



University of London
BOARD OF TRUSTEES

Wednesday 13 May 2009
4.00 pm
Room NG14, Senate House

MINUTES

PRESENT

Dame Jenny Abramsky (Chair)	Mr Edward Hartill
Mr Abdul Bhanji	Mr Maxwell Hutchinson
Professor Geoffrey Crossick	Mrs Suzanne McCarthy
Sir Graeme Davies	Mr Charles Perrin
Ms Judith Evans	Professor Peter Rigby
Mr Steven Fogel	Professor Geoff Whitty
Mr Ian Grainger	

IN ATTENDANCE

Mr Martin Burchett	Mr Kim Frost
Mr Richard Cryer	Miss Catherine Swarbrick
Miss Damaris Currie	Ms Janet Hoskin for
Ms Collette Cushion	BTMM 0379-91

Welcome

0330 The Chair welcomed members to the meeting. She informed the Board that, to allow sufficient time for discussion of the items on the agenda for the meeting, she had requested that other matters originally due for consideration, be included either on the agenda for the Board's meeting in July 2009 or, where more appropriate, dealt with by correspondence between meetings. These included items on: the Strategic Risk Register, the External System Financial Review and Business Transformation Project, the Review of Effectiveness, the Risk Management Policy, and Governing Bodies.

Minutes of the Meeting Held on 25 March 2009

0331 The Board confirmed the minutes of the meeting held on 25 March 2009.

Matters Arising

0332 The Board noted Document BT091 on matters arising from the meeting on 25 March 2009.

0333 At its previous meeting, the Board had agreed the reappointment of Deloitte LLP (formerly Deloitte and Touche LLP) as the University's External Auditors for two years, subject to a satisfactory meeting between the External Auditors,

the Chair of the Audit and Risk Committee and the Director of Finance; the appointment to be subject to an annual review of performance.

- 0334 The Chair of the Audit and Risk Committee reported that the meeting with the External Auditors had taken place on 8 May 2009. Issues discussed had included the external audit fees. Deloitte LLP had provided reassurance that it would give all issues raised further consideration, including in respect of the number of days required for its 2009-10 programme. Greater synergies between the work of the Internal and External Auditors would also be identified wherever possible to avoid unnecessary duplication of work.
- 0335 The Director of Finance informed the Board that he was confident, as a result of the meeting, that the External Audit fees would be contained at a reasonable level.

Membership

- 0336 The Board noted that, as reported in Document BT092 on Membership, there was a vacancy on the Board of Trustees for a member of the Collegiate Council following Professor Hill stepping down as Principal of Royal Holloway, University of London. At the request of the Vice-Chancellor, the Deputy Vice-Chancellor was consulting Heads of Colleges with a view to making a recommendation to the Collegiate Council.
- 0337 The Chair advised that she would write to Professor Hill on members' behalf to thank him for his contribution to the work of the Board.
- 0338 **AGREED**
That the Chair would write to Professor Hill to express the Board's appreciation of his contribution to the work of the Board.

Vice-Chancellor's Report

- 0339 A number of letters for the attention of the Board had been received subsequent to the dispatch of the agenda. The Vice-Chancellor advised that, in this instance, members had been advised of the letters by email and they had been made available to them via the online repository *Quorum*. The Board was asked how it would wish such correspondence to be handled in the future.
- 0340 Members agreed that any correspondence for the Board should first be viewed by the Chair, who should take a decision as to how that correspondence should be handled. If the Chair took the view that the correspondence should be made available to the Board, a copy would be placed on *Quorum* and members notified by email. A copy would also be emailed to the Board should the correspondence require members' attention at short notice.

