

Royal Holloway  
University of London

COUNCIL

AGENDA

**for the meeting to be held at 5pm on 13 October 2010  
in MX034 in the School of Management**

**FORMAL BUSINESS**

**1 MEMBERSHIP**

- 1.1 To welcome Mr Jeremy McIlroy, who has been appointed as an un-nominated lay member of Council.
- 1.2 To welcome Professor Paul Layzell, Principal, who will serve on Council as an ex officio member.
- 1.3 To note that Mr Andy Alway and Mr Andrew Martin were re-elected as members of the non-academic staff on Council. Their terms of office will run until 30 September 2013.
- 1.4 To welcome Miss Rachel Pearson, as President of the Students' Union, as an ex officio member who will serve on the Council from 1 August 2010 to 31 July 2011.
- 1.5 To note that the elections are underway for a Student Union Chair.
- 1.6 To note that Mrs Janet Walker stood down as a member of the Council during June 2010.
- 1.7 To note that Chair's Action has been taken to extend Professor Felix Driver's term of office to cover this meeting of Council, pending an election at Academic Board.

**2 CONFLICT OF INTEREST**

To invite members to indicate if they have a conflict of interest with any agenda items.

**3 MINUTES**

To confirm the Minutes of the last meeting, held on 23 June 2010 (M10/120 – M10/206)

*Attached*

#### **4 MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda from the meeting held on 23 June 2010.

##### **4.1 Students' Union Constitution**

To confirm that clause 4.7 of the Constitution Proper has been amended to include the provision that loans could only be raised with the prior approval of the Finance Committee.

##### **4.3 Treasury Management**

Arising from M/10/158 to confirm that the Treasury Management Policy has been amended to include that cash could only be invested in money markets if the cyclical cash flow at the time permitted it.

##### **4.3 Conflict of Interest Policy**

To note that the Nominations and Honorary Awards Committee has appointed a working group to review the operation of the Conflict of Interest policy.

#### **5 UNSTARRING OF ITEMS**

To note the unstarling of any part B items.

#### **6 FINANCIAL MEMORANDUM**

To note the revised financial memorandum from HEFCE.

CL/10/70

#### **7 PRINCIPAL'S REPORT**

To receive the Principal's report.

CL/10/71

#### **8 FINANCIAL MATTERS**

8.1 To note the provisional outturn for 2009-10.

CL/10/72

8.2 To receive a report on estimated student numbers for 2010-11 and to note the expected financial impact.

CL/10/73

8.3 To approve a change to the Treasury Management Policy

CL/10/74

- 8.4 To note that the Executive Committee will review the Annual Accounts for 2009-10 and make a recommendation to Council for their approval by circulation. The Accounts will be considered by the Finance and Audit & Compliance Committees prior to the Executive Committee. All members of the Council will be invited to attend the Finance Committee meeting on 28 October 2010. The accounts must be submitted to HEFCE by 30 November 2010.
- 8.5 To approve a further extension for the final advance of the loan for Williamson, Butler and Tuke. CL/10/75

## **9 STRATEGIC PLANNING**

- 9.1 Corporate Plan Progress  
To receive the Corporate Plan Progress Pack CL/10/76
- 9.2 Planning for Change  
To receive an oral update.

## **10 GOVERNANCE**

- 10.1 To receive a paper detailing proposals for the December Council meeting. CL/10/77
- 10.2 Recommendations for appointments to Council  
To receive and approve the recommendations from the Nominations and Honorary Awards Committee on the appointment of three new lay members to Council. CL/10/78
- 10.3 Review of succession planning and selection process for Chair and Vice Chair of the Council  
To receive and approve recommendations from the Nominations and Honorary Awards Committee for the composition of the selection panel and the process for the appointment of the Chair and Vice Chair of the Council. CL/10/79
- 10.4 Anti Fraud Policy  
To receive and approve the Anti Fraud Policy and Response Plan. CL/10/79a

## **11 COUNCIL EVALUATION**

- To receive a summary on the recent Council Evaluation. CL/10/80

**12 HILDA MARTINDALE TRUST**

12.1 To receive a paper for information on the Hilda Martindale Trust. CL/10/81

12.2 To note that Mary Burgis Morris has been approved by Chair's action as a Trustee.

**13 REGULATIONS OF HIGHER EDUCATION INSTITUTIONS AS EXEMPT CHARITIES**

To receive a paper for information on Trustees and the Regulation of Higher Education Institutions as Exempt Charities. CL/10/82

