



University of London
COLLEGIATE COUNCIL

Friday, 3 July 2009
8.30am
STB9, Stewart House

MINUTES

PRESENT

Vice-Chancellor (Chairman)	Professor Kopelman (SGUL)
Professor Crossick (Goldsmiths)	Dr McDade (Heythrop)
Professor Sir Roderick Floud (SAS)	Professor Ogden (QMUL)
Professor Freeman-Attwood (RAM)	Professor Rao (SOAS Alternate)
Professor Haines (LSHTM)	Professor Rigby (ICR)
Professor Henderson (CSSD)	Professor Swallow (Courtauld)
	Professor Trainor (KCL)
	Professor Whitty (IoE)

APOLOGIES

Sir Howard Davies (LSE)	Professor Sir Andrew Likierman (LBS)
Professor Grant (UCL)	Professor McKellar (RVC)
Professor Kemp (RH)	Professor Smith (SoP)
Professor Latchman (Bbk)	Professor Webley (SOAS)

OBSERVER

Professor J Kydd
(External System)

IN ATTENDANCE

Mr R Cryer	Miss C Swarbrick
Mr M Dalton (Secretary)	

Welcome

0294 The Vice-Chancellor welcomed Professor Rao to the meeting as School of Oriental and African Studies (SOAS) Alternate for Professor Webley who was abroad on College business. Members were informed that Professor Webley had confirmed in writing that he was content for SOAS to be bound by any decisions made by the Collegiate Council at the meeting.

Minutes

0295 The Collegiate Council approved the Minutes of its Extraordinary Meeting held on 30 April 2009 and the Minutes of the previous meeting held on 1 May 2009.

Matters Arising

Joint Appointments Committee

0296 It was reported that Saxton Bampfylde, the appointed 'head-hunters' for the recruitment process for the current Vice-Chancellor's successor, had interviewed a wide range of stakeholders during May and June 2009 in order to brief themselves on the background to the post. In addition, an advertisement had been placed in *Times Higher Education* in June 2009. A long-list of candidates was expected to be considered in September 2009, which would be reduced to a short-list of candidates in October 2009. A final candidate would be proposed to the Board of Trustees in December 2009.

Membership of the Board of Trustees

0297 The Deputy Vice-Chancellor, Professor Crossick, reported that he had consulted extensively with Collegiate Council members regarding the vacancy on the Board of Trustees which had arisen as a result of Professor Hill stepping down as Principal, Royal Holloway. It had been agreed that Professor Trainor should be appointed.

AGREED

0298 That Professor Trainor should be appointed to the Board of Trustees with immediate effect to 31 July 2009 to complete Professor Hill's term of office and for a second term of four years from 1 August 2009 to 31 July 2013.

Subscription and Charges 2009-10

0299 Members were informed that the Board of Trustees, at its meeting on 13 May 2009, had approved the Subscription and Charges for 2009-10 as recommended by the Collegiate Council at its previous meeting.

The Financial Position and Finance Action Plan

0300 It was noted that copies of the reports entitled The Financial Position and Finance Action Plan received by the Board of Trustees at its meeting on 25 March 2009 had been circulated by email to the Collegiate Council on 12 May 2009.

Vice-Chancellor's Report

0301 The Collegiate Council received a report (**CC054**) by the Vice-Chancellor on the following matters.

Protocol to allow attendance by Collegiate Council Alternates

0302 It was noted that, at its previous meeting, the Collegiate Council had agreed that the Vice-Chancellor, in liaison with the Deputy Vice-Chancellor, would

draft a protocol to cover circumstances under which Alternates could attend meetings. The current Ordinance 5, Clause 3 stated:

'ALTERNATES

3. Heads of Colleges shall normally be expected to attend meetings of the Collegiate Council. In circumstances when his/her absence is unavoidable, a Head of College will be permitted to send an alternate in his/her place, with the approval of the Collegiate Council.'

- 0303 The Vice-Chancellor reported that the principles underlying the above Ordinance had been discussed by the Constitutional Review Working Group (CRWG) which had been responsible for the drafting the new Statutes and Ordinances. The CRWG had concluded that the circumstances under which an Alternate could attend would be: (a) during leave of absence/study leave of the Head of College and where an Acting Head of College had been identified; or (b) the Head of College was abroad on College business (and when, in order to meet the requirements of the HEFCE, an Acting Chief Officer had been identified); or (c) if a Head of College was absent due to prolonged illness or disability.
- 0304 The Vice-Chancellor commented that he believed that a robust protocol was necessary to avoid, as much as possible, regular attendance at meetings by Alternates with limited background knowledge of the issues under discussion. A member added that a robust protocol would ensure that the Collegiate Council remained a driving force under the University's governance structure as envisaged by the CRWG. However, it was also felt important that the Vice-Chancellor had some scope within the protocol to cover instances when a Collegiate Council member's absence was for other important and unforeseen reasons not included at CCM 0303 above.
- 0305 It was noted that Collegiate Council members nominating Alternates to attend meetings would be asked to confirm in writing that they were content to be bound by any decisions made by the Collegiate Council at its meeting(s) at which the Acting Head was present.

