



University of London
BOARD OF TRUSTEES

Wednesday 15 July 2009
4.00 pm
Room ST273, Stewart House

MINUTES

PRESENT	Dame Jenny Abramsky (Chair) Mr Abdul Bhanji Professor Geoffrey Crossick Sir Graeme Davies Ms Judith Evans Mr Steven Fogel	Mr Ian Grainger Mr Edward Hartill Mr Maxwell Hutchinson Mrs Suzanne McCarthy Professor Peter Rigby Professor Geoff Whitty
APOLOGIES	Mr Charles Perrin	Professor Rick Trainor
IN ATTENDANCE	Mr Richard Cryer Miss Damaris Currie Ms Collette Cushion	Mr Kim Frost Miss Catherine Swarbrick

Minutes of the Meeting Held on 13 May 2009

0410 The Board confirmed the minutes of the meeting held on 13 May 2009.

Matters Arising

0411 The Board noted Document BT110 on matters arising from previous meetings.

Membership

0412 Members noted the contents of Document BT111 and that, at its meeting on 3 July 2009, the Collegiate Council had appointed Professor Rick Trainor to the vacancy on the Board for a Head of College. Professor Trainor's appointment was 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.

Vice-Chancellor's Report

0413 The Vice-Chancellor introduced his report (BT112), which included a list of his main activities and meetings since 25 March 2009 (BT112A).

Quality Assurance Agency (QAA) Institutional Audit

0414 The Board noted the proposed membership and terms of reference for the Steering Group on the 2011 Quality Assurance Agency (QAA) Institutional Audit of the University of London, and that the Collegiate Council had agreed the External System should be represented on the Steering Group. The Vice-Chancellor reported that he would be chairing the Steering Group for its first year of operation.

London Science and Creativity Park

0415 The Vice-Chancellor advised that he hoped the lease, currently under negotiation, on a property in King's Cross would be ready for signature within the following two weeks. The lease would be for five years at an annual rent of £40k plus VAT with a 5-month rent free period. The Board agreed to delegate authority to sign the lease to the Vice-Chancellor, or to the responsible officer to whom the Vice-Chancellor delegated authority in his absence.

0416 **AGREED**

To delegate authority to sign the lease for property to be used for the London Science and Creativity Park to the Vice-Chancellor, or to the responsible officer to whom the Vice-Chancellor delegated authority in his absence.

University Marine Biological Station Millport (UMBSM)

0417 The Vice-Chancellor drew members' attention to paragraph 10.1 of his report. As stated, the Scottish Funding Council (SFC) had indicated that it was not minded to increase its support to UMBSM. The Higher Education Funding Council for England (HEFCE), which had been made aware of this development, had indicated that it would be discussing the matter with the SFC.

Queen Mary, University of London

0418 The Vice-Chancellor reported that Professor Simon Gaskell, currently Vice President for Research at the University of Manchester, had been appointed as Principal of Queen Mary, University of London and would take up the post on 1 October 2009.

The Warburg Institute

0419 At its previous meeting, the Board had considered a report on the interpretation of the 1944 Trust Deed which had led to the establishment of the Warburg Institute (BTMM 0379-91 refer). The Board had agreed that specialist Counsel's advice should be sought on: the interpretation of the Trust Deed and possible ways forward to settle the dispute; and procedural advice in respect of any court application. The Board had also agreed that officers should liaise with Mr Fogel and Mr Grainger as necessary in taking this forward.

0420 The Secretary reported that, following the May 2009 meeting of the Board, specialist Counsel had been identified with the assistance of Mr Fogel and Mr Grainger, and a background brief had been compiled and sent to Counsel on 11 June 2009.

