

Royal Holloway  
University of London

COUNCIL

AGENDA

**for the meeting to be held at 5pm on Wednesday, 26 March 2008  
in the Windsor Building**

**FORMAL BUSINESS**

1. **CONFLICT OF INTEREST**

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

2. **MINUTES**

To confirm the Minutes, of the last meeting, held on 16 January 2008 (M 08/01 – M 08/48), which were circulated by e-mail on 5 February 2008.

Attached

3. **MATTERS ARISING FROM THE MINUTES**

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

3.1 Royal Holloway's Relationship with St George's, University of London (M08/08)

To receive an oral update on the current position.

4. **COLLEGE STATUTES**

To confirm the Special Resolutions passed at the meeting of 16 January 2008 (M08/09) that, subject to any alterations that the Privy Council may require, Statutes 3(1)(c); 4; 17(3) and 26 be amended to read as follows:

**Statute 3(1)(c) - Elected members of Council**

“Seven elected members being -

- (i) one elected by the members of the Academic Board from among the members of the Academic Board who are members of the academic teaching staff;
- (ii) two elected from among their own number by the academic teaching staff;

- (iii) three elected in accordance with the procedure specified in the current regulations from among their own number by the staff of the College who are not academic teaching staff;
- (iv) one student of the College elected by the whole student body.”

**Statute 4 - Officers of the Council (Chair and Vice-Chair)**

**“Chair and Vice-Chair”**

“The Chair and Vice-Chair of the Council shall be elected by a majority of the other members present and voting at a meeting of which not less than fourteen days' notice has been given and at which not less than two-thirds of the total membership of the Council are present and shall hold office for such period as the Council thinks fit but for not more than five years from the date of election and then retire but shall be eligible for re- election for one further period not exceeding five years.”

**Statute 17(3) – The Appointment of Deans and Deputy Deans**

“Deans and Deputy Deans of all Faculties shall be appointed by the Principal to hold office for such periods and on such terms as he shall determine. The procedures for appointment shall be as prescribed in the regulations.”

**Statute 26 – No Discrimination**

“The College will treat fairly all its staff, students, applicants for employment or study, visitors and other persons in contact with the College and will seek to ensure they have equality of opportunity without regard to their race, gender, disability, sexual orientation, religion and belief or age.”

**5. UNSTARRING OF ITEMS**

To note the unstarring of any Part B items.

**PART A: MAJOR ITEMS OF BUSINESS**

**6. PRINCIPAL’S REPORT**

To receive the Principal’s report. CL/08/24

**7. FINANCIAL MATTERS**

7.1 To receive a summarised report on the financial outturn for 2007-08. CL/08/25

7.2 To receive and note a summary of the 2008/09 HEFCE recurrent grant letter. CL/08/26

## 8. STRATEGIC PLANNING

### Corporate Plan Development 2008-13 (M08/25)

- 8.1 Arising from M08/25, to receive an update on progress. CL/08/27

### Student Applications

- 8.2 To receive an update on the current position. CL/08/28

### Risk Management

- 8.3 To receive and review the College's Principal Risks. CL/08/29

- 8.4 To approve a new Risk Management Strategy. CL/08/30

### Branch Campus in Kuala Lumpur (KLEC)

- 8.5 To receive a summary of exploratory discussions with Kuala Lumpur Education City (KLEC) to establish a branch campus. CL/08/31

### Trust Schools

- 8.6 To receive an outline of the College's approach to Trust Schools. CL/08/32

## 9. GOVERNANCE

### Degree Awarding Powers

- 9.1 To note that the Privy Council has granted Royal Holloway its own degree awarding powers. This gives the College the option in the future to award degrees of Royal Holloway, should it so wish.

### American Foundation for Royal Holloway & Bedford New College, Inc

- 9.2 Arising from M07/59 – 07/60, to consider the recommendation of the Audit & Compliance Committee. CL/08/33

### Visitor (M08/28)

- 9.3 To receive an oral update from the Chairman.

