

M13/319 – M13/382

Minutes of the Meeting of Council - Thursday 28 November 2013

Present:	Mr Stephen Cox (Chair) Mr Paul Blagbrough Mr John Brannan Professor Clare Bradley Mr Alex Cadier Mr Gurpreet Dehal Professor David Gilbert Mrs Christine Goodyear Mr Majid Hawa	Professor Paul Layzell Mr Jeremy McIlroy Ms Sarah Moffat Mr Iain Ross Professor Anne Sheppard Mr Amarbeer Singh Mrs Chris Shoukry Ms Colette Wilson
Apologies:	Mrs Margaret Jack Mr Mark Newlands	Mr David Spence Mrs Sarah Tyacke
In attendance:	Ms Helen Coleman Professor Rosemary Deem Professor Paul Hogg Professor Rob Kemp Mrs Cheryl Newsome Professor Katie Normington Professor Bob O'Keefe Mrs Julia Roberts Mr Graeme Robinson <i>Mr Simon Higman Mrs Pauline Martin Mrs Hilary Baker</i>	Director of Communications and External Relations Vice Principal Education Vice Principal and Dean of Science Deputy Principal (Planning, Resources and Partnerships) Director of Human Resources Vice Principal (Staffing) and Dean of Arts and Social Sciences) Vice Principal (External Engagement) and Dean of Management & Economics Director of Strategic Development Director of Finance <i>Registrar and Secretary Governance Support Officer Secondary Minutes</i>

- 1 **MEMBERSHIP**
NOTED apologies received from Margaret Jack, Mark Newlands, David Spence and Sarah Tyacke. 13/319

NOTED that there are currently three lay member vacancies and one non-academic staff vacancy. 13/320
- 2 **REGISTER OF INTEREST**
NOTED that the updated register of interests was an agenda item. There were no declarations of interest in agenda items. 13/321
- 3 **MINUTES**
AGREED the following amendment to the minutes of the meeting 2 October 2013: 13/322
 - 13/264 to remove "further surveys" and replace with "a subsequent survey"With this amendment the minutes were signed.

4	MATTERS ARISING FROM THE MINUTES There were none.	13/323
5	UNSTARRING OF ITEMS The following Part B items was unstarred:	13/324
	<ul style="list-style-type: none"> • Item 19 Remuneration Committee Minutes 23 October 2013 discussed under reserved Area Business. 	
6	SUMMARY OF STRATEGY DAY DISCUSSION NOTED the key outcomes of the Strategy day and the future actions.	13/325
	AGREED The target to reduce response times for offers to students to five days. Council to be updated with progress.	13/326
	NOTED the issues raised by the presentation from Mary Curnock Cook, Chief Executive Officer of the Universities and Colleges Admission Service, regarding the anticipated growth in number of applicants to higher education with BTEC qualifications. The extension of the academic footprint was considered necessary in order to achieve the significant increase in student numbers required by the financial plan. The academic footprint would be extended by further development of the existing academic portfolio and continuing to explore opportunities to add new academic subjects.	13/327
	NOTED the need to prioritise carefully the large number of potential projects in order to ensure their delivery to a high standard.	13/328
	REQUIRED A report to the March Council meeting regarding the potential development of the academic footprint taking account of the risks and ability to deliver.	13/329
	NOTED The strategy day also considered international development and the potential alternative strategies for achieving growth outside of the UK. Council's response of caution towards international growth was noted but the discussion that took place provided a broad framework within which to consider the College's approach towards international growth. A broad internationalisation strategy would be proposed through the Academic Board and then to Council in due course.	13/330
7	PRINCIPAL'S REPORT	
7.1	RECEIVED a verbal report from the Principal.	13/331
	NOTED the continuing change in the sector particularly with regard to student finance and fees in the run up to a general election.	13/332
	NOTED the opening of the Caryl Churchill theatre and the Boiler House lecture theatre.	13/333
	NOTED the launch of the UK Janet 6 computer network, on time and within budget, connecting the whole of the UK higher education system bringing significant benefits to research and teaching through increased bandwidth. Royal Holloway had excellent connectivity onto the core network allowing the College to reap the benefits of the investment.	13/334
	NOTED the closure of the 1994 group. The priority will be to build the Royal Holloway brand whilst continuing to explore opportunities to collaborate with other universities on activities of mutual benefit.	13/335
7.2	RECEIVED a verbal update on the purchase of a property (Item 17 CL/13/84)	13/336

