

Royal Holloway
University of London

COUNCIL

AGENDA

For the meeting to be held on Monday 21 November 2011 at 2pm at Cumberland Lodge

FORMAL BUSINESS

1. MEMBERSHIP

To welcome the following members

Mr John Brannan and Miss Hollie White, who have been elected to Council as members of the non academic staff, from among their own number. Their terms of office will be from 1 November 2011 until 30 September 2012 and 1 November 2011 until 30 September 2013 respectively.

Professor Anne Sheppard, who has been elected to Council, to replace Professor Mary Fowler following her appointment as Dean of Science, as a member of the Academic Teaching Staff, elected from among his/her own number.

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 5 October 2011 *Attached*
(M/11/248/- M/11/355)

4 MATTERS ARISING FROM THE MINUTES

To consider any matters arising, not elsewhere on the agenda from the meeting held on 5 October 2011.

Appointment of a Vice Principal M11/273

To note the appointment of Professor Paul Hogg as Vice Principal for Research.

5 UNSTARRING OF ITEMS

To note the unstarling of any part B items.

PART A: MAJOR ITEMS OF BUSINESS

6 PRINCIPAL'S REPORT

To receive a report from the Principal. CL/11/79

7 STATEMENT OF PRIMARY RESPONSIBILITIES

To approve an amendment to the Statement of Primary Responsibilities CL/11/80

8 FINANCIAL MATTERS

8.1 Annual Accounts 2010-11

To approve the Annual Accounts 2010-11. CL/11/81

8.2 Provisional Out-turn 2011-12

To note the provisional out-turn for 2011-12. CL/11/82

8.3 Fee Income Risks from 2012-13

To receive a report on the risks to student fee income from the new arrangements for AAB+ and the changing student number controls. CL/11/83

8.4 Treasury Management

To approved revised criteria on deposit limits for Money Market Funds. CL/11/84

8.5 The Exploitation of Inventions and Patents

To approve amendments to the Code of Practice relating to Inventions and Patents. CL/11/84a

9 REPORT FROM THE AUDIT AND COMPLIANCE COMMITTEE

To note for information the 2009-10 Audit and Compliance Committee Annual Report. CL/11/85

10 CORPORATE PLAN PROGRESS REVIEW

To receive the Corporate Plan Progress document to review progress against the College's objectives and KPIs. CL/11/86

11 STUDENT NUMBERS

To receive a report on the position with regard to student admissions 2011-12, based on the count taken in November 2011. CL/11/87

12 THE RESEARCH EXCELLENCE FRAMEWORK: PREPARATIONS AND TIMETABLE FOR THE COLLEGE SUBMISSION

To receive a paper on the forthcoming HEFCE assessment of research excellence, the Research Excellence Framework (REF), outlining the College's preparations for the REF and the timetable leading to submission to HEFCE in 2013.

CL/11/88

13 POTENTIAL AMENDMENTS TO THE ACADEMIC PORTFOLIO

To receive an oral update on the consultation on the proposed amendments to the academic portfolio

14 GOVERNANCE

Committees Handbook

To approve a revised Committees' Handbook, which has been updated to take into account the changes following the Committees review.

CL/11/89

PART B: ITEMS FOR REPORT AND FORMAL APPROVAL

***15 ANNOUNCEMENTS**

To note the death of Emeritus Professor Ian Spink of the Music Department on 29 October 2011.

Professor Spink was Head of the Music Department at Royal Holloway from 1969-92, and a Professor there from 1974-1997. He built up the Department almost from scratch over a period of some 25 years, establishing the foundations which have helped to secure its current pre-eminent position within UK Music Departments. He was a major figure in research into English Music from the sixteenth to the eighteenth century, with special emphasis on seventeenth-century song, and Church music between 1660 and 1750. In addition to journal articles and reviews his publications included English Song from Dowland to Purcell (Batsford, 1974, 2nd ed. 1986), Restoration Cathedral Music, 1660-1714 (Clarendon Press, 1995), and Henry Lawes: Cavalier Songwriter (Oxford University Press, 2000).

A memorial service will be held at the College in the new year.

***16 REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

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

***17 REPORT OF DECISIONS TAKEN BY CIRCULATION**

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

***18 ACADEMIC BOARD**

To note that the minutes of the meeting of the Academic Board meeting held on 2 November 2011 will be available at the Council meeting on 28 March 2012.

***19 AUDIT & COMPLIANCE COMMITTEE**

To note the unconfirmed minutes of the meeting of the Audit and Compliance Committee held on 3 November 2011.

CL/11/89
To follow

***20 FINANCE COMMITTEE**

To receive the unconfirmed minutes of the Finance Committee meeting held on 27 October 2011.

CL/11/90

***21 NOMINATIONS COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Nominations Committee held on 5 October 2011.

CL/11/91

***22 REMUNERATION COMMITTEE**

To note that no meetings have taken place since 13 September 2011. The unconfirmed minutes from the meeting scheduled to be held on 6 March 2012 will be available at the Council meeting on 28 March 2012.

***23 COUNCIL EXECUTIVE**

To receive the unconfirmed minutes from the meeting of the Council Executive, held on 3 November 2011.

CL/11/92

***24 HEALTH CENTRE ANNUAL REPORT**

To receive the Health Centre Annual Report 2010-11.

CL/11/93

***25 HONORARY DEGREES**

To note that the University of London have indicated that there are no problems with the College's choices for conferral of Honorary Degrees in 2012. The proposals, approved by the College Council at its meeting in June 2011, are as follows

Lord Melvyn Bragg
Sir Steven Redgrave
Dr Andrew Taylor

Members are reminded that these names should remain confidential until further notice.

***26 SEALING OF DOCUMENTS**

To note that no documents have been sealed since the last meeting

***28 DATE OF THE NEXT MEETING**

The date of the next meeting is Wednesday 28 March 2012 at 5pm in
MX034

Clare Munton
Governance Assistant
November 2011