

Minutes of the Meeting of Council - Wednesday 19 March 2014 in MX034

Present:	Mr Stephen Cox (Chair) Mr Paul Blagbrough Mr Dave Cobb Mr Gurpreet Dehal Professor David Gilbert Mrs Christine Goodyear Mr Majid Hawa Mrs Margaret Jack	Professor Paul Layzell Mr Jeremy McIlroy Mr Mark Newlands Ms Sarah Moffat Mr Iain Ross Professor Anne Sheppard Mr Amarbeer Singh Mr David Spence Ms Colette Wilson
Apologies:	Mrs Chris Shoukry Professor Clare Bradley	Mr John Brannan Mr Alex Cadier
In attendance:	Ms Helen Coleman Professor Rosemary Deem Professor Rob Kemp Mrs Cheryl Newsome Mrs Julia Roberts Mr Graeme Robinson <i>Mr Simon Higman Mrs Pauline Martin Mrs Emm Johnstone</i>	Director of Communications and External Relations Vice Principal Education Deputy Principal (Planning, Resources and Partnerships) Director of Human Resources Director of Strategic Development Director of Finance <i>Registrar and Secretary Governance Support Officer Secondary Minutes</i>

- 1 **MEMBERSHIP**
NOTED apologies received from Mrs Chris Shoukry, Professor Clare Bradley, Mr John Brannan and Mr Alex Cadier. Professor David Gilbert sent apologies for his anticipated late arrival. 14/01

NOTED Mr David Cobb was welcomed to his first meeting of Council as an elected non-academic member of staff whose term of office will run until 30 September 2016. 14/02
- 2 **REGISTER OF INTEREST**
NOTED that Ms Colette Wilson declared an interest in the paper proposing changes to the Treasury Management Policy (CL/14/08) and took no part in the decision. 14/03
- 3 **MINUTES**
AGREED the minutes of the last meeting held on 28 November 2013 (M13/319-M13/382) 14/04
- 4 **MATTERS ARISING FROM THE MINUTES**
DISCUSSED item 8 paragraphs 13/341 to 13/343 regarding the additional week of teaching that had been agreed in principle. 14/05

NOTED that no final decision had been taken on how the extra week would be implemented because of separate, parallel consideration to allow January examinations. If, after consultation, the January examination period was agreed, it would influence how the extra teaching week was established. Therefore both decisions needed to be taken together. 14/06
- 5 **UNSTARRING OF ITEMS**
NOTED that there was no request for items to be un-starred. 14/07

- 6 **LIBRARY PROJECT PRESENTATION**
- RECEIVED a presentation by members of the Library Project Panel showing the progress to date with the development of the Library and Student Services Centre building design and a request for Council to agree funding of £2.2m for the completion of the design phase of the project and submission of the design for planning permission (CL/14/01) 14/08
- NOTED that the aim of this project is to build a library for the future providing a range of social and private study space, and additional services and facilities to enhance the student experience. The inclusion of the careers and employability zone, student services centre, café and retail facilities would make the building, and the enhanced area between the building and Founder's, a central focus at the heart of the Campus that would stand the test of time. The cost of the building was currently estimated to be around £40m, although this is still subject to detailed design work and review. 14/09
- NOTED that there had been extensive consultation with stakeholders and with the Students' Union and research had been conducted into recent design and construction of library buildings by similar institutions. The project considerations included the suitability of the design for, and the choice of, the site and consideration for heritage, arboriculture and ecological issues. 14/10
- NOTED that consideration was being made for the impact of the construction work on students and that steps were being taken to provide additional facilities for social interaction and personal study facilities in the period until the building is available. Consultation on the future use of the Bedford library would start immediately. 14/11
- NOTED the membership of the Independent review panel of the project, chaired by the Vice Chair of Council and including the Chair of the Finance Committee, who supported the recommendation and commended the thoroughness of the project board's work. A third Council member would be inputting to the management side of the project with particular involvement in procurement. 14/12
- DISCUSSED various issues including the expected length of the planning process, the process adopted for the selection of the architect, the retail facilities and a book shop, how the design of the building would allow flexibility to meet future needs and the likely impact on foot traffic of the new building. 14/13
- AGREED the allocation of £2.2m for the completion of stage 3 of the Library project which includes planning approval to final design. 14/14
- 7 **PRINCIPAL'S REPORT**
- RECEIVED the Principal's report (CL/14/02) 14/15
- NOTED the visit by Her Majesty The Queen and the Duke of Edinburgh on Friday 14 March 2014 to mark a Regius Professorship of music being awarded to the Department of Music and to meet with current and former members of staff and students. 14/16
- NOTED the changing of the Home/EU undergraduate student number controls for 2014 entry and the lifting of the Home/EU student number cap for entry in 2015, which would result in growth of student numbers although not to the extent suggested by government; concern regarding the sale of the student loan book and the possible impact on former students of any changes to terms and conditions of loans. 14/17
- NOTED the promising outlook for admissions in 2014 where changes in marketing and recruitment were beginning to show results. 14/18
- NOTED the thanks to all staff and students involved with the special arrangements for the recent flooding in the area and the support of those threatened with, or who experienced, flood damage. 14/19