### College Secretary

- 9.4 To note the retirement of Jane Ross, Director of Resources & College Secretary, in mid-May 2008. A proposal to appoint an Acting College Secretary will be considered under Reserved Area Business.

## Council Membership

- 9.5 On the recommendation of the Nominations & Honorary Awards Committee, to reappoint both Richard Buswell and Bob Potts for a further five years. Their terms of office, which are due to end on 31 July 2009, will now end on 31 July 2014. [*Ref agenda items 10 & 11 – Committee Chair appointments*]

### 10. **CHAIR OF FINANCE COMMITTEE**

On the recommendation of the Nominations & Honorary Awards Committee, to re-elect Bob Potts as Chair of the Finance Committee from 1 September 2008 until 30 September 2011.

### 11. **COMMITTEE CHAIRS**

On the recommendation of the Nominations & Honorary Awards Committee, to reappoint the following

- (i) Richard Buswell as Chair of the Audit & Compliance Committee, from 1 October 2008 until 30 September 2011;
- (ii) Barbara Shorter as Chair of the HR & Equal Opportunities Committee, from 1 August 2008 until 31 July 2009.

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

### \* 12. **ANNOUNCEMENTS**

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

To note that no action has been taken by the Chairman since the last meeting.

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

To note that no decisions have been taken by circulation since the last meeting.

- \* 15.     **HEALTH & SAFETY ANNUAL REPORT**  
           To receive the Health & Safety Annual Report. CL/08/34
  
- \* 16.     **MARKETING INITIATIVES**  
           To receive an update from the Head of External Relations. CL/08/35
  
- \* 17.     **ACADEMIC BOARD**  
           To receive a report from the meeting of the Academic Board, held on 5 March 2008. CL/08/36
  
- \* 18.     **AUDIT & COMPLIANCE COMMITTEE**
  - 18.1 To note that the meeting of the Audit & Compliance Committee, scheduled for 29 February 2008, has been postponed until 20 March 2008.
  - 18.2 To approve the Value for Money Policy. CL/08/37
  - 18.3 To approve the Fire Safety Policy. CL/08/38
  
- \* 19.     **ESTATES COMMITTEE**  
           To receive the minutes of the meeting of the Estates Committee, held on 31 January 2008. CL/08/39
  
- \* 20.     **FINANCE COMMITTEE**  
           To receive a report from the meeting of the Finance Committee, held on 11 February 2008. CL/08/40
  
- \* 21.     **HUMAN RESOURCES & EQUAL OPPORTUNITIES COMMITTEE**  
           To receive a report from the meeting of the Human Resources & Equal Opportunities Committee held on 6 March 2008. CL/08/41
  
- \* 22.     **NOMINATIONS & HONORARY AWARDS COMMITTEE**  
           To receive a report from the meeting of the Nominations & Honorary Awards Committee held on 21 February 2008. CL/08/42

- \* 23. **REMUNERATION COMMITTEE**  
 To receive a report from the meeting of the Remuneration Committee held on 5 February 2008. CL/08/43
  
- \* 24. **STRATEGIC POLICY COMMITTEE**  
 To receive a report from the meeting of the Strategic Policy Committee, held on 3 March 2008. CL/08/44
  
- \* 25. **TERMS OF REFERENCE OF COUNCIL COMMITTEES**  
 To approve proposed modifications to the terms of reference of the Audit & Compliance, Health & Safety and Nominations & Honorary Awards Committees. CL/08/45
  
- \* 26. **STUDENTS' UNION**  
 To note the results of the elections for sabbatical officers for 2007-08:  

President	Elizabeth (Liz) Owen
Vice-President (Education & Welfare)	Adam Cadoo
Vice-President (Communications & Services)	Emilie Seager
Vice-President, (Student Activities)	Lindsay Topham
  
- \* 27. **SEALING OF DOCUMENTS**  
 To note that no documents have been sealed since the last meeting.

Jane Ross  
 Director of Resources & College Secretary  
 11 March 2008

**Agenda items 28 to 31 are items of Reserved Business. Student members, officers and observers are asked to withdraw for these items.**