



M14/101 – M/14/174

Minutes of the meeting of Council held on Wednesday 2 July 2014 in IN244 at 5pm

Present:	Mr Stephen Cox (Chair) Mr Paul Blagbrough Professor Clare Bradley Mr John Brannan Mr Alex Cadier Mr Dave Cobb Mr Gurpreet Dehal Ms Ann Ewing Professor David Gilbert Mrs Margaret Jack Ms Sarah King	Professor Paul Layzell Mr Jeremy McIlroy Ms Sarah Moffat Mr Gerry O'Hagan Mr Nick Perryman Mr Iain Ross Professor Anne Sheppard Mrs Chris Shoukry Mr Amarbeer Singh Mr David Spence
Apologies:	Mrs Christine Goodyear Mr Mark Newlands	Mr Majid Hawa Ms Colette Wilson
In attendance:	Ms Helen Coleman Professor Paul Hogg Professor Rob Kemp Professor Katie Normington Professor Bob O'Keefe Mrs Julia Roberts Mr Graeme Robinson <i>Mr Simon Higman</i> <i>Mrs Rachel Knight</i> <i>Mrs Pauline Martin</i> <i>Mrs Hilary Baker</i>	Director of Communications and External Relations Dean of Science Deputy Principal (Planning, Resources and Partnerships) Dean of Arts & Social Science Dean of Management and Economics Director of Strategic Development Director of Finance <i>Registrar and Secretary</i> <i>Deputy Secretary</i> <i>Governance Support Officer</i> <i>Secondary Minutes</i>
Observers:	<i>Ms Emma Peagam</i> <i>Professor Elizabeth Schafer</i>	<i>SU President Elect 2014/15</i> <i>UCU and Academic Staff member elect</i>

- MEMBERSHIP**
Noted the presence as observers of three lay members elect Ann Ewing, Sarah King and Gerry O'Hagan who were to take their appointments on 1 August 2014. 14/101

AGREED unanimously and with the agreement of the lay members elect to bring forward their appointment to 1 July 2014. 14/102

NOTED apologies received from Mrs Christine Goodyear, Mr Majid Hawa, Mr Mark Newlands and Ms Colette Wilson 14/103