	NOTED the continuing disputes surrounding the 2013-2014 pay round and that the College had indicated the desire for the trade unions and UCEA to resolve the dispute to avoid further industrial action and to start preparations for the 2014-2015 pay round.	14/20
	NOTED the approaching USS pension valuation where a large deficit is anticipated and the expectation of the difficult changes in benefit and/or pension costs for employers and staff.	14/21
	NOTED the large number of visitors to the site as a result of the BBC Stargazing live! on 9 January and the Science open day.	14/22
8	ACADEMIC DEVELOPMENTS	
	RECEIVED an update on progress with the development of new programmes (CL/14/03) to support the growth of the student population	14/23
	NOTED the update of progress with developments since the Strategy day meeting discussion. The new programmes described would be delivered from 2015-2016 and provide approximately half of the students required to achieve the steady state intake requirement of 500+. Further work was underway to identify new programmes to be launched from 2016-2017 onwards.	14/24
	NOTED that the paper: A proposal to rename the Centre for Criminology and Sociology to the School of Law and Criminology (CL/14/04) would be discussed at a future meeting.	14/25
	RECEIVED a proposal from the Academic Board to create a Doctoral School (CL/14/05)	14/26
	NOTED that the Doctoral school would create an enhanced sense of community for research students, space for quiet study and social interaction to meet RCUK guidelines and specialist administrative support that would improve the experience of research students.	14/27
	AGREED the establishment of the Doctoral School.	14/28
9	RISK REGISTER	
	RECEIVED an update of the Risk Register for the College (CL/14/06) proposing three updates to the Risk Register.	14/29
	DISCUSSED the removal of the previous Risk 5 "changes in HE sector that impact on Royal Holloway's ability to attract its share of research funding" should be reviewed as the focus on research needs to be retained as a distinct area due to its effect on positioning, reputation and how the College is perceived. The inclusion of a specific area of risk with regard to the inability to deliver the library project within the timeframes also needs consideration.	14/30
	AGREED the changes to the previous Risk 8 " <i>Failure to respond to changes in government policy that impacts on student numbers...</i> " and its reprioritising to Risk 5. The change in tolerance from "high" to "low" of Risk 6 " <i>our residential provision does not keep pace with student numbers.</i> "	14/31
	REQUIRED to consider including in the register an additional risk regarding the Library Project in addition to current risk 4 regarding the quantity, type and standard of our residential space and retain risk 5 relating to research funding.	14/32
10	FINANCIAL MATTERS	
	Management Accounts 2013-14	
	RECEIVED the updated Management Accounts for 2013-2014 (CL/14/07)	14/33
	NOTED that the final student count showed student numbers below budget resulting in an income shortfall of £0.3m. however with positive variance from Residences and Catering the projected surplus is in line with the budget at £6.0m.	14/34