0421 Members were advised that a conference with Counsel had taken place on 3 July 2009 at Counsel's Chambers with the following attending: the Vice-Chancellor, the Secretary and Director of Administration, the University's Legal and Constitutional Adviser, the Dean of the School of Advanced Study, Janet Hoskin from the University's solicitor Pinsent Masons, and Mr Fogel. Counsel had requested additional background information before providing an opinion. The relevant documentation was being compiled and it was anticipated that Counsel's opinion should be available for the Board's meeting on 14 October 2009.

Strategic Plan 2009-14

0422 The Vice-Chancellor introduced his report on the Strategic Plan for 2009-14 (Document BT113). Included at Appendix BT113A were the Notes of the Joint Meeting of the Board of Trustees and the Collegiate Council on 20 May 2009. The proposed Strategic Plan 2009-14 was at Appendix BT113B.

0423 Members were advised that the Collegiate Council had considered the Strategic Plan at its meeting on 3 July 2009 and had recommended it to the Board of Trustees for approval. The Collegiate Council had, however, requested that further consideration should be given to Objective 9 regarding services offered by the University outside of the federation. The view had been expressed that services offered outside the federal University should avoid intentionally conflicting directly with the interests of Colleges.

0424 The Board was advised that senior managers had been consulted on this matter and a number of concerns had been raised as follows:

- (i) That the amendment would result in the University having to contact Colleges to ascertain whether any were already offering a particular service.
- (ii) That the amendment might prevent the University engaging with the market in the normal competitive way, and income lost through not offering services outside the federation might seriously impede the University's ability to return to surplus.
- (iii) That the 'non-competition' amendment would put the University at a disadvantage as it would place restrictions upon the University but not on the Colleges.

0425 A Head of College acknowledged the force of the objections presented by senior managers, and suggested that when the matter had been highlighted at the Collegiate Council, the concern might have related to specifically targeted competition. Another Head of College indicated that, whilst he

broadly agreed with the force of the objections of senior managers, it would be unfortunate if the University's attempts to achieve financial sustainability adversely affected the sustainability of the Colleges, and he suggested that the spirit of the point made by the Collegiate Council should be noted by the University.

- 0426 Following discussion, the Board agreed that Objective 9 should not be amended. However, members confirmed that the University should not engage in unreasonable competition.
- 0427 The Board approved the Strategic Plan for the period 2009-14. Members were advised that work would now commence on an Operational Plan which would detail how the Divisions of the University would implement the Strategic Plan. A further report would be made to the Board on the Operational Plan in due course.
- 0428 **AGREED**
To approve the Strategic Plan 2009-14 as set out in Appendix BT113B.

Management Accounts, Forecasts and Budgets

- 0429 The Board considered Document BT114 (Confidential), a report from the Director of Finance on the Management Accounts, Forecasts and Budgets, including: at Appendix BT114A (Confidential) Schedules of Income and Expenditure; Appendix BT114B (Confidential) Schedules of Income and Expenditure excluding cost neutral items; and Appendix BT114C (Confidential) Projected Balance Sheets as at 31 July 2009 and 31 July 2010.
- 0430 The Director of Finance reminded members that an initial draft budget had been provided at the previous meeting on 13 May 2009 (BTMM 0375-78 refer). Since that meeting, a series of rigorous reviews had taken place, involving meetings with principal budget holders. The outcome had been to effect a turnaround from a budgeted deficit on recurrent operations of £882k to a surplus of £988k.
- 0431 The Director of Finance drew members' attention to paragraph 4 of his report. This indicated that the University's Senior Management Team had acknowledged that, whilst the revised budget represented a significant improvement on the original version, further substantial work would be required to ensure that the University was fully able to deliver the aims and objectives enshrined within its Strategic Plan (see BTMM 0422-28 above). The Director of Finance advised that the principal part of this work would be the Business Change Programme detailed in BT115A (BTMM 0442-53 below refer).
- 0432 Members discussed aspects of the 2009-10 budgets detailed in the report. In response to a query as to whether the increase in the surplus of £851k forecast for the External System was realistic, the Director of Finance advised that, originally, a more conservative estimate had been included. However, following discussions with officers within the External System, who had suggested the approach adopted had been too cautious, a revision of the

projected surplus to £851k had been agreed. As background to this, the Vice-Chancellor reported that student recruitment to the programmes offered by the External System was increasing.

