OF MANAGEMENT**

To receive a presentation giving a brief overview of the emerging ambitions of the School of Management

### **7 PRINCIPAL'S REPORT**

To receive a report from the Principal. CL/12/41

### **8 RECRUITMENT AND ADMISSIONS**

8.1 To receive a progress report on recruitment and admissions for 2012-13 entry and outlook for the future. CL/12/42  
*To follow*

8.2 To note a report on visa issues, primarily relating to assurance. CL/12/43

### **9 COLLEGE STRATEGY**

9.1 To receive a progress update on the development of the new College Strategy.

9.2 To receive a presentation on recent research on stakeholder perceptions of the College.

Note: this presentation will form an important backdrop to November's strategy away day

### **10 MAJOR PROJECTS**

10.1 To receive an update on the Founders Refurbishment and Library projects. CL/12/44

10.2 To receive an update on the residences strategy. CL/12/45

### **11 OLYMPICS**

To receive a short report on the experience of being an Olympic Village. CL/12/46

### **12 FINANCIAL MATTERS**

To receive the provisional outturn for 2011-12. CL/12/47

To note that the Council will be asked to approve the Annual Accounts for 2011-12 at its meeting on 23 November 2012. The Accounts will be considered by the Finance and Audit & Compliance Committees prior to the Council meeting.

## **13 GOVERNANCE**

### **13.1 Health and Safety**

To approve the terms of reference for the Health and Safety Assurance Committee CL/12/48

### **13.2 Lay member appointments**

13.2.1 To approve a recommendation from the Nominations Committee to appoint Mrs Christine Goodyear and Mrs Chris Shoukry as lay members of Council. CL/12/49  
*to be tabled*

13.2.2 To receive an oral update on a proposal from the Nominations Committee on the recruitment of lay members of Council

### **13.3 Professorial Banding**

To receive a paper outlining Council's role in Professorial Banding. CL/12/50

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

### **14\* ANNOUNCEMENTS**

The College has donated £3500 from the proceeds of the Diamond Jubilee Garden Party Raffle to the Royal Surrey Hospital for their intensive care unit (this sum includes sponsorship from Barclays Bank who will also sponsor next year's Raffle). This was the biggest ever donation from the Garden Party Raffle. In total from the start of the Garden Party 20 years ago donations to charities are close to £40,000

To note with sadness the death of Alex Grant, Honorary Fellow, on 28 July 2012. He had served Royal Holloway College for forty years as the Departmental Superintendent in the Department of Physics. A highly respected and hugely versatile person, his mechanical, electrical and optical practical skills were invaluable to the success of the various research projects. Alex came to RHC circa 1947, at the time Professor Samuel Tolansky arrived (from Manchester). He oversaw the expansion of Physics, initially housed only on the ground floor of the Horton Building, adding Sutherland House, the Williams Laboratory and the Tolansky Laboratory (in 1974); as well as accommodating academic staff from Westfield College (1984), and from Bedford and Chelsea Colleges in 1985. Alex retired in 1986.

To note with sadness the death of Mrs Gloria Stuart on Wednesday 22 August 2012. Mrs Stuart served on Council from 1 August 2006 until ill health caused her to stand down at the end of 2010. Mrs Stuart was an extremely active member of the Council and served a number of committees including the Strategic Policy Committee, the Ethics Committee and Remuneration Committee. She was Chair of the Human Resources and Equal Opportunities Committee from August 2009 until her retirement. Her funeral was held on 31 August 2012 at Parish Church of St Laurence in Seale near Farnham.

To note with sadness the death of Professor Dorothy Wedderburn on 20 September 2012. Professor Wedderburn was the Principal of Bedford College 1981-1985 and the first Principal of Royal Holloway and Bedford New College between 1985-1990. Dorothy was a distinguished social scientist who made major contributions to scholarship and policy in her field. She was also an academic leader, the main architect behind the merger of Bedford and Royal Holloway Colleges, and the person who created the sound foundations for Royal Holloway's current national and international standing. A memorial service will be held at the College in the Spring.

A memorial service for Professor Jack Pridham will be held on Friday 2 November 2012 at 3.30 pm in the Chapel followed by a Reception in the Picture Gallery.

