



University of London
COLLEGIATE COUNCIL

Friday, 6 May 2011
8.30am
The Court Room, Senate House

MINUTES

PRESENT	Professor Crossick (Vice-Chancellor and Chair) Professor Freeman-Attwood (RAM) Professor Gaskell (QMUL) Professor Henderson (CSSD) Professor Latchman (Bbk) Professor Layzell (RHUL) Mr P Loughrey (GC)	Dr McDade (HC) Professor Piot (LSHTM) Professor Smith (SoP) Dr P Stewart (CIA alternate) Dr M Stiasny (IoE alternate) Professor Sir Richard Trainor (KCL) Professor Webley (SOAS)
APOLOGIES	Professor Ashworth (ICR) Professor Grant (UCL) Professor Husbands (IoE) Professor Kain (SAS) Professor Kopelman (SGUL)	Professor Sir Andrew Likierman (LBS) Professor Rees (LSE) Professor Reid (RVC) Professor Swallow (CIA)
OBSERVER	Professor Kydd (UoLIA)	
IN ATTENDANCE	Mr R Cryer Ms C Cushion	Mr M Dalton (Secretary)

Welcome

0837 The Vice-Chancellor welcomed Dr Stewart as alternate for Professor Swallow and Dr Stiasny as alternate for Professor Husbands. The Vice-Chancellor also placed on record his thanks to Sir Howard Davies, who had stepped down as Director of the London School of Economics (LSE), for his contributions to the work of the Collegiate Council. He would be replaced on the Collegiate Council by Professor Judith Rees, Acting Director of the LSE.

Minutes

0838 The Collegiate Council approved the Minutes of the previous meeting held on 18 February 2011.

Matters Arising

CCM 0819: Library Strategic Planning Board (LSPB)

0839 The Collegiate Council was informed that the meeting of the LSPB scheduled for 24 March 2011 had been cancelled. The next meeting, which would

consider a detailed strategy document for Senate House Libraries (SHLs),
would take place on 10 May 2011.

*CCMM 0823 - 0824: Joint Working Group of the Collegiate Council and the
Academic Quality Advisory Committee (AQAC)*

0840 Members were informed that the first meeting of the Joint Working Group
would take place on 2 June 2011 and that a report would be made to the
Collegiate Council in due course.

CCM 0827: Working Group to Review Regulation 1

0841 The Collegiate Council was informed that the final report of the Quality
Assurance Agency (QAA) Institutional Audit of the University (see CCMM
0843 – 0844 below) was likely to consider issues around collaboration which
would be of direct relevance to the Working Group's remit. As a result, further
work on the terms of reference, membership and dates of the meetings of the
Working Group was awaiting receipt of the final report.

CONFIDENTIAL REPORT - Vice-Chancellor's Report

0842 The Collegiate Council received a confidential report by the Vice-Chancellor
(CC194) and noted updates on the following matters:

- (i) Secretary and Chief Operating Officer
- (ii) QAA Audit of University of London (UoL) International
Programmes
- (iii) Audit of UoL International Programmes Collaboration in
Singapore
- (iv) Expansion of UoL International Programmes in the UK
- (v) Senate House Project – Phases 2/3
- (vi) Senate House Project – Phase 4
- (vii) Commemorative Plaque – Professor Edward Westermarck
- (viii) Shared Services Working Group
- (ix) Warburg Institute

[CCMM 0843 – 0844 are considered exempt from disclosure in accordance with Part II of the
Freedom of Information Act 2000]

**CONFIDENTIAL REPORT - Redevelopment of the University Marine Biological
Station**

0845 The Collegiate Council received a confidential report (CC195) by the Vice-
Chancellor on discussions by the Board of the University Marine Biological
Station (UMBS) and by the Vice-Chancellor's Executive Group (VCEG) about
the ongoing efforts to secure a sustainable future for the UMBS. Attached at
Appendix CC195A was a confidential progress report presented to the VCEG
on 30 March 2011 and the Board of UMBS on 14 April 2011.