- 0433 A member of the Board suggested that the budget figures for exceptional items were high and had increased by approximately £1M since the draft budget received by the Board in May 2009. More detail was requested on how the figures had been calculated. The Director of Finance reported that, in terms of restructuring costs, the figures were based upon existing commitments under the voluntary redundancy scheme, and best estimates in relation to those staff with whom discussions were ongoing, and estimates for the coming year. The various elements of the library restructuring, including the disposal of the academic theses at the Egham storage facility, represented a significant undertaking. The Vice-Chancellor also reminded members that it had originally been anticipated that much of the library restructuring would take place during the 2008-09 session, whereas delays with the Senate House Project had resulted in the required space in the Senate House building not becoming available until 2009-10.
- 0434 It was agreed that a detailed analysis of the figures in respect of exceptional items would be provided for the Board's meeting on 14 October 2009.
- 0435 Paragraph 12 of BT114, reported on the effect of the delay in the expected disposal of the land and buildings at 20 Guilford Street. As a result of the delay, a credit facility was being arranged to enable the University to draw down the funds which it had been previously assumed would be available from the disposal of 20 Guilford Street to finance the works on Senate House. The annualised cost of the £10M facility, which was to be capitalised, as it related to the Senate House Project, would be in the order of £250k.
- 0436 The Director of Finance advised that the possibility of arranging a credit facility had been investigated with both the Royal Bank of Scotland (RBS), with which the University already had a loan facility, and Barclays Bank. He outlined the terms proposed by each Bank, and members noted that Barclays had been the more favourable offer. The Director of Finance also suggested that it was good practice for the University to diversify its lenders, and the Board supported this view. The Board also noted that RBS, unlike Barclays, had been unable to guarantee that, subject to credit committee sanction being obtained, the loan could be in place by the end of the financial year. Details for an agreement with Barclays were being drawn up, and members were advised that steps were being taken to align the University's existing, principal loan with RBS, with the new Barclays loan, to ensure there was no conflict between the two.
- 0437 The Director of Finance outlined some of the principal terms of the proposed agreement with Barclays, including:
- (i) That the proposed agreement was for a term loan facility with a facility commitment of £10M to be repaid at the date falling 14 calendar months after its drawdown date.

- (ii) That no security or guarantees were required on execution of the agreement.
- (iii) That an arrangement fee of £20,000 would be payable to Barclays on acceptance.
- (iv) There were two options (both subject to the Bank's margin of 1% pa): a LIBOR option and a Fixed Rate Option.

0438 The University's solicitors, Pinsent Masons LLP, had been instructed to advise as regards the terms of the facility letter.

0439 In response to queries from the Board, the Director of Finance reassured members that the covenants contained in the proposed agreement were reasonable and aligned with the RBS loan agreement and presented no concerns.

0440 The Board was content that the University should pursue discussions with Barclays with a view to entering into the facility agreement whereby Barclays would make available to the University, a term loan facility with a facility commitment of £10M to be repaid at the date falling 14 calendar months after its drawdown date. As the final terms of the loan agreement had yet to be determined, the Board agreed that, in line with the provisions of Ordinance 3, clause 11, the Chair of the Board should take Chair's Action to certify the resolutions set out below on behalf of the Board, and agree to enter into the commitment and authorise the execution of it, once the terms of the facility agreement had been finalised.

