

Royal Holloway  
University of London

COUNCIL

**AGENDA**

For the meeting to be held on Wednesday 28 March 2012 at 5pm in MX034

**FORMAL BUSINESS**

**1. MEMBERSHIP**

To welcome Ms Colette Wilson, who has been appointed as a lay member, to her first meeting.

**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 21 November 2011

*Attached*

**4. MATTERS ARISING FROM THE MINUTES**

To note that there are no matters arising from the minutes, not elsewhere on the agenda, from the meeting held on 21 November 2011.

**5. UNSTARRING OF ITEMS**

To note the unstarling of any part B items.

**PART A: MAJOR ITEMS OF BUSINESS**

**6. PRINCIPAL'S REPORT**

To receive a report from the Principal.

CL/12/01

## **7 RESEARCH**

### **7.1 Research Exploitation**

7.1.1 To receive a brief oral report from the Vice-Principal (Research and Enterprise)

7.1.2 To receive a short presentation on an example of Research and Enterprise at Royal Holloway: Vaccine Development and Holloway Immunology

### **7.2 Research matters**

To receive a paper for information and discussion on topical research issues, including preparation for REF 2014 CL/12/02

## **8 FINANCIAL MATTERS**

### **8.1 Financial Outturn 2011-12**

To note the financial outturn 2011-12 CL/12/03

### **8.2 Financial Forecasts**

To note the changes in the arrangements for submitting financial forecasts to HEFCE in 2011-12 CL/12/04

### **8.3 Audit Tender**

To note the arrangements for the selection processes for the Internal and External Auditor, and agree to Chair's action to make the appointment of the External Auditor on the recommendation of the selection group CL/12/05

## **9 COLLEGE STRATEGY**

9.1 To receive revised KPIs for the current College Strategy (to 2013) CL/12/06

9.2 To receive a process for the development of a revised College Strategy CL/12/07

9.3 To have a preliminary discussion on expectations and structure of a revised College Strategy

## **10 OLYMPIC VILLAGE**

To receive a brief presentation on the Olympic Village at Royal Holloway

## **11 GOVERNANCE**

### **Hilda Martindale Educational Trust**

To appoint Professor Mary Fowler as an Exhibition Trustee, to replace Mrs Mary Morris, with immediate effect until 31 December 2017.

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

### **\*12 ANNOUNCEMENTS**

To note that Professor Peter Rice-Evans BSc, PhD, DSc (London), MBA (Columbia) died on 21 February. Peter was Lecturer, Bedford College (1962-78), Reader in Experimental Physics, Bedford College (1978 – 88), Professor of Experimental Physics, RHBNC (1988 – 99). Peter was noted for his contributions on the College Council and Academic Board. He remained active as Emeritus Professor and Leverhulme Fellow and contributed to the book Bedford College: Memories of 150 Years.

To note that a Memorial Service to celebrate the life of Professor Ian Spink, Head of the Department of Music from 1969 – 92 and a Professor there from 1974 – 1997 was held on 9 March. Professor Spink built up the Department almost from scratch over a period of some 25 years, establishing the foundations which have helped to secure its current pre-eminent position within UK Music Departments.

To note that a formal dinner to mark the end of Sir Andrew Burns' term of office on Council was held at the College on Saturday 10 March 2012.

### **\*13 REPORT OF DECISIONS TAKEN BY THE CHAIRMAN**

To note that the Chairman approved a change in College Secretary from Miss Katie Kerr to Mr Simon Higman. Formal thanks are given to Miss Kerr for her outstanding contribution to supporting the work of the Council.

### **\*14 REPORT OF DECISIONS TAKEN BY CIRCULATION**

To note that the Council has approved the appointment of Ms Colette Wilson as a lay member.

### **\*15 ACADEMIC BOARD**

To note the confirmed minutes of the meeting of the Academic Board held on 2 November 2011. CL/12/08

To note the unconfirmed minutes of the meeting of the Academic Board held on 7 March 2012. CL/12/09

### **\*16 AUDIT & COMPLIANCE COMMITTEE**

To note the unconfirmed minutes of the meeting of the Audit and Compliance Committee held on 29 February 2012. CL/12/10

### **\*17 COUNCIL EXECUTIVE**

To receive the unconfirmed minutes from the meeting of the Council Executive, held on 6 March 2012. CL/12/11

**\*18 EQUALITY & DIVERSITY COMMITTEE**

To note that the minutes of the Equality & Diversity Committee meeting held on 28 March 2012 will be available at the Council meeting on 20 June 2012.

**\*19 FINANCE COMMITTEE**

To receive the unconfirmed minutes of the Finance Committee meeting held on 26 January 2012. CL/12/12

**\*20 NOMINATIONS COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Nominations Committee held on 6 March 2012. CL/12/13

**\*21 REMUNERATION COMMITTEE**

To receive the unconfirmed minutes of the meeting of the Remuneration Committee held on 6 March 2012. CL/12/14

**\*22 ANTI FRAUD POLICY**

To approve a revised Anti Fraud Policy CL/12/15

**\*23 COUNCIL AWAY DAY OUTCOMES**

To receive a short report on progress after the Council away day on 22 November 2011 CL/12/16

**\*24 FINANCIAL REGULATIONS**

To note the annual report from the Finance Committee detailing amendments to the Financial Regulations CL/12/17

**\*25 STATUTE 25**

The Statutory 25 Committee met on 15th December 2011 to consider a grievance from an academic member of staff. The Committee heard four grievances, plus grievances against four named members of staff, none of which were upheld. The grievances have been referred to an employment tribunal which is ongoing

**\*26 STUDENT DISCIPLINARY COMMITTEE**

The Student Disciplinary Committee has met on two occasions to consider three plagiarism offences. On 13th December 2011 an undergraduate student was suspended for the remainder of the academic year and on 11th January 2012 the Committee agreed to terminate the registrations of two postgraduate taught students. One of these has appealed against the decision on the grounds that the penalty was too severe and the Student Disciplinary Appeal Committee will hear this case on 21st March 2012.

**\*27 STUDENTS' UNION**

To approve minor amendments to the Students' Union constitution

CL/12/18

**\*28 DATES OF COUNCIL MEETINGS**

To note that the following dates have been agreed for Council meetings in **2012-13**

Thursday 11 October 2012 (time to be confirmed)

Thursday 22 November 2012 and Friday 23 November 2012 (away days)

Wednesday 20 March 2013 5pm

Wednesday 26 June 2013 5pm

To note that the following dates are proposed for Council meetings in **2013-14**

Wednesday 9 October 2013 at 5pm

Tuesday 26 November 2013 and Wednesday 27 November 2013 (away days)

Wednesday 26 March 2014

Wednesday 26 June 2014

**\*29 SEALING OF DOCUMENTS**

To note that the following document was sealed on 21 March 2012

The surrender of the lease for the College bank from Natwest back to RHUL

**\*30 DATE OF THE NEXT MEETING**

The date of the next meeting is Wednesday 20 June 2012 at 5pm in MX034.

This meeting will also include a meeting of the Founders Endowment Fund.

Miss Clare Munton  
Governance Assistant  
19 March 2012