AGREED

- 0306 (i) The principles for the Protocol to allow attendance by Collegiate Council Alternates as outlined at CCMM 0303 – 0305 above.
- (ii) That the formal Protocol to allow attendance by Collegiate Council Alternates would be considered at the next meeting.

Senate House Project

- 0307 It was noted that as a result of continuing difficulties with the Contractors for the Senate House Project, Tolent, the planned move back into South Block had been delayed until August 2009. The delay would not affect the budgetary position (the Project remained within budget) other than favourably through the payment of penalties by Tolent.

Collegiate Council Steering Group on the 2011 Quality Assurance Agency Institutional Audit of the University of London

- 0308 The Collegiate Council received a report by the Vice-Chancellor on the proposed constitution, membership and terms of reference for the Steering Group on the 2011 Quality Assurance Agency (QAA) Institutional Audit of the University of London (**CC055**).
- 0309 The Collegiate Council agreed that the External System should be represented on the Steering Group given that it had approximately 45,000 students studying for a University of London degree.

AGREED

- 0310 (i) The constitution, membership and terms of reference for the Steering Group on the 2011 QAA Institutional Audit of the University of London as outlined in paragraph 2 of Document **CC055**, subject to the addition of External System representation on the Steering Group.
- (ii) That the Vice-Chancellor approves, on behalf of the Collegiate Council, appointments to the outstanding vacancies on the Steering Group.

Senate House Library

- 0311 The Collegiate Council received a report by the Vice-Chancellor on developments in relation to Senate House Library (SHL) (**CC056**). It was noted that the Board of Trustees, at its meeting on 13 May 2009, had approved the recommendations made by the Collegiate Council at its Extraordinary Meeting held on 30 April 2009 that:
- (i) 'Extended Option 1A' be implemented, including transitional costs to be met by Colleges;
- (ii) assurance be sought from the Higher Education Funding Council for England (HEFCE) that implementation of Extended Option 1A would not impact upon Special Funding to the University of London; and
- (iii) the ULRSL Subscription allocation model be reviewed as a matter of urgency, with the aim of moving to a usage-based model.
- 0312 It was noted that implementation of Extended Option 1A would require the establishment of a Library Strategic Planning Board (LSPB) reporting directly to the Collegiate Council. Following the meeting of the Board of Trustees on 13 May 2009, proposed terms of reference and membership for the LSPB had been drafted and circulated to the Collegiate Council. A number of comments had been received and these had been incorporated within the proposed terms of reference and membership for the LSPB outlined at paragraphs 3 and 4 of Document **CC056**.

- 0313 The Collegiate Council was informed that following discussions with the Chair of the Board of Trustees, it had been agreed to propose that Mr Charles Perrin should serve as the member of the Board of Trustees on the LSPB. Discussions were ongoing with regard to the student member on the LSPB.
- 0314 The Vice-Chancellor reported that the first round of interviews for the appointment of a successor to Mr David Pearson as Director of the University of London Research Library Services (ULRLS) had been unsuccessful in identifying a suitable candidate and that the appointment process would continue.
- 0315 It was noted that the Working Group of Heads of Colleges which had preceded the SHL Review Steering Group had been reconvened and would meet on 14 July 2009 to consider alternative usage-based models for the allocation of the ULRLS Subscription. The recommendations of the Working Group were unlikely to be considered by the Collegiate Council before October 2009 at the earliest. In consequence, the Collegiate Council agreed that it would be inappropriate to change to a usage-based model part-way through the financial year and that the new ULRLS Subscription allocation model should be introduced for the financial year 2010-11.
- 0316 The Vice-Chancellor reported that the HEFCE had been contacted for an initial view on Extended Option 1A. It had been agreed with the HEFCE that the University would forward all papers concerning the Library from the date of the receipt of the CHEMS Report. The HEFCE would be invited to provide further input following its receipt of the papers, but early indications were that the implementation of Extended Option 1A would be unlikely to affect Special Funding to the University of London. Moreover, the University had been encouraged to apply to the HEFCE Strategic Development Fund which provided grants for transitional or transformational projects.

AGREED

- 0317 (i) The terms of reference and membership of the Library Strategic Planning Board as outlined in paragraphs 3 and 4 of Document **CC056**, with the addition of Mr Charles Perrin as the Board of Trustees member on the Library Strategic Planning Board.
- (ii) That a new usage-based model for the allocation of the ULRLS Subscription should be introduced for the financial year 2010-11.