- 0341 It was agreed that anyone wishing to write to the Board should do so via the Secretary to the Board. Members stressed that their contact details should not be made available to external parties.
- 0342 Turning to his report, Document BT093, the Vice-Chancellor drew the Board's attention to the sections on Honorary Degrees and the Quality Assurance Agency Institutional Audit, which were noted by members.
- 0343 The Vice-Chancellor also reported on staff appointments. The Board was advised that the Dean of the School of Advanced Study (SAS) had declared his intention to stand down at the end of the academic year 2008-09. However, if a new appointment was not made by that time, the Dean had indicated his willingness to continue in post to ensure a smooth transition.
- 0344 The Vice-Chancellor advised that the Director of the University of London Research Library Services (ULRLS) had recently left the University. The process of recruitment of a new Director would commence shortly, dependent upon the outcome of the Board's discussions later in the meeting on the Senate House Library.
- 0345 The Vice-Chancellor reported on the appointment of new Directors at two of the Institutes of the SAS:
- (i) Professor Philip Murphy as Director of The Institute of Commonwealth Studies; and
 - (ii) Professor John Irving as Director of the Institute of Musical Research.
- 0346 The Vice-Chancellor drew members' attention to the newly published 'key facts' booklet *University of London 2009*, copies of which had been provided for members. Further copies were available from the Central Secretariat should members require them.
- 0347 **AGREED**
That all correspondence for the Board should be sent to the Secretary to the Board. Correspondence would then be passed to the Chair to determine the action to be taken. Any correspondence to be viewed by the Board would be placed on *Quorum* and members notified by email. Correspondence to be viewed by the Board at short notice would also be emailed to members.

Senate House Library

- 0348 The Vice-Chancellor introduced the item on the Senate House Library drawing members' attention, in particular, to the covering report (Document BT094) which set out the Collegiate Council's Recommendations, and Appendix BT094A – the Final Recommendations of the Senate House Library Review Steering Group. The Board also noted that a number of letters had been received in relation to this item, as mentioned by the Vice-Chancellor in his Report to the Board (see BTMM 0339-0341 above).

- 0349 The Board was advised that the advantages and disadvantages of each proposal had been subject to considerable scrutiny by the Collegiate Council, as detailed in paragraphs 7-12 of Document BT094. The Steering Group's analysis of the advantages and disadvantages of each option were included in Appendix BT094A. At the conclusion of the Collegiate Council's discussions, members had been asked to vote on the Steering Group's recommendations. The Vice-Chancellor reported that all but three of the members present had voted in favour of the recommendations.
- 0350 The Vice-Chancellor drew members' attention to the table on page 11 of Annex BT094A/3, in respect of the transitional funding arrangements associated with Extended Option 1A. He suggested that, in recommending this Option to the Board, the Collegiate Council had indicated its commitment to meeting these transitional costs. The Vice-Chancellor also highlighted Table 7 of Annex BT094A/6, a report by CHEMS Consulting providing a *Comparison of the Financial Presentation of Three Options*. As the report stated, the costs illustrated in table 7 were not comprehensive – additional costs would be incurred as explained in paragraph 3.15. However, although there would be an additional cost, the Vice-Chancellor was of the opinion that this should not impinge upon the recommendations before the Board of Trustees.
- 0351 The recommendation of the Senate House Library Review Steering Group relating to the organisational integration of the libraries of The Warburg Institute and the Institute of Advanced Legal Studies (IALS) into the ULRs, did not appear in the Collegiate Council's recommendations. The Board noted that this was a consequence of it being an existing policy to which the Collegiate Council was already committed. In respect of the letters received by the Board of Trustees relating to the IALS Library, the Vice-Chancellor stressed the critical importance of the libraries of both the Warburg Institute and IALS. The Board recognised the commitment contained within Extended Option 1A to the organisational integration of the libraries of the Warburg Institute and of IALS into the ULRs, and accepted that, should Extended Option 1A be pursued, this would necessarily require further discussion with the School of Advanced Study and the two Institutes. It was also noted that under Extended Option 1A there were no plans to remove either library from its current location.
- 0352 A member of the Board who had served on the Senate House Library Review Steering Group informed members that the Steering Group had considered that each of the three proposed options represented a significant step forward in the future development of the Library. However, it was noted that the fact that all options were costlier than originally anticipated had been a concern for the Collegiate Council. Whilst both Extended Option 1A and Option 3 had increased costs in the short term, particular concerns had related to the transitional costs of Option 3, given that the Higher Education Funding Council for England (HEFCE) had been unable to provide assurances that these costs could be met in full by support from the HEFCE Strategic Development Fund. The Board noted that HEFCE had contacted the Chair of the Steering Group and indicated informally that, whilst some funding might

be available which it was understood could be applied to any of the options, this was likely to total less than £1M. Strategic Development Funding would continue to be pursued with HEFCE.

