

Royal Holloway  
University of London

COUNCIL

**AGENDA**

**for the meeting to be held at 5pm on 23 June 2010  
in MX34 in the School of Management**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

- 1.1 To note that this will be the last meeting for the following members, who will complete their periods of office on 31 July 2010

Barbara Shorter, who was appointed as a lay member on 1 August 1998. In addition to her contribution to the work of the Council, Mrs Shorter has been an extremely active member of College committees, including the Human Resources and Equal Opportunities Committee, the Nominations and Honorary Awards Committee, the Remuneration Committee, Strategic Policy and Council Executive.

James Pidgeon and Arran Wiltshire, student members, who will complete their periods of office as President and elected student representative respectively at the end of July 2010.

- 1.2 To note that elections are underway for the two elected members of the non-academic staff on Council. Both Andy Alway and Andrew Martin are eligible to stand for re-election.
- 1.3 To note that the Academic Board will need to hold an election for its representative on Council. Professor Felix Driver is eligible to stand for re-election.

**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 31 March 2010

To follow

**4. MATTERS ARISING FROM THE MINUTES**

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

**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/10/43

### **7. STUDENT'S UNION**

#### 7.1 Students' Union Constitution

To receive and approve the revised constitution for the Students' Union. This revision takes the requirements into account the requirements for registration with the Charity Commission and the five yearly constitution review.

CL/10/44

#### 7.2 Students' Union Annual Report

To receive the annual report from the President of the Students' Union

CL/10/45

## **8. FINANCIAL MATTERS**

- 8.1 To receive and note the current position on the Financial Outturn for 2009 – 2010 CL/10/46
- 8.2 To receive and note a report on Financial Risks CL/10/47
- 8.3 Proposed Revenue and Capital Budget 2010/2011
- To consider the proposed revenue and capital budget for 2010/2011 and the updated financial forecast CL/10/48
- 8.4 Treasury Management
- To receive an annual report on treasury management for consideration CL/10/49
- 8.5 Proposed Investment Strategy
- To receive a report on the proposed investment strategy for consideration CL/10/50
- 8.6 Proposed Recommendation for a New Fund Manager for Founders Endowment Fund
- To receive the recommendation for a new fund manager for the Founders Endowment Fund CL/10/51

## **9. HEFCE MATTERS**

- 9.1 HEFCE'S Assessment of Institutional Risk
- To receive and note the 2010 Institutional Risk Letter CL/10/52
- 9.2 HEFCE Institutional Assurance Review
- To receive an oral update on the Institutional Assurance Review

## **10. NEWSPAPER LEAGUE TABLES**

- To receive a paper on the newspaper university guides 2011 CL/10/53

## **11. ENERGY MANAGEMENT POLICY**

- To receive and approve a paper on the College's Energy Management Policy CL/10/54

## **12. THE NEW ROYAL HOLLOWAY WEBSITE**

To receive a presentation on the College's new website

## **13. RESEARCH INCOME**

To receive a paper on the College's Research Income for discussion. CL/10/55

## **14. GOVERNANCE**

14.1 To receive an oral update from the College Secretary on the appointment of Lay members of Council

14.2 To receive and approve the updated terms of reference of the Finance Committee CL/10/56

14.3 To receive and approve the updated terms of reference of the Investment Sub Committee CL/10/57

14.4 To receive and approve the updated terms of reference of the Nominations and Honorary Awards Committee CL/10/58

14.5 To extend David Beever's appointment on Council to 31st July 2011 subject to the approval of the Privy Council.

14.6 To receive and approve the Conflict of Interest Policy CL/10/59

## **\* 15. ANNOUNCEMENTS**

To note with regret the death of Dr Kurt Ostberg BA, MA, PhD (London)

Kurt was born into a Jewish family in Berlin in November 1919. At the age of 14 (when Nazis came to power) he was sent to Bryanston School in England. On leaving school, he started studying for an external degree of London University. During the war he was interned as an enemy agent and sent to Australia. On his return, he worked in a mine and then took up his studies again. He had managed to help his sister escape Germany, but after the war, they discovered that their parents had perished in Auschwitz.

Kurt spent his whole career at London University: Lecturer, Senior Lecturer, Reader in German at Bedford College until the merger and then he was joint Head (with Dr Marion Gibbs) of the merged German Department at Royal Holloway and Bedford New College in 1984-85.

His expertise was in Old High German language and literature, Gothic and structural linguistics. He was an immensely cultured man and spoke several European languages in addition to English and German.

His wife Annegret taught German language at both Bedford College and in the merged institution.

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

### **\* 16. REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

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

### **\* 17. REPORT OF DECISIONS TAKEN BY CIRCULATION**

To note that the decision was taken for the Investment Sub Committee to proceed with short listing and the selection of a new fund manager in place of Kleinwort Benson.

### **\* 18. ACADEMIC BOARD**

To receive the minutes of the meeting of the Academic Board Meeting held on 17 March 2010 CL/10/60

### **\* 19. AUDIT & COMPLIANCE COMMITTEE**

To note that no meetings have taken place since 26 February 2010

### **\* 20. ESTATES COMMITTEE**

To receive the minutes of the meetings of the Estates Committee, held on 11 March 2010 and 13 May 2010. CL/10/61  
CL/10/62

### **\* 21. FINANCE COMMITTEE**

To receive the minutes of the meeting of the Finance Committee, held on 19 May 2010 CL/10/63

### **\* 22. HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE**

To receive the minutes of the meeting of the Human Resources & Equal Opportunities Committee, held on 18 May 2010 CL/10/64

### **\* 23. NOMINATIONS & HONORARY AWARDS COMMITTEE**

To receive the minutes of the meetings of the Nominations & Honorary Awards Committee, held on 18 February 2010 CL/10/65

To receive the minutes of the meetings of the Nominations & Honorary Awards Committee, held on 20 May 2010 CL/10/66  
To follow

### **\* 24. STRATEGIC POLICY COMMITTEE**

To note that no meetings have taken place since 19 March 2010

\* **25. COUNCIL EXECUTIVE**

To note that the Council Executive Committee met informally on 27 May 2010

\* **26. SEALING OF DOCUMENTS**

To note that the following documents have been sealed since the last meeting:

26.1 Letter confirming Professor Rob Kemp as the Acting Principal was sealed and provided to the E.U.

26.2 JLT minor building works contract with W&L installation.

26.3 Agency Agreement with the Energy Consortium (Education and Public Sector) for the provision of gas and electricity.

\* **27. STUDENT DISCIPLINARY COMMITTEE**

To note that the Student Disciplinary Committee have met on four occasions during the 2009/10 Academic Year to consider disciplinary matters relating to nine students, at the request of the Acting Principal.

There were five requests for termination of registration; of these three were upheld, one was converted to an administrative withdrawal and one was reduced to a suspended termination of registration.

There was one request for a suspension for a year which was upheld.

There were two requests for suspended termination of registration of which one was upheld.

The Student Disciplinary Appeal Committee met on one occasion to consider an appeal against termination of registration. The Student Discipline Committee's original decision was upheld.

The Student Disciplinary Committee met on one occasion to consider an appeal against termination of registration determined by the Fees Sub Group. Decision was upheld.

\* **28. ACTING PRINCIPAL'S OVERSEAS TRAVEL EXPENSES**

To note the Acting Principal's Overseas Travel Expenses for 2009/10

CL/10/67

\* **29. DATE OF NEXT MEETING**

To note that the next meeting of Council will be on Wednesday 13<sup>th</sup> October 2010 at 5.00pm

**Katie Kerr**  
**College Secretary and Head of Governance**