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

In the absence of a permanent Chair of the Student Discipline Committee following Mrs Esther Horwood's retirement from Council on 31 July 2012, the Chair agreed to

1. The appointment of Mr Jeremy McIlroy as Chair of a meeting of the Student Discipline Committee on 23 August 2012
2. The appointment of Ms Colette Wilson as Chair of two meetings of the Student Discipline Committee on 20 September 2012

The Chairman agreed to an extension of the limits detailed in the Treasury Management Policy that can be placed with Money Market Funds.

#### **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 note that no meetings have taken place since 30 May 2012. The minutes from the meetings scheduled to take place on 28 November 2012 and 6 March 2013 will be available at the Council meeting on 20 March 2013.

**18\* AUDIT & COMPLIANCE COMMITTEE**

To receive the unconfirmed minutes from the meeting of the Audit & Compliance Committee held on 25 July 2012. CL/12/51

**19\* COUNCIL EXECUTIVE**

To receive the unconfirmed minutes from the meeting of the Council Executive on 28 August 2012. CL/12/52

**20\* EQUALITY & DIVERSITY COMMITTEE**

To note that the following dates have been set for meetings in

- 15 October 2012 at 12.30pm
- 14 February 2013 at 11am
- 9 May 2013 at 11.30am

The unconfirmed minutes of the meeting scheduled to take place on 15 October 2012 will be available at the Council meeting on 23 November 2012.

**21\* FINANCE COMMITTEE**

To note that no meetings have taken place since 10 May 2012. The minutes from the meeting scheduled to be held on 25 October 2012 will be available at the Council meeting on 23 November 2012.

**22\* NOMINATIONS COMMITTEE**

To note that the minutes of the meeting held on 11 October 2012 will be available at the Council meeting on 23 November 2012.

**23\* REMUNERATION COMMITTEE**

To note that no meetings have taken place since 23 May 2012. The minutes from the meeting scheduled to be held on 23 October 2012 will be available at the Council meeting on 23 November 2012.

## **24\* STUDENT DISCIPLINE COMMITTEE**

To note that the Student Discipline Committee has met on the following occasions since the Council meeting on 20 June 2012

- 12 June to consider a case of plagiarism. The Committee terminated the student's registration.
- 19 July to consider two cases. The first case was in relation to an exam offence and the Committee terminated the student's registration. The student submitted an appeal, which was dismissed by the Committee. The second case was also in relation to an exam offence. The Vice Principal's recommendation was to terminate registration but this was not approved by panel and the student was instead suspended for academic year and awarded zero for relevant course. This course was a core course which meant student could not complete the full degree but would receive a lesser award.
- 23 August to consider a drugs related offence. The Committee terminated the student's registration. This case is currently being appealed and the hearing is scheduled to be held in October.
- 20 September to consider two cases. The first was to consider a case of antisocial behaviour in the community. The Vice Principal's recommendation to suspend registration was not approved and the Committee chose an alternative penalty and gave the student a suspended suspension and restriction on where she could live. The second case related to a drugs offence and the Committee agreed to award a suspended termination and restriction in time on campus.

## **25\* DRAFT COUNCIL AWAY DAY SCHEDULE**

To receive a draft schedule for the Council away days on Thursday 22 and Friday 23 November 2012. CL/12/53

## **26\* HEALTH CENTRE ANNUAL REPORT**

To note the Annual Report from the Health Centre 2011-12. CL/12/54

## **27\* HEFCE ASSESSMENT OF INSTITUTIONAL RISK**

To note the annual HEFCE Assessment of Institutional Risk letter. CL/12/55

## **28\* STAFF- STUDENT COMMITTEES**

To approve the revised Staff-Student Committee Constitution. CL/12/56

**29\* SEALING OF DOCUMENTS**

To note that the following documents were sealed on 5 July 2012

- Lease of business premises at RHUL to Santander Plc
- Honorary Degree Certificates for Lord Melvyn Bragg and Dr Andrew Taylor

**30\* DATE OF THE NEXT MEETING**

The date of the next meeting is 23 November 2012. This will take place during the two day away day event at Beaumont House on 22 and 23 November 2012.

Clare Munton  
Governance Assistant  
1 October 2012