- 0353 It was suggested that those voting against the Steering Group's recommendations at the Collegiate Council meeting on 30 April 2009 had been concerned about the feasibility of delivering Extended Option 1A.
- 0354 A view was expressed that the other Heads of Colleges, in their support of Extended Option 1A, had showed their commitment to the principle that the University should have control of the Senate House Library as one of its key federal assets.
- 0355 A query was raised as to whether the possibility for an outsourcing arrangement with UCL had been explored and, in response, it was confirmed that this had not been an option presented to the Steering Group. However, when the Steering Group had received presentations from the interested parties, UCL had indicated that it would be essential for it to have complete management control of the collections.
- 0356 Alluding to the concerns of the Collegiate Council expressed in paragraph 11 of the covering report (BT094), a member of the Board suggested these raised questions regarding the benefits, and the robustness of the figures, set out in Extended Option 1A, and asked about the possible magnitude of risk represented. The Board was advised that the Steering Group had considered the proposal to be realistic, but acknowledged there would be challenges involved in its successful implementation. Areas such as collaboration would be particularly important and one member of the Board stressed the importance of any new Director of ULRLS working closely with bodies such as the Joint Information Systems Committee in this regard.
- 0357 On the financial aspect of the proposal, the Board was informed that there had been close co-operation between the consultants, CHEMS, and the University Finance Division, and the Director of Finance confirmed that the figures were robust. He stated that, should this option be pursued, more work would be required on production of a detailed project plan with clear timelines.
- 0358 In terms of future management, the Board's attention was drawn to the proposal in Extended Option 1A to establish a Library Strategic Planning Board. The documentation suggested that the Planning Board might be similar in composition to the existing ULRLS Restructuring Group. The Vice-Chancellor suggested that the inclusion of external expertise within its membership would also be apposite, for example, a member from the British Library.
- 0359 Assurances were sought on other aspects of Extended Option 1A. These included: that it would result in a truly enhanced resource; on the effects on students of increasing digitisation; on the issue of de-duplication as raised in the letter from Professor M Crawford; and on whether it would meet the requirements of the Crewe Report on the SAS highlighted in paragraph 7.9 of

Annex BT094A/3. In response to the first point, the member who had served on the Steering Group expressed his belief that, should Extended Option 1A be pursued, it should result in an extremely good modern University library. With regard to student access under Extended Option 1A, it was confirmed that, whilst some journals would continue to be made available in print format, there would be an increasing reliance on digitised versions of both journals and monographs in forthcoming years. It was reported that librarians with humanities and social sciences expertise had confirmed that it was increasingly the norm for journals to be delivered to students in digital form. With regard to de-duplication, the expectation was that, where possible, duplicate copies would be removed from Senate House Library rather than an Institute Library. The Vice-Chancellor confirmed that, on the requirements of the Crewe Report highlighted in Annex BT094A/3 in respect of transferring budgets, the necessary measures would be taken to ensure that the total Special Funding provided by HEFCE was still identifiable.

0360 Questions were asked about the implications should Extended Option 1A be pursued and a College then seek to withdraw from use of the Library. It was confirmed that this issue had not been specifically discussed at the Collegiate Council. However, it had been agreed that the ULRSL subscription allocation model should be reviewed as a matter of urgency.

0361 In concluding its discussions, the Board enquired as to how its decision would be communicated to relevant parties. The Vice-Chancellor and the Secretary to the Board outlined the communication process to be followed.