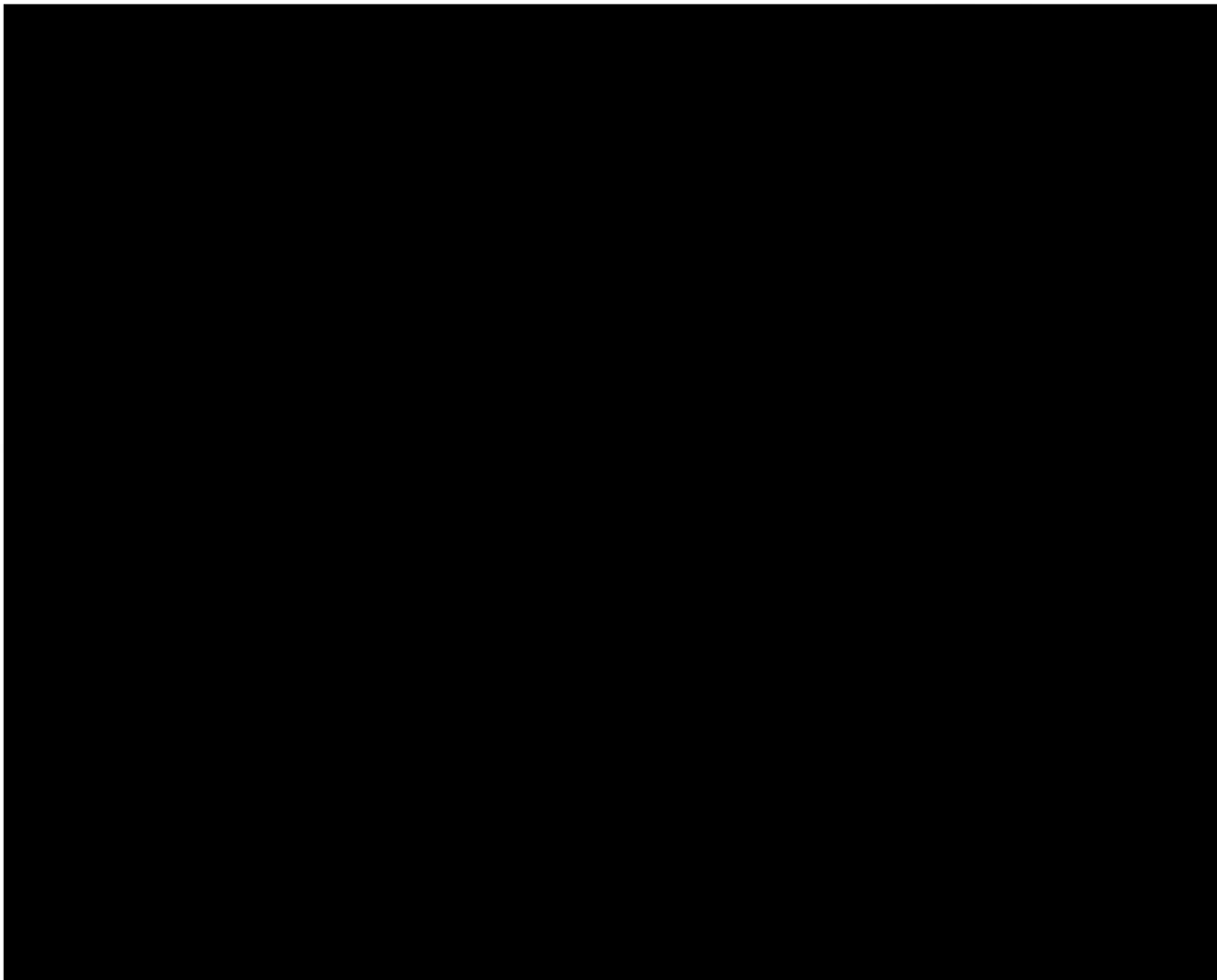
NOTED that this would be the last meeting for Mr Amarbeer Singh, President of the Student's Union 2013/14, Mr Alex Cadier elected student representative 2013/14 and Professor Clare Bradley elected academic staff member who had served two terms on Council. 14/104
Members were thanked for their work on Council. (CL/14/21)

