

## MINUTES OF THE SEVENTH MEETING HELD ON 2 NOVEMBER 2007 AT THE RUTHERFORD APPLETON LABORATORY

**Council Members present:** Peter Warry (Chairman)  
Keith Mason (CEO)  
Keith Burnett  
Marshall Davies  
Mike Edmunds  
Philip Greenish  
Philip Kaziewicz (*by phone*)  
Anneila Sargent (*by phone*)  
Richard Wade (*by phone*)  
Colin Whitehouse

**DIUS** Paul Williams

**In Attendance:** Jeff Down  
Paul Hartley  
Jim Sadlier  
Andrew Taylor  
Chris Thompson (*Council Secretary*)  
Ruth Jeans (*Minute Secretary*)

### 1. WELCOME

1.1 The Chairman welcomed members and attendees to the meeting.

### 2. MINUTES OF THE MEETINGS HELD ON 4 SEPTEMBER 2007 AND 19 OCTOBER 2007.

2.1 Both sets of minutes were agreed to be a correct record of the meetings and were signed by the Chairman.

### 3. ACTIONS AND MATTERS ARISING

3.1 (*5.13 Knowledge Exchange Service – list of case studies and applications*): list has not yet been received. The Secretariat to follow up.

**Action: Secretariat**

3.2 Council noted the remaining actions.

#### 4. CHIEF EXECUTIVES REPORT

4.1 Council noted the Chief Executive's Report.

#### 5 COMPREHENSIVE SPENDING REVIEW 2007

**RESTRICTED ITEM**

#### 6 BUSINESS RISK AND CONTINUITY

##### Finance Report

6.1 Council noted the Finance Report.

##### Audit Committee Report

6.2 Council noted the Audit Committee Report and noted that the Corporate Risk Register was a work in progress.

##### Quarterly Health, Safety and Environment Report

6.3 Council noted the quarterly HSE Report. Council asked Paul Hartley for more information on the potentially serious incident involving a specialist contractor who had been subject to a "laser flash" which could have resulted in permanent retinal damage. Although the contractor had not been wearing safety goggles at the time, Paul Hartley pointed out that it was normal practice for such procedures to be carried out without the use of goggles. However, Council stated that STFC had a duty of care to contractors working in its facilities, and asked Paul Hartley to ensure that safe systems of working were in place.

**Action: P Hartley**

##### Management of International Subscription Risk

6.4 Jeff Down updated Council on the work that had been undertaken to evaluate the options available to STFC for mitigating the currency risk arising from its membership of five major international European collaborations. The Finance Committee had considered four options and recommended that STFC should manage the risk through a mixture of forward and spot currency purchases, with the currency being held in an interest-bearing account. The Finance Directorate was now in the process of formulating a detailed proposal for agreement with HM Treasury and DIUS, and the resulting policy would be submitted to the Finance Committee and Council in early 2008.

**Action: J Down**

6.5 Council supported the proposed way forward.

6.6 Jeff Down also reported that a legal Director (Gordon Stewart) had been appointed on 22 October. He had been asked to examine the key issues and carry out headline checks on the Harwell Science and Innovation Campus (HSIC) Business Case, and in particular address the need to establish a clear mechanism for deadlock resolution.

- 6.7 Council welcomed the progress made in appointing a preferred partner, and approved the completion of the process to establish the HSIC JV and Public Sector Partnership on the basis of the Business Case presented. Council requested that details of the first business plan (which would be required within the first six months of the JV formation), should be submitted to Council when completed.  
**Action: C Whitehouse**

## **7 DIRECTORATE REPORTS**

Science Programme Office  
Facilities Development and Operations  
Knowledge Exchange  
Corporate Services  
Corporate Planning and Communications

- 7.1 Council noted the Reports.

## **8 DATES OF FUTURE MEETINGS**

## **9 ANY OTHER BUSINESS**

- 9.1 Paul Williams informed Council that PPARC would be officially wound up at this month's meeting of the Privy Council.
- 9.2 Chairman requested that the Secretariat investigate the possibility of improving the Council Xtranet site, to ensure that Council papers could be downloaded simply (with one click), and more quickly.  
**Action: Secretariat**

## **10 PAPERS FOR INFORMATION**

### **Key Events**

- 10.1 Council noted the latest list of key events. It was pointed out that Keith Mason would not be available to host the visit by the Secretary of State, Science Minister and Chief Secretary to the Council on 28 November 2007, as stated. Instead, the Chairman would act as host.
- 10.2 Chairman reminded the Secretariat that Council should be briefed on relevant press releases.  
**Action: J Sadlier**

### **Economic Impact Reports for CCLRC and PPARC**

- 10.3 Council noted the two Reports. The Secretary stated that the Secretariat would provide Council with a summarised version of the STFC Report at a future meeting.

