

Royal Holloway  
University of London

COUNCIL

AGENDA

**For the meeting to be held on 29 June 2011 at 5pm in MX034**

**FORMAL BUSINESS**

**1. MEMBERSHIP**

To note that this will be the last meeting for the following members

- Miss Rachel Pearson and Mr Jayjit (Jude) Dave, student members, who will complete their periods of office as President and elected student representative respectively at the end of July 2011.
- To note that Mr David Beever's term of office will be finishing on 31<sup>st</sup> July 2011. Mr Beever has served on Council since 1 October 1995 (from 3 February 1998 as the Lord President of the Privy Council's nominee), and has been Vice Chair of Council since 1 February 2005. In addition to his contribution to the work of the Council, Mr Beever has been an extremely active member on several College committees including the Nominations and Honorary Awards Committee, the Council Executive, the Investment Sub Committee and the Finance Committee, of which he was Chair 16 December 1997 until 30 September 2004.
- To note that Dr Emmett Sullivan has resigned from the Council with immediate effect. Dr Sullivan has served on Council as a member elected by the non academic staff since 1 January 2010.
- To note that this will be the last meeting for Mr Andrew Martin, who has served on the Council as a member elected by the non academic staff since 16 October 2008. Mr Martin is retiring from the College due to ill health.

**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 13 April 2011 (M/11/65 - M/11/135) *Attached*

### **4 MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda from the meeting held on 13 April 2011.

### **5 UNSTARRING OF ITEMS**

To note the unstarring of any part B items.

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

### **6 PRINCIPAL'S REPORT**

To receive a report from the Principal. CL/11/32

### **7 STUDENTS' UNION**

To receive the annual report from the President of the Students' Union. CL/11/33

### **8 FINANCIAL MATTERS**

#### **8.1 Financial Outturn**

To receive and note the current position on the financial outturn for 2010 – 2011. CL/11/34

#### **8.2 Financial Plan**

8.2.1 To consider the current financial plan CL/11/35

8.2.2 To receive and discuss potential amendments to the academic portfolio CL/11/36  
(to follow)

8.2.3 To approve the initiation of an academic redundancy process CL/11/37  
To approve a Faculty and Academic Unit Restructure Proposal CL/11/37a

#### **8.3 Proposed Revenue and Capital Budget 2011-12**

To approve the proposed revenue and capital budgets for 2011-12. CL/11/38

#### **8.4 Project Governance**

To approve the Project Governance Framework. CL/11/39

- 8.5 Treasury Management
- To approve an amendment to the Treasury Management Policy. CL/11/40
- 8.6 Financial Regulations
- To approve the delegation of responsibility for the Financial Regulations to the Finance Committee. CL/11/41
- 9 GOVERNANCE**
- 9.1 Committees Review
- To approve proposals for amendments to the Committee structure CL/11/42
- 9.2 The Royal Holloway and Bedford New Trust
- To approve the delegation of responsibility of the Royal Holloway and Bedford New Trust CL/11/43
- 10 USE OF DEGREE AWARDING POWERS**
- To receive a paper on the use of the College’s degree awarding powers in particular circumstances. CL/11/44
- 11 UPDATE ON APPOINTMENT OF CHAIR OF COUNCIL**
- To receive an update on the appointment of a Chair of Council
- 12 ELECTION OF VICE CHAIR OF COUNCIL**
- To elect a Vice Chair of Council. CL/11/45

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

**13\* ANNOUNCEMENTS**

To note that Professor Francis Robinson CBE, in recognition of his work professionally and in the community, has been appointed Deputy Lieutenant of Surrey by the current Lord Lieutenant of Surrey, Sarah Goad. Acting as a “second in command” to the Lord-Lieutenant of Surrey, Professor Robinson will be responsible for attending local ceremonies and official events, as required by the Lord Lieutenant. In Surrey a maximum of 57 Deputy Lieutenants may be appointed by the Lord-Lieutenant.

Council Members will be delighted to hear that Archbishop Rowan Williams, The Most Reverend and Right Honourable the Lord Archbishop of Canterbury has agreed to deliver the Magna Carta Lecture for 2012 on Friday 15 June (the anniversary of the Magna Carta). This will be the eighth lecture in the series, hosted by Royal Holloway and run in association with the Magna Carta Trust.

The 2011 Lecture was delivered on 16<sup>th</sup> June by The Right Honourable Lady Justice Arden DBE, Visitor to the College and was entitled: 'Magna Carta and the Judges – Realising the Vision.'

**13\* REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

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

**14\* REPORT OF DECISIONS TAKEN BY CIRCULATION**

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

**15\* ACADEMIC BOARD**

To receive the confirmed minutes of the Academic Board meeting held on 16 March 2011. CL/11/46

To receive the unconfirmed minutes of the Academic Board meeting held on 1 June 2011. CL/11/47

**16\* AUDIT & COMPLIANCE COMMITTEE**

To note that no meetings have taken place since 9 March 2011. The minutes from the meeting scheduled to take place on 20 July 2011 will be available at the Council meeting on 5 October 2011.

**17\* ESTATES COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Estates Committee held on 5 May 2011. CL/11/48

**18\* FINANCE COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Finance Committee held on 19 May 2011. CL/11/49

**19\* HUMAN RESOURCES AND EQUAL OPPORTUNITIES COMMITTEE**

To note that no meetings have taken place since 19 May 2010.

- 20\* NOMINATIONS & HONORARY AWARDS COMMITTEE**
- To receive the unconfirmed minutes of the meeting of the Nominations & Honorary Awards Committee, held on 19 May 2011. CL/11/50
- 21\* REMUNERATION COMMITTEE**
- To receive the unconfirmed minutes of the meeting of the Remuneration Committee, held on 10 June 2011. CL/11/51
- 22\* STRATEGIC POLICY COMMITTEE**
- To note that no meetings have taken place since 18<sup>th</sup> February 2011.
- 23\* COUNCIL EXECUTIVE**
- To note that the meeting of the Council Executive scheduled for 18 May 2011 was cancelled. An informal meeting took place on 19 May 2011.
- 24\* PRINCIPAL'S OVERSEAS TRAVEL EXPENSES**
- To note the Principal's Overseas Travel expenses for 2010-11 CL/11/52
- 25\* SCHEDULE OF DELEGATION**
- To note and approve amendments to the Schedule of Delegation agreed by the Audit and Compliance Committee at its meeting on 5 November 2010. CL/11/53
- 26\* CONFLICT OF INTEREST POLICY**
- To approve a revised Conflict of Interest Policy. CL/11/54
- 27\* GIFTS AND HOSPITALITY POLICY**
- To note and approve a revised Gifts and Hospitality Policy agreed by the Finance Committee at its meeting on 19 May 2011. CL/11/55
- 28\* STUDENT DISCIPLINARY COMMITTEE 2010-11**
- To note that the Student Disciplinary Committee has not met during the 2010-11 academic year.
- 29\* COMPLETION OF PROCEDURES LETTERS**
- To note that 92 Completion of Procedures letters have been issued during the 2010-11 academic year. Completion of procedure letters are issued to students at the end of the College's complaints and appeals procedures.

**30\* SEALING OF DOCUMENTS**

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

JCT Minor Works Contract – Runnymede Halls Boiler replacement

JCT Intermediate Building Contract – Fire Alarm Installation upgrade

JCT Intermediate Building Contract – Fiscal and Main Building Metering Project

**31\* DATE OF THE NEXT MEETING**

To note that the next meeting of Council will be held on 5 October 2011 at 5pm in MX034.

**Clare Munton**  
**Governance Assistant**  
**20 June 2011**