2. **REGISTER OF INTEREST**
No member raised a conflict of interest, not previously declared, with an item on this agenda. 14/105
3. **MINUTES**
AGREED and signed the minutes of the last meeting, held on 21 May 2014 (M14/60-M14/100) 14/106
4. **MATTERS ARISING FROM THE MINUTES**
NOTED the Chair's response to the Student Union Petition was sent to the President of the Students' Union on Monday 16 June 2014 and receipt of the letter was acknowledged. 14/107
5. **UNSTARRING OF ITEMS**
NOTED that Item 17 the minutes of the Academic Board meeting 4 June 2014 and Item 18 the minutes of the Equality and Diversity Committee meeting 5 June 2014 and the minutes of the Council Executive meeting 11 June 2014 were unstarred. 14/108
6. **PRINCIPAL'S REPORT**
RECEIVED a written report from the Principal tabled at the meeting. 14/109
- NOTED that further to the report at the previous Council meeting regarding the removal of the English test and licensed examinations for non EU students (M14/67) the UK Visa and Immigration (UKVI) had found evidence of invalid qualifications, illegal working and failure to report absence from classes at a number of institutions. It was reported that Royal Holloway had appropriate processes in place for the admission and monitoring of non EU students. English language certificates, required from all applicants, were verified using an on line system supplied by the English language examination bodies. Where necessary there were procedures for further investigation, including direct interviewing of applicants to assess their language proficiency. 14/110
- NOTED that Internal Audit had prioritised this area for audit and would report in due course. 14/111
- NOTED that student recruitment continued to look good for September 2014 with total undergraduate applications up by 8.6%, offers made up by 14.8% and the number holding the College as their first choice up by 17.1% at June 2014. Postgraduate taught numbers were up in terms of overall applications (+24%), offers made (+37%) and firm acceptances (+12%). This continued the trend of strong demand from international fee-paying students over Home/EU students. 14/112
- NOTED that recruitment round for September 2015 had started with an extra Open Day this year. Attendance at the June Open Days was up by 13% compared to June 2013 and of 300 respondents to a post event survey 88% said that they would be more likely to place the College as one of their UCAS choices following the Open Day. 14/113
- NOTED that determination of the Masterplan was expected in late July or early August*. Feedback highlighted three issues none of which were the direct responsibility of the College and all were considered to have been resolved; (i) works on the A30 (crossings, Piggery Gate etc.); (ii) development of Nobel's field; (iii) a minor clarification on student growth and student accommodation. If the issues were satisfactorily resolved the application should be approved without reference to the Secretary of State. (*Following delays in Runnymede Council determination is now expected on 17 September 2014) 14/114
7. **STRATEGY IMPLEMENTATION**
- 7.1 RECEIVED an interim progress report on the key performance indicators (CL/14/22) and a full report would be provided to the November meeting of Council. 14/115
- REQUESTED to provide year on year comparative data and to include the date of the update on the 14/116

report.

	REQUESTED monitoring of the non-professorial academic gender pay gap as the latest HESA figures indicated a gap greater than 5% in non-academic staff pay in addition to the continued monitoring of the professorial pay gap and ultimately for this detail of the KPI to be taken down to departmental level.	14/117
	NOTED that the current performance in improving the carbon footprint was slow due to the number of old and temporary buildings that would need to be replaced and were included in the Masterplan.	14/118
	REQUIRED a report to demonstrate the impact on the carbon footprint of the redevelopment of the buildings included in the Masterplan.	14/119
7.2	RECEIVED a first report requested by Council to identify and monitor the major projects underway in College that would improve the experience for students and staff and position the College to more effectively compete in the HE and research markets (CL/14/23)	14/120
	DISCUSSED that this was a first report that would develop further and that feedback on the type of detail that Council would like to be included should be provided through the Secretariat.	14/121
	NOTED the large programme of upgrades to the academic systems that would provide improved management information. These improvements to the existing systems would be piloted, tested and implemented over a two to three year period.	14/122
7.3	RECEIVED the residential accommodation policy (CL/14/24) which explained the need for increased residential provision to meet the objectives of the Strategic Plan, namely to guarantee all first year undergraduates and all international students' accommodation on campus. Achieving this plan would make the College more competitive with other institutions in terms of student recruitment.	14/123
	NOTED that College currently had 2,950 student bedrooms that allowed 1 in 3 students to have a place in a hall of residence. To achieve the aims of the Strategic plan, including the planned increase in student numbers, the College would need ultimately to expand its provision by at least 1500 beds. The provision of between 500 and 1,000 student rooms in the first instance would allow the College to remain competitive.	14/124
	NOTED the importance of the availability of well-located good quality accommodation for students deciding on their first choice university and that the availability of places in halls of residence at clearing in August 2014 was significant in students choosing the College.	14/125
	NOTED the residential accommodation policy and the related proposal (CL14/28) to finance the first phase of additional student residences.	14/126
8.	FINANCE	
8.1	NOTED that the forecast outturn for 2013/14 (CL/14/25) would be a surplus of £7.2m, which was £1.1m higher than budget with favourable variances of £0.7m for the Main Account and a £0.4m for Residence and Catering Services.	14/127
8.2	CONSIDERED the revenue and capital budgets for 2014/15 (CL/14/27) recommended for approval by the Finance Committee, which had reviewed the budget in detail at its meeting in May. The budgets reflected the strategic and operational priorities of the College including the development of the estate and the plans to increase student numbers as well as the tightening of the financial position after 2014/15 with the cost base increasing but the Home /EU student fee introduced three years ago remaining capped at £9k.	14/128

