

COUNCIL

AGENDA

**for the meeting to be held at 5pm on Wednesday, 25 June 2008
in the Windsor Building**

FORMAL BUSINESS

1. MEMBERSHIP

- 1.1 To note that Denis Tunnicliffe recently joined the Government as a Lord in Waiting in the Whips Office in the House of Lords. In accordance with the Ministerial Code, Lord Tunnicliffe, who was appointed to the Council on 1 August 2004, stood down at the end of April 2008.
- 1.2 To note that this will be the last meeting for the following members, who will complete their periods of office on 31 July 2008:
- Peter Worth, who was appointed as a lay member on 1 April 1998. In addition to his contribution to the work of the Council, Mr Worth has been an extremely active member of College committees, including the Finance Committee, the Trading Sub-Committee and the former Planning & Resources Committee. He served on the New Halls Project Board which oversaw the demolition of Athlone & Cameron and the inception of Gowar & Wedderburn student residences. Since April 2004 he has also been Chair of the Student Discipline Committee;
 - Joff Manning and Will Adams, student members, who will complete their one-year periods of office as President and Students' Union Chair respectively at the end of July 2008.
- 1.3 To note that the terms of office of three staff members are due to end on 30 September 2008:
- (i) **Professor George Dickson**, who was elected by the Academic Teaching staff. To note that an election will be underway in due course to fill this vacancy, for which George is eligible to stand again.
 - (ii) **Jonathan Morgan**, who was elected by the Academic-Related staff. On the recommendation of the Nominations & Honorary Awards Committee, unless the HERA team is able to clarify the position of the academic-related staff member, it is proposed to run an election in due course (for which Jonathan is eligible to stand again) using the old rules, with an interim "roll forward" arrangement for the person elected, similar to that in place for the non-academic staff position.

- (iii) **Andy Alway**, who was elected by the non-academic staff. On the recommendation of the Nominations & Honorary Awards Committee and as agreed by the Council in October 2007 (M07/154), it is proposed to roll forward Andy's membership for a further year (unless the HERA team is able to clarify the position of the non-academic staff member).
- 1.4 To welcome the student members for 2008-09, Liz Owen (President of the Students' Union) and Morgan Hamilton-Griffin (Students' Union Chair), who have been invited to attend this meeting as observers.
- 1.5 To note the appointment of Professor Geoff Ward as Vice-Principal (Planning & Resources) to succeed Professor Andrew Wathey from 1 May 2008. Professor Ward, who was formerly Dean of Arts, will continue to be "in attendance" at meetings in his new capacity. [*Ref item 14 – Chairman's Action*]
- 1.6 To note that this will be the last meeting for David Sweeney, Vice-Principal (Communications, Enterprise & Research), who will be leaving the College at the end of August 2008 to join HEFCE. Mr Sweeney has attended Council meetings since 2000, initially serving as an elected staff member. Since 2004, following his appointment as a Vice-Principal, he has been "in attendance" at meetings. [*Ref item 13.1 Announcements*]

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 26 March 2008 (M 08/49 – M 08/89).

Attached

4. **MATTERS ARISING FROM THE MINUTES**

To consider any matters arising, not elsewhere on the agenda.

4.1 Royal Holloway's Relationship with St George's, University of London (M08/51 M08/52)

To receive an update on the relationship with St George's and the latest developments with the SWan Agreement.

CL/08/47

5. **ELECTION OF VICE-CHAIRMAN OF COUNCIL**

- 5.1 On the recommendation of the Nominations & Honorary Awards Committee, to re-elect David Beever as Vice-Chairman of the Council with effect from 1 September 2008 until 31 July 2010.

6. **UNSTARRING OF ITEMS**

To note the unstarring of any Part B items.

PART A: MAJOR ITEMS OF BUSINESS

7. **PRINCIPAL'S REPORT**

To receive the Principal's report.

CL/08/48

8. **FINANCIAL MATTERS**

8.1 To receive and note the current position on the financial outturn for 2007-08.

CL/08/49

8.2 To receive and consider the proposed revenue and capital budget for 2008-09 and the updated financial forecasts.

CL/08/50

8.3 To approve the appointment, with effect from 1 April 2008, of the Director of Finance, Graeme Robinson, as a Director of Royal Holloway Enterprise Ltd, following the resignation of Jane Ross.

9. **STRATEGIC PLANNING**

Corporate Plan Development 2008-13 (M08/59)

9.1 To consider the implications of HEFCE tolerance bands on further growth.

CL/08/51

Branch Campus in Kuala Lumpur (Kuala Lumpur Education City) (M08/63)

9.2 To receive a progress report.

CL/08/52

The Student Experience

9.3 To receive a report on improvements to the student experience in response to the National Student Survey.

CL/08/53

9.4 Faculty Reorganisation

To note major organisational changes.

CL/08/54

10. **DEVELOPMENT**

To note new structures for a matched funding scheme for voluntary giving.