[CCMM 0846 – 0852 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000]

University Subscription and Charges 2011-12

- 0853 The Collegiate Council received a report by the Director of Finance (CC196) on the University Subscription and Charges for 2011-12. Attached at Appendix CC196A was a spreadsheet containing proposals for the University Subscription and Charges for 2011-12 (Appendix CC196A) and at Appendix CC196B was a report on The Careers Group Charge to Colleges for 2011-12. The Collegiate Council noted that proposals for the 2011-12 Subscription had been reviewed by the Finance Directors' Working Group at its meeting on 17 February 2011. Proposals for 2011-12 Charges had been reviewed by the Working Group by email correspondence.
- 0854 The Collegiate Council noted that the proposed Subscription of £1,914k represented a 5% reduction from 2010-11 (£2,015k). The proposed combined Subscription and Charges total of £8,767k represented a 3.5% reduction from 2010-11 (£9,087k).
- 0855 The Collegiate Council noted that the main saving on the proposed Subscription for 2011-12 would arise from a reduction in the estimated time to be spent by the Director of Administration's successor on the federal services and activities funded by the Subscription as outlined in Ordinance 10. The role would be more focused on business development which was reflected in the change of job title to Secretary and Chief Operating Officer.
- 0856 It was noted that the proposed Charge for SHLs (£2,386k as against £2,536k for 2010-11) would include the final year of transitional funding as outlined within Option 1A Extended (approved by the Collegiate Council at its special meeting on 30 April 2009). From 2012-13, the Charge would revert to recurrent funding only, subject to annual indexation. The new formula for the allocation of the Charge across Colleges, based largely upon usage and approved by the Collegiate Council on 26 February 2010, would be applied to the whole of the Charge for 2011-12 (the new formula had been applied to only 50% of the Charge for 2010-11). The Collegiate Council noted the outcomes of applying the new formula to the whole of the Charge and concurred with the Working Group's recommendation that the effects of implementing the new allocation model in full should be reviewed given that two years' full data on library usage were available. It was agreed that membership of the group to review the effects of the new model should comprise both Librarians and Heads of Colleges.
- 0857 A member of the Collegiate Council expressed the view that the increase in the Charge for SHLs for many smaller institutions was disproportionate, especially for those Colleges with very few students using the Libraries. It was noted that the increases for smaller Colleges were the result of the inclusion of a 10% flat-rate proportion of the Charge, allocated equally across Colleges,

within the new funding formula which the Collegiate Council had approved. Furthermore, in approving the new formula in February 2010, the Collegiate Council had accepted the principle that allocation of the Charge for SHLs needed to reflect usage better than the previous model. This principle for SHLs mirrored a more general trend across the University towards reducing activities funded by the Federal Subscription to an irreducible minimum and funding according to usage wherever possible. It was suggested that the working group might consider whether the introduction of the new funding model based on usage had brought about behavioural changes locally such that students were being discouraged from using the Libraries.

- 0858 The Collegiate Council discussed the constitution of the Finance Directors' Working Group and noted that small and specialist Colleges had been underrepresented. It was agreed that they should have greater representation in 2011-12 and that membership of the Working Group should be rotated so that at least one new member joined each year. It was suggested that prospective members of the Finance Directors' Working Group might be asked in advance of their ability to attend meetings.
- 0859 A member of the Collegiate Council commented on the increases in Institute of Advanced Legal Studies (IALS) Charges to Law Schools over previous years and it was agreed that historic data on Charges to Law Schools would be provided for the next meeting. The data would determine whether a further breakdown of the Charges would be necessary.

AGREED

- 0860 (i) To recommend to the Board of Trustees, for approval, the proposed Subscription and Charges for 2011-12 set out at Appendix CC196A.
- (ii) To agree that a small working group of Librarians and Heads of Colleges should be established to review the effects of the new funding formula for the allocation of the Charge for SHLs.
- (iii) That representation of small and specialist Colleges on the Finance Directors' Working Group should be increased in 2011-12.
- (iv) That members of the Finance Directors' Working Group should be rotated to ensure at least one new member joined each year.
- (v) That historic data on the IALS Charges to Law Schools would be provided for the next meeting.

CONFIDENTIAL REPORT - Finance Report

- 0861 The Collegiate Council received a confidential Finance Report (CC197) by the Director of Finance which included the following Appendices (all confidential):

- (i) Monthly Finance Report March 2011 (Appendix CC197A)
- (ii) Income and Expenditure by Division to 31 March 2011 (Appendix CC197B)
- (iii) Income and Expenditure by Category to 31 March 2011 (Appendix CC197C)
- (iv) Balance Sheet as at eight months to 31 March 2011 (Appendix CC197D)
- (v) Cash Flow Statement (Appendix CC197E)

0862 The Collegiate Council noted a surplus of £1.4M on the University's continuing operations for the period to 31 March 2011, which was £0.4M ahead of budget. The Director of Finance commented that indications were that the surplus on continuing operations for the full year would be ahead of budget (forecast £2.4M, budget £1.9M). He added that work had already commenced on improving the financial performance of UMBS, the School of Advanced Study (SAS) and the University of London Institute in Paris (ULIP) with a view to reducing or eliminating their structural deficits in 2011-12.