0362 **AGREED**

That the Board approves the following recommendations made by the Collegiate Council at its Extraordinary Meeting on 30 April 2009:

- (i) that it agrees that Extended Option 1A be implemented, including transitional charges to be met by Colleges;
- (ii) that assurance be sought from the Higher Education Funding Council for England (HEFCE) that the Extended Option 1A will not impact upon Special Funding to the University of London; and
- (iii) that the ULRSL Subscription Allocation Model be reviewed as a matter of urgency, with a view to moving to a usage-based model.

University Subscription and Charges 2009-10

0363 The Director of Finance introduced Document BT095 on the University Subscription and Charges for 2009-10. Attached to the report were: Appendix BT095A Notes of the meeting of 6 March 2009 of the Working Group on the Subscription and Charges; Appendix BT095B Proposal for Subscription 2009-10; Appendix BT095C Report on Subscription and Charges 2009-10; and Appendix BT095D Proposed Subscription and Charges for 2009-10.

- 0364 The Board was informed that 2009-10 represented the second of a two-year transitional process agreed by Heads of Colleges towards a flat rate applying to 25% of the Subscription, with the remaining allocation calculated on a *pro rata* rate based on an equally weighted combination of Colleges' income and student numbers.
- 0365 The Board considered the proposed Subscription and Charges as set out in Appendix BT095D. Members noted that the documentation excluded Charges by IALS to the Law Schools as these were still to be determined. Members were advised that the ULRSL figures were in two parts, one being the ULRSL transitional costs for 2009-10 of £888k.
- 0366 The Board noted that, overall, the Subscription and Charges for 2009-10 showed an increase of £257k compared with 2008-09; which equated to a 3.1% increase.
- 0367 **AGREED**
The proposed Subscription and Charges for 2009-10 as set out in Appendix BT095D.

Estimates of Income and Expenditure 2008-09

- 0368 The Director of Finance introduced Document BT096 (Confidential) on the Estimates of Income and Expenditure for 2008-09. Attached to the report were the Revised Forecast 2008-09 and First Forecast 2009-10 (Appendix BT096A, Confidential) and the Projected Balance Sheet – estimates for July 2009 and July 2010 (Appendix BT096B, Confidential). The Director of Finance reported that the predicted operating deficit was broadly in line with that in the Budget submitted to HEFCE in December 2008.
- 0369 The Board's attention was drawn to paragraphs 8 and 9 of Document BT096, which indicated that the rates of depreciation adopted by the University to date were out of line with many institutions within the sector. It was proposed that the rates be amended to adopt 50 years as the period over which to depreciate freehold buildings and non-residential refurbishment, and 30 years for depreciation of residential refurbishment. The benefits of the revised rates were outlined in the report, and the Director of Finance advised that this change would more closely align the University's accounting practice with sector norms.
- 0370 The Director of Finance reported that this matter had been discussed within the Space and Facilities Management Board. In response to a query regarding the role of the External Auditors, the Director of Finance confirmed that they had been consulted on the change and were content with the proposed approach. The Board agreed that it was important to receive the External Auditors' views on this issue in writing and that these should be sought and reviewed by the Audit and Risk Committee.
- 0371 Members also suggested that it would be useful to see the effects of the proposed new depreciation rates on the 2008-09 projections. Consequently,

it was agreed that the report to the Board in July 2009 on the 2008-09 forecast should include two sets of figures: one reflecting the previous depreciation rates, and one to reflect the revised rates.