- 8.3 NOTED the investments contained in the 2014/15 budget to support the implementation of the Strategic Plan (CL/14/26). These included new academic posts created to support the higher numbers of students achieved in some departments over the last two years, the planned introduction of new programmes with the associated staff and library provision, investment to improve recruitment and admissions, new IT systems for the library and syllabus management, initiatives to improve the student experience and restructuring of the HR department. 14/129
- NOTED the Revenue budget surplus of £6.8m (4.3% of income) with £3.7m from the Main Account and £3.1m from Residence and Catering Services (RCS). Expenditure included the nationally agreed pay increase of 2% from August 2014 and a further 1% for grade increments and provision for the two yearly professorial pay reviews in 2014/15. 14/130
- NOTED the Annual capital allocations of £7.6m, including £3.3m on RCS projects funded from its surplus, with major investments in Kingswood and Penrose. 14/131
- NOTED the major projects from the estates development plan, including the Library and Student Residence projects. Expenditure on these projects would be separately approved through the project governance framework, in accordance with the specified levels for approval. However, there were three projects that were below the Finance Committee threshold for separate approval of £1m, which would incur expenditure in 2014/15 (and some initial expenditure in 2013/14); the redevelopment of car park 14, projects to relocate and re-provide activities currently on the site of the new library and minor works to the Student Union building. Council was asked to approve the funding for these in addition to the annual capital allocations. 14/132
- Council APPROVED unanimously the revenue and capital budgets for 2014/15. Also approved the additional capital funding as detailed above. 14/133
- 8.4 RECEIVED the financial forecasts and details of the proposed borrowing for the capital programme (CL/14/28 and addendum). This was recommended for approval by Finance Committee at its meeting on 25 June 2014 held to consider the detailed forecasts and borrowing requirements. 14/134



- 8.5 RECEIVED the financial forecast commentary and schedules for submission to HEFCE (CL/14/29) which were an annual compliance requirement and related to the borrowing consent to be obtained 14/143
- APPROVED the commentary and schedules for submission to HEFCE. 14/144
9. **STUDENTS' UNION**
- 9.1 RECEIVED changes to Schedule 2 of the Students' Union Constitution, Duties and Responsibilities of the Trustee Board (CL/14/30) that removed the stipulation that required external trustees to be former staff and/or students of the College or the Students' Union and replaced the College trustee on the board with a student trustee. 14/145
- NOTED that these changes were recommended by the Trustee Board and had been passed by the General meeting and that the change to the College trustee on the board had been effected in a previous academic year. 14/146
- APPROVED changes to the Students' Union constitution 14/147
- 9.2 RECEIVED the annual report of Students' Union activities (CL/14/31) 14/148
- NOTED the Students' Union activities in the last year and the progress with the review of its structure and the development of a Strategic plan for 2015/18 14/149
10. **ACADEMIC DEVELOPMENTS**