- NOTED the decision taken by circulation to extend the capital budget and the process to acquire the property. Discussion was ongoing about the optimum use of space, parking facilities and transport provision. 13/337
- 8 **ACADEMIC BOARD**
- RECEIVED the draft minutes of the Academic Board meeting 20 November 2013 (CL/13/90) 13/338
- NOTED the discussion of a report on improving the experience of joint honours students. 13/339
- NOTED the discussion on a scheme supporting women through the promotion process. An explanation of the scheme to achieve better gender balance at professorial level was provided. 13/340
- NOTED the agreement by Academic Board of the principle to extend teaching by one week, primarily to provide an opportunity for revision classes. Academic Board referred the implementation of the principle to Council because of the financial implications that different options would impose. 13/341
- AGREED the proposal that whilst an additional week was needed it should not be taken out of the Summer vacation because of the financial implications on conference trade and the increased rents that students living in halls of residence would have to pay. 13/342
- REQUIRED a broader view of student opinion to be sought before a final decision was taken by management, followed by consultation by e mail with Council to agree whether the Easter or Christmas vacation should be reduced by one week. 13/343
- NOTED It was not possible to discuss issues raised by a member objecting to the recording of item 8 in the draft minutes of the Academic Board meeting as the member had an Equal pay claim against the College that was still in process. 13/344
- 9 **STUDENT RECRUITMENT AND ADMISSIONS**
- RECEIVED a report from the Deputy Principal on the 2013 Admissions Cycle and plans for future recruitment and admissions (CL/13/71) 13/345
- NOTED that the final student count would take place in the first week of December and the priorities for the next recruitment cycle would be produced. 13/346
- 10 **THE ESTATES MASTERPLAN**
- APPROVED the process and timetable for completion and submission of the Estates Masterplan (CL/13/72) 13/347
- NOTED that if outline planning permission was not accepted by Runnymede Council individual planning submissions would be required with the risk of a lengthening of timescales. 13/348
- 11 **ANNUAL REPORT FROM THE AUDIT AND COMPLIANCE COMMITTEE**
- NOTED A declaration of interest from Mr David Spence. "As disclosed in November, I was a Partner until 2006 with the firm chosen to deliver the College's Internal Audit Service for the financial year 2012-13, and continue to undertake occasional ad hoc consultancy work with them. I excluded myself from the internal audit appointment (for 2013 onwards) and do not believe that this relationship has impaired my judgement in any way as Chairman of the Audit Committee. I feel it is appropriate to make this disclosure again as a matter of transparency" 13/349
- 11.1 NOTED the potential financial loss of £21K reported to HEFCE and the steps taken to mitigate any future loss (CL/13/73) 13/350