0441 **AGREED**

- (i) To note the Management Accounts and Forecasts.
- (ii) To approve the 2009-10 Budget.
- (iii) That the University should, subject to the further negotiation of the terms and conditions, enter into a facility agreement with Barclays Bank whereby Barclays would make available to the University a term loan facility with a facility commitment of £10M to be repaid at the date falling 14 calendar months after its drawdown date on the basis of the following principal terms:
 - (a) That the proposed agreement was for a term loan facility with a facility commitment of £10M to be repaid at the date falling 14 calendar months after its drawdown date.
 - (b) That no security or guarantees were required on execution of the agreement.
 - (c) That an arrangement fee of £20,000 would be payable to Barclays on acceptance.

- (d) There were two options (both subject to the Bank's margin of 1% pa): a LIBOR option and a Fixed Rate Option.
- (iv) That, as the final details of the facility agreement had yet to be determined, the Chair of the Board, in accordance with the authority vested in her by virtue of Ordinance 3.11, would approve the terms of the facility agreement provided that such terms were not inconsistent with the terms noted above and when the documentation in respect of the facility was finalised, authorise the Director of Administration and Director of Finance to execute the agreements with Barclays and to take any other necessary action under or in connection with the new facility agreement.

Finance Action Plan

- 0442 The Board noted that Document BT115 provided an update to the report considered by the Board at its meeting on 25 March 2009 and, in particular, detailed the further progress made in the development of the Business Change Programme (BCP) (BTMM 0273-282 refer). The Programme Brief was attached for the Board's consideration and approval (Appendix BT115A), and a Staffing Update was at Appendix BT115B. The report followed the Board's request at its March 2009 meeting for a further Action Plan to include qualitative and quantitative targets, including timings.
- 0443 The Director of Administration informed the Board that, whilst the main driver for the BCP was the goal of achieving financial sustainability and, accordingly, the key components of the Programme had a significant finance focus, the Programme also embraced areas such as customer service, staff performance, and reviews of business processes.
- 0444 The Board was advised that the Senior Management Team would constitute the BCP Project Board, with the Director of Administration as Chair and Project Sponsor. The Programme Manager was an experienced and qualified project manager, who had previously been the Project Manager for the UniFi21 project.
- 0445 The Board was advised that the 'base targets' detailed in the Programme represented those the University needed to meet to ensure the minimum goal of a 3% annual surplus on total income by the end of the third year. The 'stretch targets' showed that, with careful management, it might be possible to achieve this surplus by the end of year two. It was suggested that a definition of the difference between the two sets of targets would be beneficial. Queries were also raised as to whether the targets were sufficiently stringent, and what would happen should any project not be achieving its targets. The Director of Administration advised that the BCP was designed to be flexible and, should a project not be productive, this would be addressed, and that particular project stopped, if necessary.
- 0446 Concerns were raised about possible cuts in HEFCE Teaching and Research grants and any assumptions within the Programme plans about funding levels. However, it was noted that the University received relatively little

funding via this route, so any effects upon the BCP from grant cuts would be minimal.

- 0447 Members' attention was drawn to the diagrams at pages 17 to 24 of Appendix BT115A which set out the many benefits of the Programme and demonstrated the end benefits of several projects already underway. Details of risks and mitigating factors were also set out within the Brief. The Director of Administration advised that a progress report on the Programme would be provided for each of the Board's meetings.
- 0448 In response to a query regarding how individuals would be held accountable for the Programme, the Board was advised that a specified member of the SMT was responsible for each of the constituent projects, and each project had a detailed brief which incorporate its particular targets. Members were also advised that the new performance management system would include management by objectives, and would therefore assist in terms of accountability for particular areas of work associated with the Programme.
- 0449 The Board commended officers on the quality of the Programme Brief, and commented in particular on the short time in which it had been produced.
- 0450 In response to a query regarding the role of the Audit and Risk Committee in respect of the BCP, members were informed that the Internal Audit Plan for 2009-10 included a pre-implementation review to be undertaken early in the session, to ensure that the BCP was adequately designed to achieve its intended goals. The results of the review would be provided to the Audit and Risk Committee. The Board was also advised that the Programme Board would include an external expert in programme assurance.
- 0451 Members suggested that communication would be important in ensuring staff support for the BCP, and that the depth of the analysis undertaken in formulating the Programme should be conveyed. The Vice-Chancellor informed members that staff would be kept fully informed via the Intranet. The Board suggested that consideration should also be given to disseminating information about the BCP externally, particularly in respect of the Colleges. It was noted that details of the BCP would be provided to the Collegiate Council.
- 0452 Members noted that the idea of inviting new institutions to join the federation was mentioned within the Programme Brief. Officers confirmed that this was one of a series of options available to the University, rather than a definite proposal.
- 0453 **AGREED**
To approve the Business Change Programme.

