

Council

24 November 2022

9.30 - 11.50, Cumberland Lodge



Actions

Action	Minute ref.	Responsible	Date
Circulate the paper sent to Academic Board on Academic Representation prepared by the VP Education. <i>To be addressed by SER</i>	22/311	Secretariat/SER	TBC
Circulate a map highlighting all the land and properties held by the College.	22/351	Secretariat	Feb 2023

Action from current meeting

~~Action completed since last meeting~~

Approvals

Approved at this meeting	Minute ref.	Responsible	Date
Going concern assessment	22/333	MW/AE	24 Nov 2022
Financial statements for 2021-22	22/336	MW/AE	24 Nov 2022
Modern Slavery Statement	22/348	D Barry	24 Nov 2022
The sale of Settrington.	22/350	MW	2023
A resolution to authorise the Principal on the College's bank accounts	22/352	MW	Immediate
Second term of office to be offered to the Chair of Council	22/361	AE	Immediate

Council

24 November 2022

9.30 – 11.50 (break 10.44-11.05), Cumberland Lodge

M22/290 – M22/365



Minutes

Present:	Ann Ewing (Vice Chair of Council – Chair of meeting)	Sarah King
	Dr Donna Brown	Gerry O’Hagan
	Simon Davis	Nick Perryman (Vice Chair)
	Sally Dicketts	Professor Julie Sanders (Principal)
	Professor Michael Farthing	Shrijeet Shrey
	Professor Bob Fitzgerald	David Walker
	Sarah Honeycombe	David Williams
	Maia Jarvis (SU President)	
Apologies:	Dame Margaret Hodge (Chair of Council)	Balram Veliath
	HHJ Khatun Sapnara	Ian Wilson
Secretary:	Mary White	Chief Financial Officer and Acting Secretary to Council
In attendance:	Professor Ken Badcock	Senior Vice-Principal (Academic Strategy & Research)
	Professor Tracy Bhamra	Deputy Principal and Senior Vice-Principal (Student and Staff Experience)
	Professor James Knowles	Senior Vice-Principal (Education)
Clerk:	Pauline Martin	Executive Officer for Council (Secondary minutes)
	Hazel Jessop	Deputy Secretary to Council (Minutes)

1. WELCOME

In the absence of Margaret Hodge, Ann Ewing chaired the meeting. 22/290
All were welcomed to the meeting and thanked for their contributions to the strategy session on 23 November.

2. APOLOGIES

Apologies were received from Margaret Hodge, Ian Wilson, Balram Veliath and Khatun Sapnara. 22/291

3. DECLARATION OF INTERESTS

There were none. 22/292

4. MINUTES OF THE PREVIOUS MEETING

	Noted that reference 22/271 in the previous minutes needed to state that investments which may have a significant negative effect for people and the planet were not screened out.	22/293
	The remaining minutes of the meeting on 6 October 2022 were approved.	22/294
5.	MATTERS ARISING - an update on research partnerships	
	The Senior Vice- Principal (Academic Strategy & Research) spoke to the paper on research partnerships.	22/295
	Discussed the need to be able to provide compelling examples to potential partners on why Royal Holloway would make a suitable partner.	22/296
	Noted that an invitation to join the Heathrow strategy group had been extended to the College.	22/297
	Discussed that the research catalysts provide a good start to engagement with partners.	22/298
	Noted that an update would be provided as part of the Strategic Plan reporting in April.	22/299
6.	REPORT OF DECISIONS TAKEN BY THE CHAIR OF COUNCIL	
	There were no decisions to report.	22/300
7.	UN-STARRING OF ITEMS	
	Item 15.1 re the disposal of a College asset over £500k would be unstarred.	22/301
8.	STRATEGY	
8.1	To receive the annual report on pillar 3 implementation – challenge led research	
	The Senior Vice- Principal (Academic Strategy & Research) spoke to the paper on the pillar 3 implementation	22/302
	Noted that the College is currently 50 th in the sector for research funding and the intention is to get to 30 th .	22/303
	Discussed that the report gives a good understanding of our research strategy and the good progress made.	22/304
8.2	To note the KPI report	
	Noted that the report had not changed since the previous meeting with the next update due in February 2023.	22/305
	Discussed the request for more general KPIs on areas such as student recruitment.	22/306
	Discussed that the action plan for commuter students would start soon in 2023 and there had been focus groups taking place to ascertain what commuter students need, for example, area to heat food and lockers.	22/307
9.	COMMITTEE REPORTS	
9.1	Students Education and Research (SER) – NSS update and changes	
	The Chair of the SER committee, Gerry O’Hagan spoke to the report on analysis of the NSS.	22/308
	Discussed that the performance improvement mechanisms in place were working and at each level there was a detailed approach with priorities.	22/309
	Discussed the importance of communication and the need for partnering between the College and the Student Union to drive the NSS awareness to students.	22/310