- 0372 Returning to other aspects of the report, members noted the increase in deficit reported for exceptional items and asked for more information on the factors contributing to the rise. The Director of Finance reported that monies put aside for the University's voluntary redundancy scheme were included in this figure, as was a precautionary provision of £358k for dilapidations on a property for which a lease was shortly due to end.
- 0373 The Board was advised that, in respect of the Central Administration, additional costs associated with administration of the new finance system in its first year of operation had given rise to deterioration in results. As to the University of London Computer Centre, it had lost a number of contracts and been unsuccessful in respect of some tender bids although its success rate had improved of late. On a more positive note, External System income levels had benefited from enhanced student recruitment thought to be a consequence of the recent weakness of sterling, resulting in a better than projected out-turn.
- 0374 **AGREED**
- (i) To seek written confirmation from the External Auditors that they were content with the revised depreciation rates; this written confirmation to be reviewed by the Audit and Risk Committee.
 - (ii) That, subject to a satisfactory outcome of the Audit and Risk Committee's review of the External Auditors' response, the revised depreciation rates should be adopted.
 - (iii) That the Report to the Board meeting of 15 July 2009 on the 2008-09 forecasts would include two sets of figures: one which reflected the previous depreciation rates, and one reflecting the effects of the revised rates.

Draft Budget 2009-10

- 0375 Document BT097 (Confidential) provided the Board with the first iteration of the Budget for 2009-10. The Director of Finance advised that the data contained were at a very early stage and had yet to be subject to thorough review internally. The Board was informed that the income figures in the report reflected the amounts notified in the provisional grant letter received from HEFCE in March 2009. However, all universities had just received a further letter from HEFCE advising that the HEFCE main teaching grant allocations were likely to be reduced by 1.4%. Whether this would impact on the University was yet to be determined but would be reported in due course.
- 0376 In response to a query regarding the scope for further reduction of staff costs, the Board was advised that the voluntary redundancy scheme had recently

been relaunched. The Vice-Chancellor reported that new procedures had also been put in place with regard to discretionary pay.

0377 The Director of Finance confirmed that the University was working towards achieving a balanced budget for 2010-11. Members were reminded that, in addition to considering the proposed Budget for 2009-10, the Board would be receiving a further iteration of the Finance Action Plan at its meeting on 15 July 2009.

0378 The Board noted the draft Budget for 2009-10.

The Warburg Institute

0379 The Chair welcomed Ms Janet Hoskin of Pinsent Masons, the University's solicitor, who joined the meeting for this item.

0380 The Board considered the Report on the Warburg Institute (BT098, Confidential) on the interpretation of the 1944 Trust Deed between the University and the Warburg Society, which had led to the establishment of the Warburg Institute. Attached to the report were the following Appendices:

Appendix BT098A 1944 Trust Deed between the University and the Warburg Society

Appendix BT098B Instruction to Counsel to Advise on the 1944 Trust Deed (9 May 2008)

Appendix BT098C Counsel's Opinion on the 1944 Trust Deed (10 June 2008)

Appendix BT098D Detailed report from the Dean of the School of Advanced Study to the Warburg Institute Advisory Council (2 July 2008)

Appendix BT098E Advice received from the Charity Commission (19 December 2008)

Appendix BT098F Advice received from the University's solicitors, Pinsent Masons (17 February 2009)

0381 Additionally, Document BT098/1 Warburg Institute Supplementary Information, together with Appendices BT098/1A, a letter of 6 May 2009 from the Chairman of the Advisory Council of the Warburg Institute to the Chair of the Board of Trustees, and BT098/1B Further Counsel's Opinion (April 2009) had been circulated to members. These documents had been received after the original report to the Board (BT098) had been written. All documents were Confidential.

0382 Members were advised that the Vice-Chancellor had convened an informal meeting of University officers, together with Ms Hoskin and Mr Grainger,

which had met that morning to give initial consideration to the options available to the University in terms of progressing this matter. Ms Hoskin was invited to update the Board on those discussions.