Human Resources Strategy 2009-10

- 0454 The Director of Human Resources reported that, as stated in his report (Document BT116), the University's draft Human Resources Strategy for 2009-10 had been revised in the light of the University's Strategic Plan (see BTMM 0422-28 above) and the requirements of the Business Change Programme (see BTMM 0442-53 above). The draft Human Resources Strategy (Appendix BT116A) had been considered by the Senior Management Team at its meeting on 6 July 2009. Members noted that the Board would be updated on progress at six-monthly intervals.
- 0455 Support was expressed for the linking of the Strategy to the University Strategic Aims as set out within the draft. A query was raised, however, as to whether there was sufficient focus upon customer service, an area mentioned only towards the end of the Strategy document. In particular, it was suggested that reference to customer service should be made in Objectives 1 and 2. The Director of Human Resources advised the Board that the competency framework would include the area of customer service, and that customer service was an integral part of a variety of activities covered by the Strategy. He agreed to expand on those activities within the document.
- 0456 The Board was advised that new Human Resources activities included the implementation of the competency framework and the revised performance management system. A further query was raised regarding whether the BCP would increase staff workload and adversely affect staff retention. The Director of Administration assured the Board that changes arising from the BCP would be staggered to help ensure this did not occur.
- 0457 Following comments regarding Objective 3, it was recognised that, whilst there was no wish to create an unduly complex bureaucracy to ensure the implementation of policies and procedures, a 'light-touch' approach would nevertheless need to be rigorous. Objective 3 would be amended accordingly.
- 0458 It was also agreed that reference should be made within the Strategy to the need to match staff levels to the needs and resources of the organisation.
- 0459 **AGREED**
To approve the draft Human Resources Strategy subject to the changes agreed by the Board (see BTMM 0455, 0457 and 0458 above).

Estates Matters

- 0460 Document BT117 updated the Board on various estates-related matters.

Electricity Supply Contract

- 0461 The Vice-Chancellor drew members' attention to paragraphs 6-9 of the report, relating to the contract for the supply of electricity to the University's half-hour metered buildings. The Board was content to delegate the authority to enter into this contract to the Vice-Chancellor, or in his absence the Deputy Vice-

Chancellor, or, in the absence of both the Vice-Chancellor and Deputy Vice-Chancellor, to the Director of Administration.

20 Guilford Street

0462 At its previous meeting, the Board had authorised the Vice-Chancellor, working with the Director of Estates and Facilities and the Director of Finance, to negotiate the disposal of 20 Guilford Street on the most favourable achievable terms, subject to the University retaining the freehold (BTM 0396 refers). Subsequent to that decision, further discussions had taken place with UCL and with Great Ormond Street Hospital (GOSH) and the Board was advised that GOSH had a number of concerns which were outlined in the report. The Vice-Chancellor updated the Board on the meeting with the Chairman and Chief Executive of GOSH held on 9 July 2009 to discuss these matters.

0463 The Board discussed the options available. Discussions with UCL and GOSH were still ongoing; however the Board agreed it would be prudent to investigate other options which could be discussed at the Board's October 2009 meeting should an agreement with UCL/GOSH not have been reached.

