

Royal Holloway  
University of London

**COUNCIL**

**AGENDA**

For the meeting to be held on Wednesday 20 March 2013 at 5pm in the Windsor Building  
Seminar room WIN02-03

**FORMAL BUSINESS**

**1 MEMBERSHIP**

To welcome Mrs Christine Goodyear, who has been appointed as a lay member, to her 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 23 November 2012 (M12/293- M12/374)

*Attached*

**4 MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda from the meeting held on 23 November 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 20 March 2013**.

**6 REPORT FROM THE CHAIRMAN**

To receive a short oral report from the Chairman on the recent changes to the structure of the Senior Management Team, including the appointment of Professor Katie Normington as Vice Principal (Staffing) Professor Bob O'Keefe as Vice Principal (External Engagement).

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

### **7 PRESENTATION FROM THE HEAD OF THE MUSIC DEPARTMENT**

To receive a presentation from Professor Julian Johnson, Head of the Music Department.

### **8 PRINCIPAL'S REPORT**

To receive a report from the Principal. CL/13/01

### **9 GOVERNANCE**

#### **9.1 Student Disciplinary Regulations**

To approve amendments to the Student Disciplinary Regulations. CL/13/02

#### **9.2 Students' Union Code of Practice**

To approve amendments to the Students' Union Code of Practice. CL/13/03

#### **9.3 Committees Handbook**

To approve an updated Committees Handbook. CL/13/04

#### **9.4 Council Effectiveness Review**

To receive an update on progress with the Council Effectiveness Review including a summary of the survey responses and a report on the benchmarking exercise CL/13/05

### **10 MAJOR PROJECTS**

#### **Library**

To receive an update on governance issues surrounding the library project CL/13/06

### **11 RESIDENCES**

To receive an update on student residences CL/13/07

### **12 FINANCIAL MATTERS**

#### **12.1 Financial Out-turn 2012-13**

To note the Financial Forecast Out-turn 2012-13 CL/13/08

12.2	<u>Financial Outlook</u>	To receive a paper on the long term Financial Outlook and Estates Development	CL/13/09
<b>13</b>	<b>STRATEGY</b>	To receive an update on strategy development	CL/13/10
<b>14</b>	<b>POLICIES</b>	To approve a College Policy on Overseas Recruitment Agents	CL/13/11
<b>15</b>	<b>PAY ISSUES</b>		
15.1		To receive a report from the Council Executive following its consideration of the College's Professorial Pay Banding Scheme	CL/13/12
15.2		To receive the Equal Pay Review 2012 including the College management response and a report from the Remuneration Committee	CL/13/13
<b>16</b>	<b>USE OF ESTATE LAND</b>	To approve use of a thin strip of College land for use by Surrey County Council to create pedestrian crossings at the A30/St Jude's Road junction	CL/13/14

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

### **16\* ANNOUNCEMENTS**

To note with great sadness the death of Mr Bob Potts. Bob was a lay Council member from 1 February 2005 until October 2011. He was Chair of the Finance Committee from 1 January 2006 until he retired from Council. As Chair of the Finance Committee he was an ex officio member of a number of Council Committees including Council Executive. He was a member of the Selection Committee for the Chair of Council which appointed Stephen Cox. Bob was an extremely well respected lay member and made a very valuable contribution to the work of the Council. He was also a great supporter of College life and attended many events on a regular basis.

**17\* 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 the appointment of Mr Stephen Cooksey as Chair of two meetings of the Student Discipline Committee on 17 January 2013 and one meeting on 8 March 2013. In December 2012, on the recommendation of Principal, the Chairman approved the appointment of Professor Katie Normington as Vice Principal (Staffing) in addition to her duties as Dean of Arts and Social Sciences, and the appointment of Professor Bob O'Keefe as Vice Principal (External Engagement).

To note that, on the recommendation of the Finance Committee, the Chairman approved the purchase of a property in Englefield Green, which is situated immediately behind and adjacent to Penrose Court, with which it shares its boundaries.

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

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

**19\* ACADEMIC BOARD**

To receive the confirmed minutes from the Academic Board meeting held on 28 November 2012 and the unconfirmed minutes from the Academic Board meeting held on 6 March 2013. CL/13/15 and CL/13/16

**20\* AUDIT AND COMPLIANCE COMMITTEE**

To receive the confirmed minutes from the meeting of the Audit & Compliance Committee held on 12 February 2013. CL/13/17

**21\* COUNCIL EXECUTIVE**

To receive the unconfirmed minutes from the meeting of the Council Executive on 27 February 2013. CL/13/18

**22\* EQUALITY & DIVERSITY COMMITTEE**

To receive the unconfirmed minutes from the meeting of the Equality and Diversity Committee held on 14 February 2013. CL/13/19

**23\* HEALTH AND SAFETY ASSURANCE COMMITTEE**

To note that the first meeting of the Health and Safety Assurance Committee is scheduled to take place on 16 April 2013. The minutes of the meeting will be available at the Council meeting on 26 June.

**24\* FINANCE COMMITTEE**

To receive the unconfirmed minutes from the meeting of the Finance Committee held on 7 February 2013.

CL/13/20

**25\* NOMINATIONS COMMITTEE**

To note that the unconfirmed minutes from the Nominations Committee meeting held on 20 March 2013 will be available at the Council meeting scheduled to take place on 26 June 2013.

**26\* REMUNERATION COMMITTEE**

To receive the confirmed minutes from the Remuneration Committee meeting held on 18 December 2012 and the unconfirmed minutes from the Remuneration Committee meeting held on 27 February 2013.

CL/13/21  
and  
CL/13/22

**27\* ADMISSIONS HANDBOOK**

To approve the Admissions Handbook, which includes the College's Admissions Policy

CL/13/23

**28\* STUDENT COMPLAINTS AND DISCIPLINARY REPORT**

To receive the 2012 Student Complaints and Disciplinary Report.

CL/13/24

**29\* DATES OF COUNCIL MEETINGS**

To note that the following dates have currently been agreed for Council meetings in **2013-14**

Wednesday 2 October 2013 at 5pm

Wednesday 27 November 2013 and Thursday 28 November 2013  
(away days)

Wednesday 26 March 2014

Wednesday 25 June 2014

To note that the following dates are currently proposed for Council meetings in **2014-15**

Wednesday 1 October 2014

Tuesday 25 November 2014 and Wednesday 26 November 2014  
(away days)

Wednesday 25 March 2015

Wednesday 24 June 2015

**30\* SEALING OF DOCUMENTS**

To note that the following document has been sealed since the last meeting

Honorary Degree certificate for Sir Steven Redgrave on Wednesday 28 November 2013

The Honorary Degree certificates for Professor Jim Al-Khalili, Mr Robin Ince and Professor Alice Roberts will be sealed on 20 March 2013.

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

To note that the next meeting of Council (including a meeting of the Founders Endowment Fund) will be held on Wednesday 26 June 2013 at 5pm in MX034.

Clare Munton  
Governance Assistant  
12 March 2013