

Royal Holloway
University of London

COUNCIL

Minutes of the Meeting of the Council held on 27 March 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 Professor G Dickson Professor S R Hill Mr C Hunter Mrs J Kolkowski Mr J Lerche	Mr J Morgan Mr W F Rooke Professor J Rose Mr I G Ross Ms B Shorter Dr T Stead Mrs G Stuart Mrs S Tyacke Cllr G Woodger Mr P Worth
Apologies:	Mr R Coveney Mrs E Horwood Mr J R Potts 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 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 Director of Finance
Observers:	Dr P Findlay Professor H Griffiths Mr T Greenwood Ms S Kay Mrs J McKenzie Dr E Sullivan	Asst Director, QAA DAP Assessor Director of Research & Enterprise (<i>Item 8.1</i>) Head of Strategic Development College Secretary's Office Observer (on behalf of UCU)

Prior to the meeting, Ms Elizabeth Wilkinson, Head of the College Careers Service, made a presentation to the Council on the function of the Careers Service and its strategic role in the success of the College.

1. MEMBERSHIP

1.1 The Chairman welcomed Iain Ross, one of the newly appointed alumni members, to his first meeting. The other new alumni member, Esther Horwood, was not able to be present and had sent apologies for absence. They would both serve on the Council until 31 July 2012. (Ref M/07/64) 07/42

1.2 The Council noted that Dr Peter Findlay and Professor Haydn Griffiths were observing the meeting as part of the assessment process for Degree Awarding Powers. 07/43

1.3 The Council noted that Dr Emmett Sullivan, Senior Departmental Tutor in History, would be attending meetings as an observer for the Local Association of the University and College Union (UCU). 07/44

1.4 The Chairman welcomed Susan Kay, the newly-appointed Head of Strategic Development, who was attending the meeting as an observer. (Ref M07/61) 07/45

1.5 The Council noted that this would be the last meeting for Cllr Geoffrey Woodger, who would be stepping down in May as the Runnymede Borough Council representative. Cllr Woodger had served on the Council since 1998 and had been a highly-valued member. 07/46

1.6 Conflict of Interest

The Chairman invited members to indicate if they had any conflict of interest with any of the agenda items and none were recorded. 07/47

2. MINUTES

The Minutes of the last meeting, held on 16 January 2007 (M07/01 - M07/33, which had been circulated, were confirmed and signed. 07/48

3. MATTERS ARISING FROM THE MINUTES

Islamic Cultural Centre (M07/06)

It was noted that preparations were continuing. The final agreement would be circulated to members and a report made to Council once all details were finalised. 07/49

4. **UNSTARRING OF ITEMS**

Item 18 – Minutes of the Human Resources & Equal Opportunities Committee meeting held on 30 January 2007 - was unstarred. 07/50

5. **PRINCIPAL'S REPORT**

The Principal presented his report (CL/07/21) which concentrated on the considerable personal achievements of a number of staff and the successful and varied programme of events during the term. 07/51

6. **STRATEGIC PLANNING**

6.1 Risk Management

The Council received and reviewed the Colleges Principal Risks (CL/07/22), noting that these were reconsidered regularly by the Risk Management Committee. Once defined by the Committee, mitigating statements were commissioned from the “risk owners” and the College’s appetite for each risk defined by the senior management team. The Risk Management Committee then defined the residual risk and this too was considered by the senior management team and the Audit & Compliance Committee. The Council noted the risks and considered that the process was appropriate. 07/52

6.2 Preparation for Research Assessment Exercise (RAE)

The Council received a progress report (CL/07/23) and noted that the third draft submission would be produced at the end of May. The College was confident that it had made good progress as a result of the careful preparations and that the submissions, overall, were strong. Some presentational issues remained to be resolved and the small number of remaining areas of concern would be addressed in time for the actual submissions in November. However, it was not possible to predict with any certainty how successful the submissions would be because there were external and competitive factors that could not be assessed at this stage. Further information would be supplied to Council at future meetings but it would be impractical for members to be given copies of the submissions. 07/53

6.3 Student Applications

The Council received an update on the current position (CL/07/24) and noted that Undergraduate applications were up 15% on last year and 9% on 2005, reflecting a strong positive trend even allowing for the effects of variable fees. A clear increase in interest was also apparent in applications for Postgraduate Taught degrees. However Postgraduate Research applications were down. They were still ahead of the targets but it was too early to say yet how many of them would convert into registered students. 07/54

7. FINANCIAL MATTERS

7.1 The Council received a summarised report on the financial outturn for 2006-07 (CL/07/25), which remained in line with that presented to Council at its previous meeting. It was noted that the Residence & Catering Services account was on target for a better-than-budget outturn, despite the considerable pressures of increased utilities costs; increases in the minimum wage and wage harmonisation requirements and the continuing demands of the building programme. The Council also noted that although the surplus projected was more than the budget, it was still less than that recommended by HEFCE as a suitable target for prudent institutions and should therefore not be regarded as an opportunity to extend expenditure beyond that already planned. 07/55

7.2 The Council received a summary of the 2007/2008 HEFCE recurrent grant letter (CL/07/26). Additional Student Numbers and temporary support for strategic subjects (Physics) had led to increased teaching grant but a change to the formula for awarding research monies, which put greater emphasis on business research and charity support, had led to a lower increase in the College's funding than the national average. The College did not offer the subjects that traditionally attracted the most charity-related research and the data used to calculate the business research element of the grant were from 2003/4 and 2004/5. Since then, the quantity of business research conducted by the College had increased, but it would be some time before the impact of this was felt on the grant. However, the grant awarded was safety-netted to take this into account. 07/56

8. GOVERNANCE

8.1 Spin-out Company Formation Policy & Procedures

The Director of Research & Enterprise, Tony Greenwood, attended for this item. The Council received a proposed policy and procedures document for the formation of spin-out companies, which had been carefully considered by the Audit & Compliance Committee (CL/07/27). It was noted that generally the preferred route for exploiting intellectual property was to licence it and that spin-outs would therefore not be very numerous. 07/57

The Council 07/58

AGREED:

- (i) the proposed document; and
- (ii) that the proposed wording of the resulting changes to the Financial Regulations; Schedule of Delegation and Committee Terms of Reference would be submitted to its next meeting for approval.