Arboretum at Royal Holloway

0464 The Board noted that a disposal had been agreed with Royal Holloway for the Arboretum adjacent to the College.

0465 **AGREED**

- (i) To delegate to the Vice-Chancellor, or in his absence the Deputy Vice-Chancellor, or in the absence of both the Vice-Chancellor and Deputy Vice-Chancellor, to the Director of Administration, the authority to enter into an electricity supply contract.
- (ii) Officers to explore options should it not prove possible to arrive at a leasing arrangement with UCL and GOSH for 20 Guilford Street, and report back to the Board's meeting in October 2009.

Strategic Risk Register

0466 As stated in the report by the Chair of the Risk Management Steering Group (Document BT118), the Strategic Risk Register (Appendix BT118A) had been recommended to the Board by the Audit and Risk Committee.

0467 **AGREED**

The Strategic Risk Register July 2009.

Risk Management Policy

0468 The Board noted the report on the Risk Management Policy (Document BT119) and approved the Policy (Appendix BT119A) as recommended by the Audit and Risk Committee.

0469 **AGREED**

The Risk Management Policy as detailed at Appendix BT119A.

Review of the University's Health and Safety Policy

0470 The Director of Human Resources introduced his report (Document BT120) and informed the Board that a comprehensive review of the Health and Safety Policy had been carried out by the University Health and Safety Adviser. The proposed revised Policy, attached at Appendix BT120A for members' consideration, had been considered by the Safety Committee at its meeting on 21 May 2009. The Board approved the Policy.

0471 **AGREED**

The revised Health and Safety Policy at Appendix BT120A.

Reserves Policy

0472 The Director of Finance introduced Document BT121 (Confidential), on the University's Reserves Policy, prepared in line with the Board's request at its meeting on 24 November 2009 that it should consider the Policy at a future date (BTM 0122 refers). The Director of Finance advised that the Reserves Policy needed to be considered within the context of the overall financial strategy, as reflected in his report. He drew members' attention to paragraph 12 which proposed a revised Reserves Policy, and advised that the third point within the paragraph should state: 'Deficits should be retained within the Divisions'.

0473 Board members expressed surprise that, historically, reserves within Divisions had not formed part of the University's reserve, and suggested it was important that the University was able to benefit from surpluses generated at a Divisional level. The Board was supportive of the proposal to amend the Policy, but suggested that further changes might be appropriate in the future.

0474 **AGREED**

To approve the Reserves Policy as outlined in BT121. The Board would wish to receive a further report at a future date.

Report from the Investments Committee

0475 Document BT122 reported on business conducted at the Investments Committee meeting of 28 April 2009. Attached to the report were the Unaudited Financial Statements for the Unified Trust Fund (UTF) for the six months ended 31 January 2009 (Appendix BT122A) and Appendix BT122B Return on cash placements August 2008 – March 2009.

0476 The Investments Committee had recommended that Newton Investment Management Ltd ('Newton') be reappointed as Investments Manager from 1 August 2009 to 31 July 2010. Members discussed the performance of Newton, and noted that although for the one and three year periods, the UTF and Special Situations Fund combined had underperformed its composite

benchmark, over the longer term of five years and ten years, the UTF had outperformed its benchmark. The Board approved the reappointment of Newton, but agreed that, in the light of its recent performance and the current economic climate, its performance should continue to be closely monitored.

0477 **AGREED**

- (i) That Newton be reappointed as Investments Manager from 1 August 2009 to 31 July 2010 with responsibility for the investments held by the Unified Trust Fund (UTF) and the Institute of Historical Research.
- (ii) That the performance of Newton should continue to be closely monitored

Provision of External Audit

0478 Document BT123 (Confidential) provided details of the External Auditors' fee proposals for the audit of the Financial Statements for 2008-09.

0479 **AGREED**

To approve Deloitte LLP's fee proposals, as set out in Document BT123.