Strategic Plan 2009-14

- 0318 The Collegiate Council received a report by the Vice-Chancellor (**CC057**) which included the proposed University Strategic Plan 2009-14 (Appendix **CC057B**). The Notes of the Joint Meeting of the Board of Trustees and Collegiate held on 20 May 2009 which had considered the draft Strategic Plan 2009-14 were attached at Appendix **CC057A**.

0319 The Collegiate Council agreed that Aim 2, Objective 5, should be amended to change 'when' to 'where'. A member of the Collegiate Council expressed concern with reference to Aim 3, Objective 9, that services offered outside the federal University should avoid intentionally conflicting directly with the interests of Colleges. It was agreed that the wording of the Objective would be reviewed.

0320 The Collegiate Council commended the Strategic Planning Working Group for its work on drafting the Strategic Plan 2009-14.

AGREED

0321 (i) To recommend the University of London Strategic Plan 2009-14 (Appendix **CC057B**) to the Board of Trustees, subject to the amendment of Aim 2, Objective 5 and a review of the wording of Aim 3, Objective 9, both as outlined in CCM 0319 above.

(ii) That following its approval by the Board of Trustees, the Strategic Plan 2009-14 should be circulated to the Collegiate Council for wider dissemination within the Colleges.

Reports from Central Academic Bodies and Activities

Board of the External System

0322 The Collegiate Council received a report by the Vice-Chancellor, as Chairman of the Board of the External System, on issues discussed by the Board at its meeting on 24 June 2009 (**CC058**).

0323 A member of the Collegiate Council enquired about the process for the management of risks associated with the New Institutions Policy which awarded 'Affiliate Centre' and 'Registered Centre' statuses to independent teaching institutions. The Collegiate Council was informed that significant External and Internal Student Administration (EISA) resources had been directed to establishing quality assurance protocols and inspectorial regimes in order to mitigate risks. For example, all centres awarded either Affiliate Centre or Registered Centre status would be subject to visits by EISA staff to monitor performance. The Collegiate Council was informed that, concurrently, a review of the use of the University of London brand had been undertaken.

AGREED

0324 That the quality assurance protocols for EISA's New Institutions Policy would be circulated to the Collegiate Council.

Board of the University of London Institute in Paris

0325 The Collegiate Council received and noted a report by the Vice-Chancellor, as Chairman of the Board of the University of London Institute in Paris (ULIP), on issues discussed by the Board at its meeting on 25 June 2009 (**CC059**).

Board of the School of Advanced Study

- 0326 The Collegiate Council received a report by the Vice-Chancellor, as Chairman of the Board of the School of Advanced Study (SAS), on issues discussed by the Board at its meeting on 19 June 2009 (**CC060**).
- 0327 The Collegiate Council noted the proposal by the Institute of Advanced Legal Studies (IALS) for an LLM in Advanced Legislative Studies by distance learning, details of which were set out in Appendices **CC06A-B**. Whilst the Board of SAS had recommended the proposal to the Collegiate Council, it had done so with some reservations, as outlined in paragraph 8 of Document **CC060**, and with the proviso that the course be further developed and fully integrated with the External System for future years.
- 0328 A member of the Collegiate Council commented on the small projected surplus (£7k for Year 1) and, in view of this, sought assurance that, after establishment and development, the programme could be successfully integrated into the External System. The Dean of SAS informed the Collegiate Council that he had held discussions with the Dean of the External System and both Deans were confident that the programme could be successfully integrated into the External System following its establishment by the IALS. Furthermore, it was expected that after years 1 and 2, the programme would become financially more viable.

AGREED

- 0329 The Institute of Advanced Legal Studies LLM in Advanced Legislative Studies by distance learning for the 2009-10 session only, with the proviso that the course be further developed and fully integrated with the External System for future years.

Board of the Careers Group

- 0330 The Collegiate Council received and noted a report by Professor Latchman, as Chairman of the Board of the Careers Group, on issues discussed by the Board at its meeting on 9 June 2009 (**CC061**).

Board of the University Marine Biological Station, Millport

- 0331 The Collegiate Council received and noted a report by the Vice-Chancellor, as Chairman of the Board of the University Marine Biological Station (UMBS), Millport, on issues discussed at the Board's meeting on 22 June 2009 (**CC062**).

Note Minutes CC 0332 – 0340 are exempt from disclosure according to the meaning of Part II of the Freedom of Information Act

University of London Union

Financial Performance 2008-09

0341 The Collegiate Council received a report by the University of London Union (ULU) General Manager on ULU's financial performance from 1 August 2008 to 31 May 2009 (**CC064**). It was noted that a surplus of £322k had been returned for the period against a budgeted surplus of £151k. Additionally, it was noted that a year-end surplus of £195k was predicted. The Collegiate Council commended ULU for this performance and asked that this be conveyed to the ULU General Manager.