**14 THE AMERICAN FOUNDATION**

To receive a report on the American Foundation. CL/10/83

**15 CHANGES TO THE STUDENT DISCIPLINARY REGULATIONS**

To approve a change to the Student Disciplinary Regulations. CL/10/84

**16 ANNOUNCEMENTS**

16.1 To note that a Memorial Service for Sir Robin McLaren will take place in the College Chapel at 4pm on 29 October 2010. Sir Robin joined the Council of Royal Holloway in July 1997, becoming its Chairman in 1999 until his retirement in 2004. He led the Council through a period of considerable change into the 21st century. He helped to oversee the retirement of Professor Norman Gowar and was heavily involved in the process of appointing both Professor Drummond Bone and Professor Stephen Hill as Principals. He witnessed a major expansion of student numbers with a new emphasis on recruitment from overseas, celebrated the outstanding results of the 2001 RAE and saw the completion of the Gowar & Wedderburn residences. Sir Robin received his KCMG in 1991 having been awarded the CMG in 1982.

Sir Robin retained great affection for Royal Holloway after his retirement as Chairman of the Council and he was awarded an Honorary Fellowship in 2006.

16.2 To note the death of Lord Flowers FRS. Lord Flowers FRS was an eminent scientist, a distinguished academic leader and a significant contributor to the development of national science policy. A nuclear physicist, he worked at the Atomic Energy Research Establishment at Harwell and the University of Manchester before becoming Rector of Imperial College in 1973. In 1985 Lord Flowers was appointed Vice-Chancellor of the University of London and held this office for five years. In this capacity he had close contacts with the College and was a frequent visitor here; he

was also a close personal friend of Professor Dorothy Wedderburn. Brian Flowers was awarded an Honorary Fellowship in 1996 for his services to education and science.

He continued to support the College by attending our events and taking an active interest in the College's development.

## **PART B: ITEMS FOR REPORT AND FORMAL APPROVAL**

### **\* 17 REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

To note that no action has been taken by the Chairman since the last meeting other than that listed in item 12.2.

### **\* 18 REPORT OF DECISIONS TAKEN BY CIRCULATION**

No decisions have been taken by circulation since the last meeting.

### **\* 19 HEALTH CENTRE ANNUAL REPORT**

To receive the Annual Report for 2009-10 from the Health Centre.

CL/10/85

### **\* 20 ACADEMIC BOARD**

To receive the minutes of the meeting of the Academic Board Meeting held on 3 June 2010

CL/10/86

### **\* 21 AUDIT & COMPLIANCE COMMITTEE**

To note that the minutes of the meeting of the Audit & Compliance Committee held on 7 July 2010 will be available at the extended Council meeting in December 2010.

### **\* 22 ESTATES COMMITTEE**

To note that no meetings have taken place since 13 May 2010.

### **\* 23 FINANCE COMMITTEE**

To note that no meetings have taken place since 19 May 2010.

### **\* 24 HUMAN RESOURCES AND EQUAL OPPORTUNITIES COMMITTEE**

To note that no meetings have taken place since 18 May 2010.

\* **25 NOMINATIONS & HONORARY AWARDS COMMITTEE**

To receive the minutes of the meeting of the Nominations & Honorary Awards Committee, held on 20 May 2010.

CL/10/87

To receive the minutes of the meeting of the Nominations & Honorary Awards Committee, held on 21 September 2010.

CL/10/88

\* **26 STRATEGIC POLICY COMMITTEE**

To note that the minutes of the meeting of the Strategic Policy Committee held on 5 October will be available at the extended Council meeting in December 2010.

\* **27 COUNCIL EXECUTIVE**

To note that Council Executive met informally on 5 October 2010.

\* **28 SEALING OF DOCUMENTS**

To note that the following documents have been sealed since the last meeting:

- Geography Department, End-Use Certificate for presentation to the Export Control Authorities of the Federal Republic of Germany.
- RHUL Energy Initiative 2010, Lighting Improvements, JCT Minor Works Contract

\* **29 DATE OF THE NEXT MEETING**

To note that the next meeting of Council will be an extended meeting on 7 and 8 December 2010 at Cumberland Lodge.