Institute of Historical Research – Victoria History Trust

0480 The Board considered the report from the Legal and Constitutional Advisor on appointments to the Victoria History Trust (BT124).

0481 **AGREED**

To approve formally the appointment of the members of the Advisory Committee nominated for the three-year period from 1 August 2009 to 31 July 2012 as follows:

Professor Miles Taylor	Director of the Institute of Historical Research (<i>ex officio</i>)
Dr Christopher Kitching	Chairman of Victoria County History (VCH) Committee (<i>ex officio</i>)
Professor John Beckett	Director, VCH (<i>ex officio</i>)
Dr Nicholas Kingsley	
Dr Matthew Davies	Director, Centre for Metropolitan History
Professor Catherine Hall	UCL
William Peck	Administrator, VCH (Secretary)

Membership of the Audit and Risk Committee

0482 The Board considered the report on membership of the Audit and Risk Committee (Document BT125), and approved the appointments proposed therein.

0483 **AGREED**

- (i) To approve the appointment of Mr Andy Davies to the Audit and Risk Committee for four years to 31 July 2013.

- (ii) To authorise the Vice-Chancellor to approve, on behalf of the Board of Trustees, the appointment to the remaining vacancy at the appropriate time.

Senate House Library

- 0484 The Board noted Document BT127 on developments in relation to the Senate House Library.

Senate House Project

- 0485 Document BT128 (Confidential) on current progress of the Senate House Project was noted by the Board.

Appointment of the Vice-Chancellor

- 0486 Members noted progress regarding the Appointment of the Vice-Chancellor as detailed in Document BT129.

Review of Effectiveness

- 0487 Document BT130 updated the Board on the review of effectiveness of the Board, the Collegiate Council and their respective committees. The final version of the questionnaire, as agreed by the Board on 10 June 2009 by correspondence (circulated to members as Document BT108 and Appendix BT108A), was attached as Appendix BT130A. The Board noted the report.

Foundation Day 2009

- 0488 The Board noted a report by the Vice-Chancellor providing an update on the award of honorary degrees at the 2009 Foundation Day Ceremony (Document BT131, Confidential). It was agreed that details regarding the time of the ceremony would be sent to the Board.

- 0489 **AGREED**

That details of the time of the Foundation Day Ceremony 2009 would be sent to the Board.

Benefactions

- 0490 Members noted the details of the gifts and bequests which the University had received from benefactors during 2008-09 as set out in Document BT132.

Formal Disestablishment of Medical Committees

- 0491 Document BT133 informed members of the Board of the formal disestablishment of University administrative responsibility for convening the Heads of Medical Schools Committee, the Londo Dinner and the Postgraduate Medical and Dental Education Committee, and of the creation of a new London Medicine Unit within London Higher, the regional lobbying organisation for higher education in the capital. Attached to the report were

the London Higher London Medicine Group Terms of Reference (Appendix BT133A), University Heads of Medical Schools Committee Terms of Reference (Appendix BT133B), and The Postgraduate Medical and Dental Education Committee Terms of Reference (Appendix BT133C). The Board noted the Report.

Action Taken under Delegated Authority

0492 The Board noted the action taken under delegated authority since its previous meeting, as listed in Document BT134. The report included details of appointments made to Governing Bodies under the Procedures which had been approved by the Board by correspondence on 10 June 2009 (circulated to the Board as Document BT109 and Appendix BT109A).

Sealings

0493 Members noted Document BT135 on sealings of Documents.

Queen's Birthday Honours

0494 Document BT136 provided details of awards in the Queen's Birthday Honours List 2009. The Board noted the report.

Dates of Meetings

0495 The Board noted the dates of meetings of the Board of Trustees for the 2009-10 session (all meetings to commence at 4.00 pm):
Wednesday, 14 October 2009
Tuesday, 1 December 2009
Wednesday, 27 January 2010
Wednesday, 24 March 2010
Wednesday, 26 May 2010
Wednesday, 14 July 2010.