- 10.1 RECEIVED a proposal (CL/14/32), considered by the Academic Board at its meeting on 4 June 2014, to create a School of Law that would include the current Centre for Criminology & Sociology which had elected to become a Centre within the new School. One member noted that the draft minutes recording the vote on this proposal at the Academic Board did not note the eight abstentions and as a result the proposal could not be deemed to have received a strong endorsement. 14/150
- APPROVED the creation of a School of Law. 14/151
- 10.2 RECEIVED a paper regarding the realignment of numbers and roles of Associate Deans (CL/14/33) 14/152
- NOTED the review of the role of the Associate Deans which had been discussed by the Academic Board and the AGREED the proposed new structure that retained six posts and would have a greater focus on the needs of the respective portfolios. 14/153
- 11. GOVERNANCE**
- 11.1 RECEIVED the College non-academic regulations for 2014/15 (CL/14/34) including a major revision to the General Regulations and minor changes to the Student Disciplinary Regulations which would be published before students enrol for the academic session in September 2014. 14/154
- NOTED that it was imperative that the College maintained regulations which were clear to students and legally robust. The Regulations underpin a number of decisions the College would make regarding individual students throughout the academic year. Student regulations were increasingly in the spotlight following the OFTs report on the student experience and the handling of debt in universities, and this scrutiny was expected to continue. 14/155
- APPROVED the College non-academic regulations for 2014/15 14/156
- 11.2 NOTED the update and revised timetable regarding the preparation of the draft statutes (CL/14/35) 14/157
- 12. REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**
- RECEIVED an amendment to the regulation 6 of the Regulations of Council (CL/14/36) to restrict travel expenses to UK travel only. 14/158
- APPROVED the changes to Regulation 6. 14/159
- 13. REPORT OF DECISIONS TAKEN BY CIRCULATION**
- NOTED no decisions taken by circulation 14/160
- 14. HONORARY FELLOWSHIPS**
- NOTED the Honorary Fellowships awarded on 22 May 2014 (CL/14/37) to Professor Ursula Martin, Martin Sadler, Father Vladimir Nikiforov, Professor Caroline Barron and Jennifer Glastonbury. 14/161
- 15. PRINCIPAL'S OVERSEAS TRAVEL EXPENSES**
- NOTED the Principal's overseas travel expenses for College or academic business during 2013/14 (CL/14/38). 14/162
- 16. RENEWAL OF PROFESSIONAL INDEMNITY INSURANCE**
- NOTED the annual renewal of insurance and all Council members would be asked to provide an update to the Secretariat (CL/14/39) 14/163
- 17. RECEIVED THE MINUTES OF THE ACADEMIC BOARD (CL/14/40)**
- Academic Board 5 March 2014 14/164
- Academic Board 4 June 2014 unstarred 14/165
- NOTED that these were draft minutes of the meeting and the comments were addressed in Item 10. 14/166

18. **RECEIVED THE FOLLOWING MINUTES (CL/14/41)**
Council Executive Committee 7 May 2014 and 11 June 2014 14/167
Remuneration Committee 7 May 2014
Finance Committee 8 May 2014
Health & Safety Assurance Committee 4 June 2014
Equality & Diversity Committee 5 June 2014 unstarred 14/168
NOTED the question raised by one member that there was no provision for staff representation in the terms of reference of this Committee and that protected characteristics were not well represented. It was NOTED that there were no Council Committees with staff Council members as opposed to lay members and a student representative was now in attendance at meetings of the Equality and Diversity Committee. Officers of the College with responsibility for this area were in attendance and the group would be too large if a staff and student representative of each protected characteristic were to attend every meeting. 14/169
- NOTED one member's request to discuss the gender pay gap. The Chair ruled that this could not be discussed because of continuing legal action. 14/170
19. **STUDENT DISCIPLINARY APPEALS**
NOTED that the Student Disciplinary Appeals Committee met on 28 March 2014 and 8 April 2014 to consider appeals against the decision of the Student Fees Sub-Committee. In both cases the Student Disciplinary Committee amended the decision of the Student Fees Sub-Committee. 14/171
20. **NOTED THE FOLLOWING COMMITTEES HAVE NOT MET SINCE THE LAST MEETING OF COUNCIL**
Audit and Compliance Committee; next meeting 24 July 2014. 14/172
21. **SEALING OF DOCUMENTS**
No documents have been sealed since the last meeting of Council. 14/173
22. **DATE OF THE NEXT MEETING**
To note that the next meeting of Council will be held on **Wednesday 1 October 2014** commencing at 6pm after tea for all Council members in the Picture Gallery at 5pm. 14/174

Signed:

Mr Stephen
Chair of Cou