	Circulate the paper sent to Academic Board on Academic Representation prepared by the VP Education.	22/311
	Noted that the College had previously scored well on teaching quality but had slipped during the pandemic.	22/312
	Discussed major changes coming to the NSS: <ul style="list-style-type: none"> • The overall satisfaction question had been removed as had the one on learning community. • A 4 point scale of very good/good/not very good/not good at all has been introduced • Questions had been added re mental health wellbeing services and freedom of speech 	22/313
	Noted that overall satisfaction was one score which positively impacted league tables so these would be affected.	22/314
	Noted that ways were being looked at to compare year on year between the old and new formats.	22/315
	Noted that the learning community questions would continue to be included as part of the additional institutional questions we are allowed to add.	22/316
	Discussed that some students use the NSS data when making their university choices.	22/317
	Noted that a penultimate year shadow survey with second year students is run to enable understanding of their experience as well as their interpretation of the questions and topics.	22/318
	Discussed that academic staff need to see themselves as being a part of the survey process.	22/319
	Discussed the success of the health and wellbeing services team and that we excel in that area.	22/320
	Thanks were given to the Chair of the SER committee, Gerry O'Hagan for their leadership of the committee.	22/321
9.2	Annual Senior Staff Remuneration Report	
	The Chair of the Remuneration Committee, Ann Ewing spoke to the report noting that the committee meets regularly and is separated between the Remuneration Committee, Principal and Secretary to Council Pay Committee and Chair of Council Committee.	22/322
	Break in meeting 10.44 to 11.05	
9.3	Annual Governance for 2021/22	
	The Vice Chair of the Audit, Risk and Compliance Committee (ARCC), David Walker spoke to the Annual Governance Report for 2021/22.	22/323
	Discussed that Council can take assurance that the Chair of ARCC does an excellent job on behalf of Council.	22/324
	Discussed that there was an amicable and also appropriately challenging relationship between the Chair of ARCC and the Chief Financial Officer (CFO) and the environment was open, engaging and challenging.	22/325
	Discussed that the supply of external audit services was difficult and would continue to be so in the future and that the final external audit report was not available for the ARCC meeting as audit work was still ongoing.	22/326

	Discussed that internal audit functions well and gives assurance that the committee appropriately oversees the risks & internal controls of the College.	22/327
	Noted that the internal audit had given full assurance except for the recent audit on data held by the student union which would now be improved.	22/328
	Noted that some risks remained out of appetite and an action plan re environmental sustainability was needed with a meeting scheduled for December to discuss.	22/329
	Noted that the estates team was being restructured to accommodate a Sustainability Manager.	22/330
	Thanks were given to the Chair of ARCC, Balram Veliath, the Vice Chair, David Walker and the CFO, Mary White for their good work.	22/331
10.	FINANCE	
10.1	Going Concern Assessment	
	Noted that there was no knowledge of any item that would stop the College being in operation in 18 months' time.	22/332
	Approved the going concern assessment.	22/333
10.2	Financial statements for 2021-22	
	Thanks were given to the Head of Financial Control and their team for the hard work gone in to preparing the financial statements.	22/334
	Noted that external audit had not yet signed off the financial statements so there might be some last minute changes.	22/335
	Approved the financial statements for 2021-22	22/336
10.3	Dormancy of RHE Limited	
	The dormancy of RHE Limited was confirmed.	22/337
	As parent undertaking of Royal Holloway Enterprise Ltd, approved the application to Companies House for exemption as a dormant subsidiary in preparing and filing accounts, and audit.	22/338
10.4	Current year financial report	
	Noted the managements accounts and the update to the full year forecast.	22/339
10.5	Basis of annual financial return to the OfS	
	Discussed that the sector was in a phase of rising costs and the resource plan would be refreshed over the coming months.	22/340
	Discussed that there are several levers which can be considered to increase the surplus in future years.	22/341
	Noted that work was ongoing with the Chair of the Finance Committee to finalise the forecast for submission to the OfS.	22/342
	Thanks were given to the Vice Chair of the Finance Committee, David Williams to pass back to the Committee and to the CFO and their team for all their good work.	22/343
11.	COMPLIANCE – Prevent duty	
	Noted the report on compliance with the Prevent duty.	22/344
	Noted that in the future the report on Prevent would be overseen by ARCC prior to Council.	22/345