CL/08/55

11. GOVERNANCE

Visitor (M08/68)

11.1 To receive an update from the Chairman.

Statement of Primary Responsibilities

11.2 To consider a proposal to amend the Statement of Primary Responsibilities. CL/08/56

Term of Office for Future Chairs of Council

11.3 To note that the Nominations & Honorary Awards Committee invited a sub-group to consider a framework for the appointment of future Chairs of Council and to consider its proposals. CL/08/57

12. STUDENTS' UNION

12.1 To receive the Annual Report and Impact Report of the Students' Union, which will be presented by the President. CL/08/58

SU Constitution

To consider a proposed amendment to the Students' Union Constitution. CL/08/59

PART B: ITEMS FOR REPORT AND FORMAL APPROVAL

* 13. ANNOUNCEMENTS

13.1 To note the appointment of David Sweeney, Vice-Principal (Communications, Enterprise and Research) to the post of Director of Research, Innovation and Skills at the Higher Education Funding Council for England (HEFCE). David Sweeney joined Royal Holloway as Director of Computer Services in 1991 and became Director of Information Services in 1996. He became Vice-Principal in 2004 and has worked on the Brand Review and communications strategy, the College's RAE submission, our research-led commercial and consultancy activities, knowledge transfer and enterprise opportunities and on advancing our Development programme. David has been Chair of the Universities and Colleges Information Systems Association, was a member of the Universities UK Research Assessment and Funding Options Group and currently chairs the Board of Westfocus. [*Ref Item 1.6 – Membership*]

13.2 To note with regret the death Cecil Clarke, Honorary Fellow of the College, on 30 March 2008. He was Mayor of Runnymede in 1982-83 and was the Borough Council's representative on the College Council from 1985 to 1993. He contributed to many of the College's committees and working groups, including the Joint Committee with Students, the Sports Working Group and the Ethical Committee. He became an Honorary Associate in 1994 and later an Honorary Fellow of the College, retaining very close links with Royal Holloway right up to the end. A tribute to Mr Clarke was paid at the Annual Honorary Fellows Awards Ceremony in May 2008.

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

To note that the Chairman has agreed to the appointment of Professor Geoff Ward as Vice-Principal (Planning & Resources) from 1 May 2008, succeeding Professor Andrew Wathey.

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

15.1 Arising from M08/92 (Land Acquisition), to note that the amended form of words concerning the delegation of power to make an offer to purchase land over the value of £500k to the Council Executive Committee was agreed by email circulation. To note that this will be incorporated into the Schedule of Delegation and terms of reference of the Council Executive Committee.

* 16. **HEFCE'S ASSESSMENT OF INSTITUTIONAL RISK**

To receive and note a letter from HEFCE dated 9 April 2008. CL/08/60

* 17. **ACADEMIC BOARD**

To receive a report from the meeting of the Academic Board, held on 11 June 2008. CL/08/61

* 18. **AUDIT & COMPLIANCE COMMITTEE**

To receive the minutes of the meeting of the Audit & Compliance Committee, which took place on 20 March 2008. CL/08/62

* 19. **ESTATES COMMITTEE**

To receive the minutes of the meeting of the Estates Committee, held on 8 May 2008. CL/08/63

- * 20. **FINANCE COMMITTEE**
 - 20.1 To receive a report from the meeting of the Finance Committee, held on 15 May 2008. CL/08/64
 - 20.2 Financial Regulations
 - Upon the recommendation of the Finance Committee, to approve proposed changes to the Financial Regulations affecting the current bank signing mandate for payments. CL/08/65
- * 21. **HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE**
 - To receive a report from the meeting of the Human Resources & Equal Opportunities Committee held on 2 June 2008. CL/08/66
- * 22. **NOMINATIONS & HONORARY AWARDS COMMITTEE**
 - To receive a report from the meeting of the Nominations & Honorary Awards Committee held on 22 May 2008. CL/08/67
- * 23. **STRATEGIC POLICY COMMITTEE**
 - To receive a report from the meeting of the Strategic Policy Committee, held on 3 June 2008. CL/08/68
- * 24. **STUDENT DISCIPLINE COMMITTEE**
 - To receive a report from the meeting of the Student Discipline Committee held on 15 May 2008. CL/08/69
- * 25. **COMPLAINTS PROCEDURES FOR STUDENTS**
 - To receive an annual report on the operation of the Complaints Procedures. CL/08/70
- * 26. **CODES OF PRACTICE**
 - To approve a revised Code of Practice on Harassment for Students. CL/08/71
- * 27. **CALENDAR OF MEETINGS**
 - To receive a draft of formal committee dates for 2008-09. CL/08/72

* 28. **COLLEGE STATUTES & REGULATIONS OF THE COUNCIL**

To receive a copy of the latest edition of the College Statutes & Regulations of the Council (March 2008) and to note that the proposed amendments to Statutes 3(1)(c); 4; 17(3) and 26, which were confirmed at the March 2008 meeting of Council, are currently under consideration by the Privy Council.

CL/08/73

* 29. **SEALING OF DOCUMENTS**

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

- On 28 April 2008, Confirmed Minutes of 16 January 2008 Council Meeting for submission to the Privy Council;
- On 8 May 2008, Lease re Bookshop with A Wadsworth, Weybridge Books.

Carol Burns
Acting College Secretary
13 June 2008

Agenda items 30 to 34 are items of Reserved Business. Student members, officers and observers are asked to withdraw for these items.