

## MINUTES OF THE THIRTIETH MEETING HELD ON 27 APRIL 2010 AT THE RUTHERFORD APPLETON LABORATORY

***Council Members present***

Michael Sterling (Chairman)  
Gill Ball  
Martin Barstow  
Keith Burnett  
Marshall Davies  
Philip Kaziewicz  
Peter Knight  
Keith Mason  
James Stirling  
Will Whitehorn (by telecon)

***Dept. Business, Innovation & Skills (BIS)*** Martin Ridge

***The Oxford Group*** George Levy

***In Attendance:***

Jenny Thomas (*Chair, Science Board*) *except item 2*  
Gordon Stewart (*Executive Secretary to Council*)  
Richard Wade (*COO*) *except item 2*  
Jane Tirard (*Director, Finance*) *except item 2*  
Terry O'Connor (*Director, Comms*) *except item 2*  
John Womersley (*Director SPO*) *except item 2*  
Ruth Jeans (*Minute Secretary*)

***Apologies:***

Philip Greenish  
Mike Healy

### **1. WELCOME**

- 1.1 The Chairman welcomed members and attendees to the meeting. In particular he welcomed Gill Ball and Will Whitehorn to their first Council meeting, and thanked George Levy for attending to give the Oxford Group presentation.
- 1.2 The agenda had been slightly re-ordered to take the Oxford Group's presentation first, follow by the approval of the minutes and discussion on the CSR preparations.

## **2. OXFORD GROUP PRESENTATION - (some references in this section have been redacted as management in confidence)**

- 2.1 Council had been reminded that the Oxford Group had been appointed following the recommendations of the 2008 Organisational Review. The Oxford Group (OG) had been appointed to develop a programme of effective team working practices to equip the Executive Board (EB) for future challenges, particularly to focus on achieving a satisfactory outcome of the Prioritisation exercise.
- 2.2 The project had been completed in December 2009 and an evaluation exercise had been conducted to evaluate the effectiveness of the Oxford Group intervention.
- 2.3 Council welcomed the progress made, in particular the establishing of successful methodologies for the Prioritisation exercise.

## **3. MINUTES OF THE MEETING HELD ON 23 MARCH 2010**

- 3.1 The minutes were agreed to be a correct record of the meeting, and were signed by the Chairman.

## **4. ACTIONS AND MATTERS ARISING**

- 4.1 **(Minute 6.29 – audit functions):** Marshall Davies reported that shortly after the last meeting, the Treasury had issued a consultation document on 'arms-length organisations'. It was clear from the document that office functions (such as internal auditing) should be shared between organisations wherever possible.
- 4.2 A new Head of the RCIAS would be appointed shortly, and there would be an opportunity at future meetings of the Internal Audit Supervisory Board for Marshall to raise some of the issues which had been discussed at the last Council meeting. He would provide a fuller report at the June meeting.

**Action: M Davies**

## **5. CSR PLANNING - (some references in this section have been redacted as relating to policy advice to government)**

- 5.1 Keith Burnett gave a brief outline of his agenda for the first meeting of the Council CSR Group.
- 5.2 The draft Terms of Reference and the role of the Group would be considered further. The Group would also:
  - Ensure that STFC's external stakeholders were aware of the Council's role in the process;
  - Establish clear timelines;
  - Establish an agreed understanding of how the Group would interact with the executive team;
  - Make an immediate start to consider the processes for the various scenarios that may follow the outcome of the election.

- 5.3 Keith stressed that the Group would not be displacing the executive's role but would be ensuring that objectives were met, and that the best possible case for STFC's future programme would be made.
- 5.4 It was agreed that details of the relevant funding matrices should be sent to the new Council members for background information **Action: Secretariat**

## **6. ANY OTHER BUSINESS**

### **Large Facility Capital Fund**

- 6.1. Keith Mason announced that the funding for Diamond Phase 3 had been welcomed. However, there had been no announcement so far on funding for ISIS TS2 Phase 2. (The case had been approved by the Minister, but not yet approved by the Treasury).
- 6.2. The bid for the Hartree Centre had been approved by RCUK and the BIS team, but not yet by the Minister or the Treasury.
- 6.3. Other bids would be prioritised by RCUK over the following months, with the process planned for completion by September. The outcome of the submissions would depend on government decisions.

### **Drayson Review**

- 6.4 Richard Wade reported that a new funding model for facilities had been agreed and the RCUKEG had approved the project implementation plan and its team. Details of the team are provided at Annex 1.
- 6.4. It was intended that the first phase of the project would be completed by September, with an operational start date of 1 April 2011.

### **Space Agency**

- 6.5. Richard Wade reported that although the Space Agency had been launched in March, it was not yet operational. However discussions were continuing with BNSC, and it had been agreed that the STFC-BNSC SLA should be activated immediately in order to transfer the relevant staff and budgets, so that it could begin to operate as a 'shadow body'.
- 6.6. The main issue to be resolved was a satisfactory agreement on the transfer of management costs.

### **HSIC JV Board**

- 6.7. Keith Mason announced that as the HSIC campus was moving into the implementation phase, he would be taking over from Gordon Stewart as the STFC representative on the Board.

### **Education and Public Outreach Advisory Board**

- 6.8. Council endorsed the proposal that Martin Barstow should take over from Mike Edmunds as Chair of EPOAC.

### **EIAB and the Audit Committee**

- 6.9. The Chairman also announced that Gill Ball had agreed to be the additional Council member on the Audit Committee, and an additional Council member would be invited to augment the membership of the EIAB and EPOAC..

### **Members Appraisals**

- 6.10. The process for carrying out members appraisals was being re-assessed, and members would be informed of the new schedule of appraisal interviews shortly.

### **VISTA**

- 6.11. Marshall Davies asked for an update on the VISTA situation.
- 6.12. Keith Mason stated that there was no change in the position regarding penalties which STFC do not accept. He provided assurance that there were no issues that would affect the accounts. STFC is working with ESO to identify a strategic plan that will optimise the contribution of VISTA. Before any final plan was signed off, it would be presented to Council for its approval.

### **DSIC update – (some references in this section have been redacted as commercial in confidence)**

- 6.13. Gordon Stewart updated Council on the progress being made with the DSIC JV, in particular relating to the land options
- 6.14. Gordon also reported that the draft Economic Baseline Report would be circulated by Sharon Cosgrove later today. As the final document has to be submitted to BIS by 6 May, comments from Council would be appreciated by close of play on Friday 30 April if possible.
- 6.15. The final draft of the Strategy document would now be presented to Council at the June meeting. It was proposed that the draft would be circulated for comments well in advance of that date, in order to optimise the discussion on 22 June.
- 6.16. The Chairman would decide shortly after the election whether there would be a requirement to convene Council on 25 May.
- 6.17. It was confirmed that the June meeting of Council would be held at Cardiff University.
- 6.18. The September Council date (28th) should be held for an all-day strategy meeting – venue to be arranged.

*The meeting ended at 15.45*