

Royal Holloway
University of London

COUNCIL

Minutes of the Meeting of the Council held on 16 January 2007

Present:	Sir Andrew Burns (<i>In the Chair</i>) Cllr Mary Angell Mr D Beever Mr P Blagbrough Mr J Brannan Mr R Buswell Mr R Coveney Professor S R Hill Mr J Lerche Mrs J Kolkowski	Mr J R Potts Mr W F Rooke Professor J Rose Ms B Shorter Dr T Stead Mrs G Stuart Mrs S Tyacke Cllr G Woodger Mr P Worth
Not Present:	Mr C Hunter	
Apologies:	Professor G Dickson Mr J Morgan Lord Tunnicliffe	
With:	Mrs J Ross (<i>Secretary</i>)	
In attendance:	Professor R Kemp Mr D Sweeney Professor A Wathey Professor P Beesley Ms M C Davies Professor A Tickell Mrs C Burns Mr S Bland Mr M Evans Mr G Robinson	Vice-Principal (Academic Affairs) Vice-Principal (Communications, Enterprise & Research) Senior Vice-Principal Dean of Faculty of Science Dean of Faculty of Arts Dean of Faculty of History & Social Sciences Governance Officer Director of Facilities Management Internal Auditor Director of Finance
Observers:	Mrs L Cantopher (<i>for item 11</i>) Ms E Morley (<i>for item 11</i>) Mrs J McKenzie	Interim Head of Alumni Relations & Development Alumni Relations Officer College Secretary's Office

1. MEMBERSHIP

1.1 The Council welcomed two new members to their first meeting: 07/01

- Councillor Mary Angell, who had succeeded Carole Jones as the nominee of Surrey County Council (CL/07/01). Her term of office would run to 30 June 2009. Councillor Angell had been elected to Runnymede Borough Council in 1998 and became Mayor of Runnymede from 2003-2004. Her husband, Professor Ian Angell, had been a member of the College Council between 1998 and 2001 as a nominee of the University of London.
- John Brannan, who had been elected to membership of the Council by the non-academic staff. Mr Brannan had previously attended meetings as an observer for GMBATU. His term of office would run until 30 September 2009.

1.2 The Council noted that Dr Tony Stead had been re-elected to membership by the academic teaching staff, to serve to 30 September 2009. 07/02

1.2 The Council welcomed Professor Adam Tickell, who had succeeded Professor Joanne Wright as Dean of the Faculty of History & Social Sciences with effect from 1 January 2007 and would be in attendance at meetings. 07/03

2. FINANCIAL FORECASTS

The Council received an update to the financial forecasts (CL/07/02) and noted a change from a deficit position in the last forecast to a projected surplus of £1.2m, due mainly to the larger than budgeted overseas student numbers and an increase in research and contract income. However, the substantial investment requirements envisaged over the coming years would put pressure on budgets from 2007-8 onwards. 07/04

3. MINUTES

The Minutes of the last meeting, held on 20 October 2006 (M06/150 - M06/190, including those of the Reserved Area Business (M06/191 - M06/195), which had been circulated, were confirmed and signed. 07/05

4. MATTERS ARISING FROM THE MINUTES

4.1 Islamic Cultural Centre (M06/159)

It was noted further discussions had taken place with the Islamic Welfare Association and it was anticipated that a final agreement would be ready to sign shortly. 07/06

- 4.2 Picture Tour of the United States (M06/160)
- It was noted that satisfactory insurance and security arrangements for the Picture Tour were in place. 07/07
5. **UNSTARRING OF ITEMS**
- Item 15 – Report from the Academic Board - was unstarred. 07/08
6. **PRINCIPAL'S REPORT**
- The Principal announced that the new Halls of Residence would be named Butler; Tuke and Williamson after three former Principals. Dame Margaret Tuke had been Principal of Bedford College from 1907-1929; Dame Marjorie Williamson had been Principal of Royal Holloway from 1962 to 1973 and Dr Lionel Butler from 1973 to 1981. All three halls were due to open at the beginning of the 2007-8 session. A copy of the transcript of a tribute to Margaret Tuke, delivered as the Fawcett lecture of 1952 at Bedford College, was laid on the table. 07/09
- The Principal presented his Review of 2006 (CL/07/03) in which he commended the success of Professors Jim Rose and Cindy Ebinger who had both enjoyed considerable media coverage for their recent discoveries. Professor Rose had pushed back the date of known human existence in East Anglia by 200,000 years and Professor Ebinger and colleagues had identified that the East African rift was separating rapidly, giving rise to a new ocean. 07/10
- Additionally, the recently released film “The last King of Scotland” was based on the novel by Giles Foden, Arts and Humanities Research Council (AHRC) Fellow in Performing and Creative Arts, who had also written the screenplay. Dr Ben O’Laughlin of the Department of Politics and International Relations had devised a scoring system with colleagues for a new television show, starring Lenny Henry, to identify Britain’s funniest joke. The Council wished to record its congratulations to all. 07/11
7. **ANNUAL ACCOUNTS**
- The Council received the Annual Accounts and Financial Statements for the College as a whole (CL/07/04) and for Royal Holloway Enterprise Ltd (CL/07/05). They had been approved by the Finance Committee on 6 November 2006, at a meeting to which all members of the Council had been invited; by the Audit & Compliance Committee on 17 November 2006; and (subject to the change in the valuation of the pictures following the recent revaluation, and the consequential amendment) they had been formally approved on the Council's behalf by the Executive Committee on 7 December 2006. 07/12