0863 The Collegiate Council was informed that the extended absence of the Director of SHLs due to illness had meant that the expected efficiencies within SHLs in 2010-11 had not been secured. The position was expected to improve with the Director's return and the establishment of the new Leadership Team. The prolongation of the Senate House Project had also severely impacted SHLs as it had stalled the planned reduction in its space footprint.

University of London Union (ULU) Finance Report

0864 The Collegiate Council noted a report (CC198) by the ULU General Manager on ULU's financial performance to 31 March 2011.

Reports from Central Academic Bodies and Activities

Board of the School of Advanced Study

0865 The Collegiate Council received a report by the Vice-Chancellor (CC199) containing a summary of issues discussed by the Board of SAS at its meeting on 14 April 2011. Attached to the report were the following two proposals: SAS Guidelines on Collaborative Provision Leading to an Award of the University of London (Appendix CC199A); and Periodic Review of Programmes of Study (Appendix CC199B). The first proposal represented a code of good practice for the academic management of collaborative arrangements entered into by Institutes of the School. The second outlined proposals for reviews of Master's programmes to ensure the maintenance and enhancement of high-quality academic provision. In supporting the proposals, members took note of the importance of the Collegiate Council's role in ensuring the proper discharge of the University's academic affairs and its responsibility for the academic standards of University of London awards made by Central Academic Bodies.

APPROVED

- 0866 (i) SAS Guidelines on Collaborative Provision Leading to an Award of the University of London (Appendix CC199A).
- (ii) SAS Periodic Review of Programmes of Study (Appendix CC199B).

CONFIDENTIAL REPORT - Board of the University of London Institute in Paris

0867 The Collegiate Council received a confidential report by the Vice-Chancellor (CC200) containing a summary of issues discussed by the Board of ULIP at its meeting on 13 April 2011. It was noted that principles for consultation when future opportunities for external collaboration arose had been agreed by the Board following concerns about the presentation of ULIP's collaboration with the London Graduate School, based at Kingston University. It was noted also that the ULIP Strategy and Business Plan 2011-14 would be considered by the Board at its next meeting prior to its submission to the Collegiate Council on 1 July 2011.

AGREED

- 0868 That Alys Collins be appointed to succeed Miles Denison as the student representative on the Board of ULIP with effect from 1 June 2011 to 31 May 2012.

Board of the Careers Group

0869 The Collegiate Council noted a report (CC201) by the Chairman of the Board of The Careers Group, Professor Latchman, containing a summary of issues discussed by the Board at its meeting on 28 March 2011.

Board of the University Marine Biological Station

0870 The Collegiate Council noted a report by the Vice-Chancellor (CC202) containing a summary of issues discussed by the Board of the UMBS at its meeting on 14 April 2011.

CONFIDENTIAL REPORT - Foundation Day 2011

0871 The Collegiate Council received a confidential report by the Vice-Chancellor (CC203) on the outcome of the Honorary Degrees Working Group meeting held on 22 March 2011. It was noted that the following three Honorary Graduands, whose nominations had been approved at the Collegiate Council meeting on 26 February 2010 but who had been unable to attend the 2010 Foundation Day Ceremony, were expected to receive their awards at the 2011 Ceremony: Professor Sir Peter Mansfield; Ms Mary Quant; and Professor Dame Alison Richard.

[CCMM 0872 – 0873 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000]

Chair's Action

0874 The Collegiate Council noted a report by the Secretary on Chair's Action taken since the previous meeting (CC204).

Award of Degrees and Diplomas

0875 The Collegiate Council noted a report (CC205) by the Vice-Chancellor on the award of degrees and diplomas.

Dates of Meetings

0876 The Collegiate Council noted the following dates of meetings (all to start at 08.30am):

2010-11

Friday, 1 July 2011

2011-12

Friday, 30 September 2011

Friday, 4 November 2011

Friday, 9 December 2011

Friday, 24 February 2012

Friday, 4 May 2012

Friday, 6 July 2012