8.2 American Foundation for Royal Holloway & Bedford New College Inc

The Council considered a paper (CL/07/28) outlining plans to provide a vehicle in the United States for the receipt of donations to the College from US tax payers. After investigating the market, the College had decided to establish a Foundation, a so-called Section 501(c)3 organisation, in its own name, using the services of a specialist facilitator. The Foundation had been established but, before it could become active, it needed to receive US Inland Revenue Service (IRS) approval, a process that would probably take approximately eight months. 07/59

Council members expressed a number of concerns and 07/60

AGREED: that action should be taken to start the process with the Inland Revenue Service, but that a paper should be produced by the specialist advisors to explain the ways in which they would deal with members' concerns and this should be reviewed by the Audit & Compliance Committee before a final decision was taken by the Council.

9. **ANNOUNCEMENTS**

9.1 The Council noted the appointment in February 2007 of Susan Kay as Head of Strategic Development. Strategic Development was a new function which had arisen from a restructuring, following the closure of the Planning Office. Susan would be supporting the development and implementation of the College's strategy and corporate plan, working closely with the Principal and Vice-Principals, the Faculties and support functions. She had previously been with the London Business School, following a long career at Lloyds TSB in marketing and strategic planning roles. 07/61

9.2 The Council noted the appointment of Revd Sally Rogers as Anglican Chaplain. Sally had previously been Team Vicar in Hemel Hempstead prior to becoming locum Anglican Chaplain at the College in October 2006. 07/62

10. **REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

The Council noted that no action had been taken by the Chairman since the last meeting. 07/63

11. **REPORT OF DECISIONS TAKEN BY CIRCULATION**

The Council noted that two decisions had been taken by circulation since the last meeting: 07/64

- (i) Changes to the governance structure of the Students' Union (CL/07/29).

- (ii) The appointment of Esther Horwood and Iain Ross as nominated former students, to succeed Geeta Alvares Meneses and Jennifer Glastonbury, with effect from 27 March 2007 (CL/07/30).

12. HEALTH & SAFETY ANNUAL REPORT

The Council received the Health & Safety Annual Report 2006-07 (CL/07/31). 07/65

13. MARKETING INITIATIVES

The Council received an update on Marketing Initiatives, from August 2006 to February 2007, from the Head of External Relations (CL/07/32). 07/66

14. ACADEMIC BOARD

The Council received a report from the meeting of the Academic Board, held on 14 March 2007 (CL/07/33). 07/67

15. AUDIT & COMPLIANCE COMMITTEE

The Council received the minutes of the meeting of the Audit & Compliance Committee, held on 2 March 2007 (CL/07/34). 07/68

16. ESTATES COMMITTEE

The Council received the minutes of the meeting of the Estates Committee, held on 22 February 2007 (CL/07/35). 07/69

17. FINANCE COMMITTEE

The Council received a report from the meeting of the Finance Committee, held on 12 February 2007 (CL/07/36). 07/70

18. HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE

The Council received the minutes of the Human Resources & Equal Opportunities Committee held on 30 January 2007 (CL/07/37). It was noted that the implementation of the HERA job evaluation scheme was behind schedule. A number of difficulties had arisen in relation to completing the job assessments. Despite the problems, the College had continued with its plans to assess a large number of jobs, to give incumbents thorough interviews and to ensure that the assessment of each job was conducted carefully. As a result, the points:grade exercise would not be completed until the end of April 2007. Some issues remained to be agreed by the 07/71

Unions. Staff had been transferred to the single spine using their existing grades and had received adjustments to their salaries backdated to the original implementation date of August 2006. Further adjustments might be required once the points:grade exercise was complete. Although notice of progress had been posted on the staff intranet, it was acknowledged that the situation created uncertainty for staff and consideration would be given to further communications, as appropriate.

19. **NOMINATIONS & HONORARY AWARDS COMMITTEE**

The Council noted that the meeting of the Nominations & Honorary Awards Committee, scheduled to be held on 27 February 2007, had been cancelled. 07/72

20. **STRATEGIC POLICY COMMITTEE**

The Council noted that the meeting of the Strategic Policy Committee, scheduled to be held on 6 March 2007, had been cancelled. 07/73

21. **STUDENTS' UNION**

The Council noted the results of the elections for sabbatical officers for 2006-07: 07/74

President	Jonathan (Joff) Manning
Vice-President (Education & Welfare)	Marcus O'Shea
Vice-President (Communications & Services)	Nicola (Nicki) Robinson
Vice-President (Student Activities)	Kate Manning

22. **SEALING OF DOCUMENTS**

The Council noted that the following documents had been sealed since the last meeting: 07/75

- on 31 January 2007 - Appointment of Stride Treglown Ltd, Architect for New Halls Phase 2 – Student Residences
- On 31 January 2007 - Appointment of Whitbybird Ltd, Structural Engineer, for New Halls Phase 2 – Student Residences
- on 16 February 2007 - Health Centre Agreement with the Clarence Medical Centre.

Jane Ross
Director of Resources & College Secretary
24 April 2007