	DISCUSSED that the surplus in catering was due to unfilled vacancies included in the budget rather than price. Price positioning was purposefully aggressive as evidenced by the Value range.	14/35
	RECEIVED proposed changes to the Treasury Management Policy (CL/14/08) to amend the limits for deposits and the qualifying UK banks.	14/36
	AGREED The changes to the Treasury Management Policy.	14/37
11	COUNCIL MEMBERSHIP	
	RECEIVED a report proposing the appointment of lay members to fill four vacancies on Council (CL/14/09)	14/38
	NOTED that the process of identification and consideration of the candidates had been detailed and lengthy. Candidates had met the Chair of Council, the Principal, the Secretary and several Council lay members who supported these appointments.	14/39
	DISCUSSED the need for more public sector and charities experience on Council although the existing membership included lay members with this experience and the selection process required the evaluation of current skills against the requirement for a range of experience on Council.	14/40
	AGREED to appoint one member with immediate effect to fill a casual vacancy and three members to be appointed with effect on 1 August 2014.	14/41
	NOTED a verbal report of the appointment to Council Executive Committee of Colette Wilson and appointments to the Student Complaints and Disciplinary (Appeals) Committee of Stephen Cox (Ex officio) Chair, Iain Ross, Jeremy McIlroy, Colette Wilson, and Christine Goodyear. All would end their term of office on 30 September 2016.	14/42
	RECEIVED a verbal report on the establishment of a pool of future members.	14/43
	NOTED that at its meeting on 23 November 2012 Council agreed a process for the appointment of lay members to Council (CL/12/70) that allowed for a pool of potentially appointable candidates to be established. This would be suitable for possible future candidates with expertise or a potentially useful skill set and would make succession planning more manageable. A pool member might assist, where appropriate, with specific projects or be co-opted as a member of a committee and would be a "Friend" of the College. Being a member of the pool would not guarantee a future place on Council as Council Executive, in appointing to a vacancy, would evaluate the skills required on Council and the candidate's fit with the skills requirement compared to other candidates.	14/44
12	GOVERNANCE	
	RECEIVED the draft Statutes from the Council Effectiveness and Statutes Review Project Board (CL/14/10) which included in Part 1 the proposed new statutes excluding Statute 25, Part 2 an explanation of the proposed changes and the objectives of the review and an appendix showing the impact of the proposed statute changes on the regulations.	14/45
	NOTED that the statutes were not in their final form but they showed the correct principles and structure. It would be the intention that the final version would be written in plain, but legal, English. The statute concerned with Academic Board was covered by a separate working group while Statute 25 Academic Employment would be discussed by a third working group. Both these groups report to the Statutes Review Project Board and the results of their work would be presented to Council later in 2014.	14/46
	DISCUSSED the process that would be followed for ensuring the survey was communicated as widely as possible to all members of the College and the consultation procedure that would include a survey to all students, an option to volunteer for focus groups. The same procedure for staff would follow in the early summer. The consultation over "election" and "selection" was discussed and also the Privy	14/47

Council Meeting

Council requirement for the inclusion of a total membership number included in the Statutes.

- AGREED to consider a wider provision for the removal of Council members, to launch the consultation procedure and report back to Council in July. 14/48
- 13 **ANNUAL STUDENT COMPLAINTS AND DISCIPLINARY REPORT**
NOTED receipt of the student complaints and disciplinary annual report for 2013 (CL/14/1)1 14/49
- 14 **REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**
NOTED the sealing of the Deed of dedication of land adjacent to the A30 and with the A328 St Jude's Road. 14/50
- 15 **REPORT OF DECISIONS TAKEN BY CIRCULATION**
None 14/51
- 16 **RECEIVED THE FOLLOWING MINUTES (CL/14/12)**
Equality & Diversity Committee 5 February 2014 14/52
Finance Committee 6 February 2014
Audit and Compliance Committee 11 February 2014
Council Executive Committee 19 February 2014
Health and Safety Assurance Committee 20 February 2014
- 17 **NOTED THE FOLLOWING COMMITTEES HAVE NOT MET SINCE THE LAST MEETING OF COUNCIL**
Remuneration Committee 14/53
- 18 **SEALING OF DOCUMENTS**
NOTED that the following documents have been sealed since the last meeting: 14/54
8 January 2014 The Deed of dedication of land adjacent to the A30 and with the A328 St Jude's Road.
16 January 2014 Lease of business premises at The Orchard Cottage, Royal Holloway and Bedford New College, South Road, Egham, Surrey with Bright Horizons Family Solutions Ltd (Nursery)
- 19 **DATE OF THE NEXT MEETING**
To note that the next meeting of Council will be held on Wednesday **21 May 2014** at 17.00 in MX001. 14/55
- 20 **ANY OTHER BUSINESS**
RECEIVED a petition organised by the Students Union calling for fair pay at the College with 600 signatures 14/56

NOTED the petition statement with five requests. Pay negotiations with UCEA were continuing with a further meeting on Friday 21 March that would endeavour to reach a suitable agreement to the 2013-2014 pay round and avoid further industrial action that may affect students. Council cannot intervene in national or local pay negotiations. 14/57

AGREED responsibility for agreeing the pay of senior management rests with the Remuneration Committee that reports to Council and that Committee would consider the petition statement at its next meeting and return with comments to Council. 14/58
- 21 **Confirmation of Future Council meeting dates**

Academic Year 2013-2014	Academic Year 2014-2015	Academic Year 2015-2016	
2 July 2014 17.00	1 October 2014 17.00	7 October 2015 17.00	14/59
	17 November 2014 Strategy Day 1	17 November 2015 Strategy Day 1	

Council Meeting

Confirmation of Future Council meeting dates continued

Academic Year 2014-2015

18 November 2014 Strategy
Day 2 and Council Meeting
4 March 2015 17.00
13 May 2015 17.00
1 July 2015 17.00

Academic Year 2015-2016

18 November 2015 Strategy
Day 2 and Council Meeting

Signed:

[Redacted signature]

Mr Stephen Cox CVO
Chair of Council

Date

21-5-14