8. STRATEGIC PLANNING

8.1 Corporate Plan

The Council received the Corporate Planning Progress Document (CL/07/06) and was pleased to note the inclusion of monitoring appendices and the successes these recorded. A revised version of Annex A (2006 Admissions Targets Actuals) was laid on the table. Members looked forward to considering the new Estates Strategy, planned for 2007. The funding allocated to the recruitment of extra academic staff was noted and it was acknowledged that provision of extra support staff would be required. Further details could be found in the Faculty plans. 07/13

8.2 Collaboration with the British Library

The Council received and accepted an outline of the College's agreement together with an assessment of it, written by the British Library (CL/07/07). A copy of page one of the attachment was laid on the table. The agreement was due for renewal shortly and it was agreed that it was a very worthwhile link both because of current activities and for its future potential. 07/14

9. AUDIT & COMPLIANCE COMMITTEE'S ANNUAL REPORT

9.1 The Council received and noted the Annual Report for 2005-06 of the Audit & Compliance Committee (CL/07/08), which was produced each year for submission to the Higher Education Funding Council for England (HEFCE). It had been a difficult year for the Committee and the Internal Audit function. However there had been no break in the supply of Internal Audit service. In its assurance assessment, the HEFCE had given the College a good rating and the External Auditors had overseen all the major discussions of the year. They, in turn, had been closely questioned by the Committee. 07/15

9.2 Arising from M06/93, the Council received and accepted a report from the Chair of the Audit & Compliance Committee concerning the resignation of the Internal Auditor in April 2006 (CL/07/09). He underlined that he had personally checked all the allegations made. The events complained of had all occurred before the current senior management was in place. A special meeting of the Committee had carefully considered all the issues raised, had made a number of recommendations and these were in the process of being implemented. At the request of the Higher Education Funding Council for England, a report would now be made to them to close the subject. The Council thanked the Chair of the Audit & Compliance Committee for his considerable efforts in resolving this matter. 07/16

10. GOVERNANCE

Representation of Former Students on the Council (M06/169 – M06/170)

The Council received an update on progress (CL/07/10) and noted that it should be possible to invite the new members to attend the next Council meeting on 27 March 2007. 07/17

11. **NEW ARRANGEMENTS IN ALUMNI DEVELOPMENT**
- Laura Cantopher, Interim Head of Alumni Relations & Development and Eibhlin Morley, Alumni Relations Officer, joined the meeting at this point. The Council was pleased to note that they had the appropriate experience and skills to continue and further develop the work already done. 07/18
12. **ANNOUNCEMENTS**
- 12.1 Arising from M06/194, the Council noted that contact had now been made with the nominees for honorary doctorates in 2007, Professor Terence Cave FBA, Angela Mason OBE and Prunella Scales CBE. Conferral would take place in July during the graduation ceremonies 07/19
- 12.2 The Council noted that the Chairman of Council, Sir Andrew Burns, had been elected to serve as Deputy Chair of the Committee of University Chairmen from 1 January 2007 until 31 December 2008. 07/20
13. **REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**
- It was noted that no action had been taken by the Chairman since the last meeting. 07/21
14. **REPORT OF DECISIONS TAKEN BY CIRCULATION**
- It was noted that no decisions had been taken by circulation since the last meeting. 07/22
15. **ACADEMIC BOARD**
- The Council received a report from the meeting of the Academic Board, held on 13 December 2006 (CL/07/11). It was noted that the Board had approved a proposal to establish a limited number of named chairs. The College had fewer named chairs than other London Colleges and it had become apparent that this was a disadvantage in recruitment and retention. It might also be a useful tool for the Development Office to attract supporters to the College. 07/23
16. **AUDIT & COMPLIANCE COMMITTEE**
- The Council received a report from the meeting of the Audit & Compliance Committee held on 17 November 2006 (CL/07/12), which included reference to an extraordinary meeting held on 15 September 2006 to discuss the resignation of the previous Internal Auditor. 07/24
17. **ESTATES COMMITTEE**
- The Council received the unconfirmed minutes of the meeting of the Estates Committee, held on 2 November 2006 (CL/07/13). 07/25

18. **FINANCE COMMITTEE**
- The Council received a report from the meeting of the Finance Committee, held on 6 November 2006 (CL/07/14). 07/26
19. **HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE**
- The Council received the unconfirmed minutes of the meeting of the Human Resources & Equal Opportunities Committee, held on 10 October 2006 (CL/07/15). 07/27
20. **NOMINATIONS & HONORARY AWARDS COMMITTEE**
- The Council received the unconfirmed minutes of the meeting of the Nominations & Honorary Awards Committee, held on 17 October 2006 (CL/07/16). 07/28
21. **REMUNERATION COMMITTEE**
- The Council received a report from the meeting of the Remuneration Committee, held on 4 January 2007 (CL/07/17). 07/29
22. **STRATEGIC POLICY COMMITTEE**
- The Council received the unconfirmed minutes of the meeting of the Strategic Policy Committee, held on 15 December 2006 (CL/07/18). 07/30
23. **DATES OF MEETINGS IN 2007-08**
- The Council received proposals for the dates of its meetings in 2007-08 and 07/31
- AGREED: the following dates for meetings in 2007-08:
- Friday, 26 Oct 2007 (Extended Meeting commencing at 10am)
 - Wednesday, 16 January 2008 at 5pm
 - Wednesday, 26 March 2008 at 5pm
 - Wednesday, 25 June 2008 at 5pm
24. **FEEDBACK FROM EXTENDED COUNCIL MEETING – 20 OCTOBER 2006**
- The Council received an evaluation of the comments made on the questionnaire circulated to members following the residential meeting held in October 2006 (CL/07/19). 07/32
25. **SEALING OF DOCUMENTS**
- The Council noted that no documents had been sealed since the last meeting. 07/33

Jane Ross
 Director of Resources & College Secretary
 1 March 2007