- 0383 Ms Hoskin drew members' attention to the letter of 6 May 2009 from the Chairman of the Warburg Institute Advisory Council (BT098/1A) and the further Counsel's Opinion (BT098/1B). Ms Hoskin suggested that, as the legal opinion received from Pinsent Masons and that received from Counsel differed, there had to be an element of doubt for the Board as to the legal position of the University with respect to the 1944 Trust Deed. With this in mind, and to assist the Board's discussions, Ms Hoskin outlined the possible options available to the Board. These included:
- (i) To seek specialist Counsel's advice on the alternative courses of action available to the University.
 - (ii) To negotiate further with the Warburg Institute Advisory Council.
 - (iii) To do nothing.
 - (iv) To seek to retire as Trustee of the Institute.
 - (v) To agree that the Warburg Institute should be "an independent unit" and seek to run it as such.
- 0384 The Board discussed the options available, including the possibility of revisiting the issue with the Institute Advisory Council, and of exploring how to retire as Trustee of the Institute. In respect of the former, it was noted that this was now difficult in view of the doubt cast by the differing legal opinions, and the opinion from Counsel which indicated that, where doubt existed, Trustees could not make the determination. Concerns were raised as to whether the resources required to pursue this matter further with Counsel, e.g. in terms of time and finance, would have a detrimental effect on other University activities.
- 0385 Questions were asked about the process involved in applying for a cy-près scheme as referred to in Counsel's opinion and in Pinsent Masons' advice, and whether mediation would be an option as part of this process. Ms Hoskin indicated that she was unaware of any cy-près application where the terms had been in dispute. It was noted that possibilities for mediation under the current circumstances appeared limited, in view of the doubt arising from the conflicting legal opinions. It was suggested that Counsel's advice should be sought on this matter.
- 0386 Further to issues raised in the documentation regarding charges to the Warburg Institute, it was noted that there had been a consistency of approach in the application of space charges to the respective Institutes of the SAS and to other activities of the University.
- 0387 The Board discussed the current governance arrangements for the Institute and agreed it would wish to receive a report for its next meeting on the Warburg Institute, including details of its governance structure and also of the space charging mechanism.

- 0388 The Board agreed that in order to progress this matter it should seek specialist Counsel's advice. This advice would need to address: the interpretation of the Trust Deed; the possible ways forward; and procedural advice in respect of any court application.
- 0389 Members expressed concern regarding the cost implications and timescales involved, and suggested appropriate plans to cover costs would need to be put in place. The Board also agreed that, in taking matters forward, officers should liaise with Mr Grainger and Mr Fogel as necessary.
- 0390 Members discussed their position as Trustees of both the University and of the Warburg Institute and the potential for any liability should it be determined that there had been a breach of the Trust Deed. The Board agreed that, in view of the current situation, the University's insurers should be notified as a precautionary measure.
- 0391 **AGREED**
- (i) To seek specialist Counsel's advice on: the interpretation of the Trust Deed and possible ways forward to settle the dispute; and procedural advice in respect of any court application.
 - (ii) To liaise with Mr Grainger and Mr Fogel as necessary.
 - (iii) To notify insurers of the position.
 - (iv) That a report on the Warburg Institute should be prepared for the Board including information on its governance structure and the space charging mechanism.

20 Guilford Street

- 0392 The Director of Estates introduced Document BT099 (Confidential) on 20 Guilford Street. Members were reminded that the Vice-Chancellor had reported on this matter at the Board's meeting on 25 March 2009, and had advised that UCL had indicated that it was no longer willing to pay the price agreed in May 2008 for the leasehold on the Guilford Street site (BTMM0257-58 refer).
- 0393 As Document BT099 stated, UCL had expressed a desire to purchase the freehold of Guilford Street. The Board noted that the long-established policy of the University was to retain freeholds and to dispose of non-residential property on 99-year leases. The rationale behind this policy was detailed in the report. Members noted that, where a freehold had been sold in the past, there had been specific reasons why deviation from the normal policy had occurred.
- 0394 The report proposed that the Board authorise the Vice-Chancellor, working with the Directors of Finance and Estates and Facilities, to negotiate the best deal possible with UCL in respect of 20 Guilford Street. The Vice-Chancellor suggested that the Board might wish two Trustees with knowledge of the

issues involved to be consulted during this process. The Board agreed it would be useful for Mr Hartill and Mr Perrin to fulfil this role.

0395 The Board considered the issue of whether negotiations with UCL should include the possibility of selling the freehold for 20 Guilford Street. Following discussion, the Board concluded that it did not wish to dispose of the freehold of 20 Guilford Street.