Budget 2009-10

0342 The Collegiate Council received the proposed ULU budget for 2009-10 (**CC065**).

AGREED

0343 The ULU budget for 2009-10 as outlined in Document **CC065**.

Membership of Committees

0344 The Collegiate Council received a report by the Secretary on membership of committees (**CC066**). It was reported that following the dispatch of the meeting papers, Dame Janet Nelson had confirmed her willingness to be reappointed to the Board of SAS for four years to 31 July 2013.

AGREED

- 0345 (i) The appointments to the Boards of SAS, UMBS, ULIP and The Careers Group as set out in paragraphs 6, 11, 13 and 15 of Document **CC066**.
- (ii) That the Vice-Chancellor be authorised to approve appointments to remaining vacancies at the appropriate time on behalf of the Collegiate Council.

Academic Committees of the Collegiate Council

0346 The Collegiate Council received a report by the Head of the Academic Office on transitional Academic Committees of the Collegiate Council (**CC067**). It was noted that although the Collegiate Council, on 3 October 2008, had established three Committees (Academic Trust Funds Committee, Federal Degrees Group and the Research Degrees Committee) to oversee academic activities still taking place centrally on a transitional basis only, there would be a need for all three Committees to continue in 2009-10.

0347 The Collegiate Council noted that, at its previous meeting, it had agreed that:
(i) subject to the views of the Charity Commission, research grants should

cease to be made through the Central Research Fund mechanism from the end of the 2008-09 session, and (ii) that the funds should be allocated to Colleges and the SAS for award through their own mechanisms and procedures in accordance with the purposes of the Scholarship Fund. It was reported that the Charity Commission had advised the University of some technical issues with the current Scheme which would hinder immediate implementation of the Collegiate Council's resolutions and that, to resolve these issues, a new Scheme might be appropriate. Further discussions with the Charity Commission would take place, but the new arrangements agreed by the Collegiate Council could not be implemented for 2009-10. Consequently, the Vice-Chancellor had agreed that research awards through the Central Research Fund mechanism would continue for a further academic year.

AGREED

- 0348 (i) That the three transitional Academic Committees (Academic Trust Funds Committee, Federal Degrees Group and the Research Degrees Committee) be reappointed for a further year, 2009-10.
- (ii) That Colleges would assume full responsibility for all matters relating to their students who remain registered under the federally approved regulation for degrees in Philosophy by 1 September 2010.

Report of the Research Degrees Committee

- 0349 The Collegiate Council received a report by the Head of the Academic Office on the activities of the Research Degrees Committee (**CC068**).

AGREED

- 0350 (i) To endorse the University Quality Overview Report in respect of research degrees in 2007-08 (Appendix **CC068A**).
- (ii) That the University Quality Overview Report be forwarded to Colleges and the SAS for consideration of the issues identified in the Report and, if appropriate, report back to the Research Degrees Committee.
- (iii) That Regulation 1, University of London Awards, and the Procedure for Consideration of Appeals by Candidates for Research Degrees, Annex 4 to Regulation 1, be amended as proposed in paragraph 9 of Document **CC068**.

Review of Effectiveness

- 0351 The Collegiate Council received a report on review of effectiveness (**CC069**) including the draft questionnaire prepared as the basis for the reviews of effectiveness of the Board of Trustees, Collegiate Council and University Committees (Appendix **CC069A**). The Collegiate Council confirmed that it was content with the draft questionnaire.

Note Minutes CC 0352 – 0353 are exempt from disclosure according to the meaning of Part II of the Freedom of Information Act

Award of Degrees and Diplomas

0354 The Collegiate Council received and noted a report by the Head of the Academic Office on the award of degrees and diplomas (**CC071**).

Dates of Meetings

0355 The following dates of meetings for 2009-10 were noted:

Friday, 2 October 2009
Friday, 6 November 2009
Friday, 11 December 2009
Friday, 26 February 2010
Friday, 30 April 2010
Friday, 2 July 2010

Any Other Business

0356 The Vice-Chancellor informed the Collegiate Council that this would be the last meeting attended by the Dean of SAS, Professor Sir Roderick Floud, prior to his retirement. On behalf of the Collegiate Council, the Vice-Chancellor thanked the Dean for his insightful contributions to the meeting. He also paid tribute to the Dean for his considerable efforts and skills in implementing strategic and operational changes within the SAS which had given the School a sound foundation for the future. On a personal note, the Vice-Chancellor commented on the Dean's sagacity which he had benefited from greatly over the previous two years and wished him a happy and prosperous retirement.