STARRED ITEMS FOR REPORT AND FORMAL APPROVAL

12.*	REPORTABLE EVENTS	
	There were no reportable events to be recorded.	22/346
13.*	REPORT OF DECISIONS AGREED BY CIRCULATION	
	There were no decisions agreed by circulation.	22/347
14.*	MODERN SLAVERY STATEMENT	
	Approved the Modern Slavery Statement	22/348
15.	FINANCE	
15.1	Disposal of asset with a value over £500k	
	Discussed the sale of Settrington and that there were limitations of use due to residential restrictions and noted the potential other uses had been discussed at Finance Committee.	22/349
	Approved the sale of Settrington.	22/350
	Circulate a map highlighting all the land and properties held by the College.	22/351
15.2*	Resolution to authorise the Principal on the College's bank accounts	
	Approved a resolution to authorise the Principal on the College's bank accounts.	22/352
16.*	ACADEMIC BOARD	
	Received the annual report from Academic Board	22/353
17.*	ANNUAL QUALITY & STANDARDS REPORT 2021-22	
	Noted the College Annual Quality and Standards report 2021-22 and received assurance from the SER committee that College was meeting the ongoing OfS conditions of registration with regard to quality assurance of degrees awarded in 2021.	22/354
18.	MEMBERSHIP	
	Noted that Sally Dicketts and Khatun Sapnara had joined Council and that Balram Veliath and Ian Wilson were due to complete their first term of office on 31 July 2023.	22/355
	Noted that the Council recruitment policy is on the external website.	22/356
19.*	COUNCIL REGISTER OF INTERESTS 2022/23	
	Noted the register of interests reported by Council members for 2022/23	22/357
20.*	SEALING OF DOCUMENTS	
	Noted that the College seal had not been used since the last report to Council on 6 October 2022.	22/358
OTHER MATTERS		
21.	OTHER BUSINESS	
	There was no other business not already on the agenda.	22/359
22.	Dates of next Council meetings	
	On Campus unless indicated otherwise:	
	• 16 February 2023, 17.00-19.00	
	• 18 May 2023, 17.00-19.00	
	<i>KB, TB, JK, PM left the meeting at 11.35.</i>	22/360

23. RESERVED BUSINESS

Approved that a second term of office should be offered to the Chair of Council.

22/361

THE EXHIBITION BOOK

Noted the following minutes provided in the Exhibition Book as a separate document.

EB1	ACADEMIC BOARD	
	Final minutes of the meeting 1 June 2022	22/362
EB2	JNCC MEETINGS	
	Minutes of UCU Joint Negotiation and Consultation Committee	22/363
	<ul style="list-style-type: none">7 March 202214 June 2022	
	Minutes of GMB & UNITE Joint Negotiation and Consultation Committee	22/364
	<ul style="list-style-type: none">5 July 2022	
EB3	MINUTES OF COUNCIL COMMITTEE MEETINGS	22/365
	<i>Minutes designated "unsigned" are those not yet signed off by the Committee but approved by the Committee Chair</i>	
	Audit, Risk & Compliance Committee 13 June 2021	
	Strategy & Governance Committee 15 September 2022	
	Finance Committee 15 September 2022	
	Audit, Risk & Compliance Committee 3 October 2022	
	Students, Education and Research Committee 12 October 2022 (Not yet available)	
	Finance Committee 20 October 2022 (Not yet available)	
	Strategy & Governance Committee 27 October 2022 (Not yet available)	
	People, Staff Development, Reward and Wellbeing Committee 27 October 2022 (Not yet available)	
	Audit, Risk & Compliance Committee 14 November 2022 (Not yet available)	
	The following Committees have not met since the last meeting of Council	
	Remuneration Committee (next meeting 27 April 2023)	



Dame Margaret Hodge DBEM P
Chair of Council

Date 16 February 2023