11.2	APPROVED for submission to HEFCE the report for 2012-2013 of the Audit and Compliance Committee (CL/13/74)	13/351
12	FINANCIAL MATTERS	
12.1	Annual Accounts 2012-2013 RECEIVED the accounts 2012-2013 (CL/13/75)	13/352
	DISCUSSED the improved student: staff ratio and questioning of the ratio compared to published data.	13/353
	REQUIRED analysis of the definition of "staff" and the trends in student: staff ratios to the Finance Committee.	13/354
	APPROVED the accounts 2012-2013 and the signing of the letter of representation.	13/355
12.2	Financial Forecast 2013-2014 RECEIVED the updated financial projection for 2013-14 and to approve the commentary and financial schedules to be submitted to HEFCE (CL/13/76)	13/356
	NOTED the financial forecast and the impact on the budget of the shortfall in student numbers.	13/357
	APPROVED the updated financial projection for 2013-14 and the commentary and financial schedules to be submitted to HEFCE.	13/358
13	MONITORING IMPLEMENTATION OF THE STRATEGY	
13.1	NOTED the reported progress with Key Performance Indicators (CL/13/77)	13/359
	REQUIRED the traffic light system to be improved with the addition of an explanatory note of the reason for confidence in a grade considered achievable.	13/360
13.2	RECEIVED the updated Strategic Risk Register (CL/13/78)	13/361
13.3	NOTED and AGREED the priority actions identified for implementing the new strategy during 2013/14 (CL/13/79). A full report would be provided to the June meeting of Council.	13/362
14	GOVERNANCE	
14.1	APPROVED the definition of Chair's action reflecting current practice (CL/13/80)	13/363
14.2	APPROVED communication with Council members (CL/13/81)	13/364
14.3	NOTED the Register of Council Interests 2013 (CL/13/82)	13/365
14.4	RECEIVED an update from the Project Board on the Council Effectiveness Review (CL/13/88) REQUIRED an update at the next meeting.	13/366 13/367
14.5	RECEIVED: A tabled report of the proposed restructuring of the Students' Union Sabbatical Officers' roles (CL/13/89)	13/368
	DISCUSSED the reallocation of Sabbatical Officers' portfolios to create a more balanced and manageable workload and the longer term proposal that the position of Student Union President be removed to create four Co-President positions.	13/369
	NOTED the Student Union Constitution was not presented for approval at this meeting and the immediate removal of the position of Student Union President was not proposed. Council Statutes specify the President of the Student Union as an ex officio position.	13/370

	AGREED the changes to re-allocate the duties of the Sabbatical Officers as proposed by the Student Union General meeting and changes of the Vice President role to Co-President. Any further changes to the Constitution must be proposed to the Council Executive Committee before presentation to the full Council. Council stated its preference for maintaining the leadership role of the President thus retaining him/her as ex officio a member of Council.	13/371
	REQUIRED reassurance that all changes to the Student Union Constitution have gone through the proper procedures.	13/372
15	COUNCIL MEMBERSHIP RECEIVED an update on progress with the recruitment of lay members (CL/13/83)	13/373
	REQUIRED proposals for new members to be brought to the next meeting of Council.	13/374
16	REPORT OF DECISIONS TAKEN BY THE CHAIRMAN None	13/375
17	REPORT OF DECISIONS TAKEN BY CIRCULATION NOTED the decision taken by circulation of the request to extend the capital budget (CL/13/84)	13/376
18	PLANNING LETTER NOTED the letter sent to the Principal (CL/13/85)	13/377
19	RECEIVED THE FOLLOWING MINUTES (CL/13/86) Council Minutes 20 March 2013 Council Executive Committee meeting 23 September 2013 Nominations Committee meeting 2 October 2013 Council Executive Committee 23 October 2013 The Remuneration Committee 23 October 2013 The Finance Committee 25 October 2013 Audit and Compliance Committee 1 November 2013	13/378
20	NOTED THE FOLLOWING COMMITTEES HAVE NOT MET SINCE THE LAST MEETING OF COUNCIL Equality & Diversity Committee: To Note Christine Goodyear's appointment as Chair The Health and Safety Assurance Committee: To Note Gurpreet Dehal's appointment	13/379
21	SEALING OF DOCUMENTS NOTED that the following documents have been sealed since the last meeting: 8 November 2013; Licence to occupy Unit 23a, The Precinct, Egham 15 November 2013; Surrender of lease of 2 Gower Street, London.	13/380
22	ANY OTHER BUSINESS APPROVED amendments to the Standing Orders of the Academic Board, agreed at its meeting 20 November 2013, with regards to the timing of elections.(CL/13/87)	13/381
23	DATE OF THE NEXT MEETING NOTED that the next meeting of Council will be held on Wednesday 19 March 2014 at 17.00 in MX034.	13/382

Signed:


Mr Stephen Cox CVO
Chair of Council

Date