0396 **AGREED**

- (i) That the Board did not wish to dispose of the freehold of 20 Guilford Street.
- (ii) To authorise the Vice-Chancellor, working with the Director of Finance and the Director of Estates and Facilities, to negotiate the best deal possible with UCL, taking account of the Board's decision not to sell the freehold of 20 Guilford Street; Mr Hartill and Mr Perrin to be consulted as necessary during the process.

Estates Matters

0397 Document BT100 set out details of a number of leases for which approval was sought. These included: leases to four organisations currently occupying space in the Senate House North Block or 20 Guilford Street under leases or licences due to end on 31 July 2009; leases of Gordon House and 39-41 Gordon Square; and disposal of the Basement Flat, 46 Gordon Square.

0398 The report stated that the third-party leases listed in the report would be subject to rent increases in line with the Retail Price Index on 1 August each year. Members sought clarification that these annual reviews could only result in rent increases and not decreases, and this was confirmed by the Director of Estates and Facilities. The Board agreed the leases set out in the report.

0399 **AGREED**

The Board approved the following leases:

- (i) The granting of leases to the following four organisations currently occupying space in the Senate House North Block or 20 Guilford Street under leases or licences ending on 31 July 2009; the details of the arrangements as set out in Document BT100:
 - (a) London Higher - Senate House South Block rooms G131, 132, 133, 134, 135 and 136
 - (b) University of Manchester - Senate House South Block room 101
 - (c) Royal Holloway - Senate House South Block room G38
 - (d) European Economics and Financial Centre (EEFC) - Senate House South Block room 14.

- (ii) The granting of 99-year leases, for a peppercorn rent, in respect of Gordon House to UCL, and 39-41 Gordon Square to Birkbeck College.
- (iii) The disposal of the Basement Flat, 46 Gordon Square to Birkbeck College.

Military Education Committee

0400 Document BT101 set out revised terms of reference and constitution for the Military Education Committee (MEC) for the Board's consideration. The Deputy Secretary to the Board advised that, following its meeting on 6 May 2009, the MEC had submitted a number of comments on the terms of reference and constitution. The Board authorised the Vice-Chancellor to consider the comments from the MEC and make any necessary amendments to the Committee's terms of reference and constitution.

0401 **AGREED**

- (i) To approve the re-establishment of the MEC and its terms of reference and constitution as set out in paragraph 7 of BT101, subject to any changes agreed by the Vice-Chancellor in the light of the comments received from the MEC.
- (ii) To authorise payment of travelling expenses to non-service members of the MEC for attendance at MEC meetings.

Senate House Project

0402 The Board noted Documents BT102 and BT102/1 (both Confidential) on the Senate House Project.

Appointment of the Vice-Chancellor

0403 Document BT103 provided an update on progress regarding the appointment of the Vice-Chancellor.

0404 **AGREED**

That a copy of the brief to be provided to prospective applicants for the post of Vice-Chancellor would be circulated to the Board.

HEFCE Assessment of Institutional Risk

0405 The Board noted Document BT104 including HEFCE's Assessment of Institutional Risk at Appendix BT104A.

Business Continuity Plan and the H1N1 Virus ('Swine Flu')

0406 Document BT105 reported on action taken following the recent outbreak of the H1N1 virus. The Board noted the report.

Action Taken under Delegated Authority

0407 The Board noted the action taken under delegated authority since its previous meeting, as listed in Document BT106.

Sealings

0408 Members noted Document BT107 on sealings of Documents.

Dates of Meetings

0409 The Board noted the dates of meetings of the Board of Trustees for the remainder of the 2008-09 session and for the 2009-10 session (all meetings to commence at 4.00 pm):

Wednesday, 15 July 2009
Wednesday, 14 October 2009
Tuesday, 1 December 2009
Wednesday, 27 January 2010
Wednesday, 24 March 2010
Wednesday, 26 May 2010
Wednesday, 14 July 2010.