MINUTES OF THE THIRTY NINTH MEETING HELD ON 
22 FEBRUARY 2011 AT THE RUTHERFORD APPLETON LABORATORY

Council Members present:  
Michael Sterling (Chairman)  
Gill Ball  
Martin Barstow  
Marshall Davies  
Philip Greenish  
Mike Healy - telecon  
Philip Kaziewicz  
Peter Knight  
Keith Mason  
James Stirling  
Will Whitehorn - telecon

Dept Business, Innovation & Skills (BIS):  
John Neilson

In Attendance:  
Gordon Stewart (Director, Corporate Affairs & Executive Secretary to Council)  
Richard Wade (Chief Operating Officer)  
Colin Whitehouse (Director, Campus Strategy)  
Jane Tirard (Director, Finance)  
John Womersley (Director, Science Programmes)  
Sharon Cosgrove (Director, Strategy)  
Terry O'Connor (Director, Communications)  
Mark Foster (Minutes Secretary)

Apologies:  
Keith Burnett  
Tony Ryan (Chair, Science Board)  
Matt Griffin (Deputy Chair, Science Board)

1. WELCOME AND INTRODUCTION  
1.1. Tony Ryan had passed on his apologies.  
1.2. Attendees were reminded that they needed to complete, sign and return the form provided if they intended to use the RAL wireless access connection to the internet.
2. **CONFLICTS OF INTEREST AND REGISTER OF INTERESTS**

2.1. The Chairman asked for any new conflicts that the members needed to declare since previous meetings. Martin Barstow noted that he was leading a representation to ISIC on behalf of the University of Leicester. Phil Greenish noted that he had been appointed to the Council of Southampton University. The Chairman reminded Council Members that the secretariat should be informed of any changes to their status such that the Register of Interests could be kept up to date.

3. **MINUTES OF THE LAST MEETING - STFC(11)13**

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

4. **UPDATE ON ECONOMIC IMPACT ADVISORY BOARD** – (some references in this section have been redacted as commercial and staff - in - confidence)

4.1. Phil Kaziewicz reported on the most recent meeting of the Economic Impact Advisory Panel on 17 February, the minutes of which had been circulated to Council for information.

4.2. EIAB had been asked to consider the STFC’s business cases for Centres. The Board had considered the 8 business cases presented to it purely on the basis of Economic Impact, though recognising that each may have wider impacts and have their own separate context within STFC.

4.3. Phil reported that EIAB were pleased to see that this function of EIAB was now working well and were particularly heartened by the quality of some of the cases that had come forward, particularly in building on observations by EIAB on earlier iterations.

4.4. The Council unanimously accepted EIAB’s advice and thanked Phil and his team for their efforts and comprehensive report.

4.5. Later in the meeting, Michael Sterling noted that Phil Kaziewicz’s term on Council was due to come to an end in March and therefore a new Chair of EIAB would be required. Will Whitehorn was proposed, was happy to undertake the responsibility and was unanimously agreed by Council to take on the position. Suitable handover arrangements between Phil and Will would be made.

   **Action: G. Stewart**

5. **ISIC UPDATE**

5.1. Keith Mason reported continued positive progress with regard to the establishment of ISIC, with all relevant parties proceeding in concert.
Matters were now under consideration by the relevant internal boards of the partner organisations. As the 1 April deadline got closer, there had become ever greater interest from new potential partners.

5.2. Gordon Stewart asked what decisions were required by Council given the approaching project deadline. Keith noted that EIAB had considered the ISIC Business Case and advised Council that its status was Green, and therefore viewed this as broad approval to proceed.

5.3. With regard to signing a final agreement, Council gave Keith Mason conditional agreement to proceed, subject to sufficient additional members signing up.

Action: K. Mason

5.4. Keith reported to Council members that they would be receiving an invitation to an ISIC Launch on 6 May to which he hoped many would be able to attend.

6. OPERATIONS PLAN - (some references in this section have been redacted as commercial and staff - in - confidence)

6.1. Richard Wade, Jane Tirard and Sharon Cosgrove made a presentation to the board about the developing Operating Plan.

6.2. Richard Wade explained that the work presented resulted from a large number of consultations, and an all day Executive Meeting the previous week and consideration of the most recent advice from EIAB (see Item 4.).

6.3. Richard explained that developing the published Delivery Plan into Operational Plans resulted in a series of challenges and the purpose of the presentations was to describe the actions recommended by the Executive to address these areas.

6.4. Finance. Jane Tirard made a presentation describing the planned financing of the proposals put forward. In this context the importance of the Drayson partitions was emphasised. Inflation was not built into the numbers.

6.5. The Capital Position was outlined. The Capital reductions were painful. Legal commitments were protected. Jane reminded Council that the capital allocation was for year 1 only, with indicative allocations thereafter.

6.6. Sharon Cosgrove presented the work being done on the Delivery Plan Scorecard. This would be approximately 10 pages. The key audience for this was BIS and Council. The BIS guidance was that it should be at a strategic level. It did not give management reporting information. The
Operating Plan was aimed at Directors, Staff, Council and the communities. This would enable EB and Council to regularly track performance. It was a one year rolling plan, with indicative budgets, activities and a detailed action plan.

6.7. The feedback on the Scorecard and Operating Plan development was very positive. Council felt the examples shown were impressive. Philip Greenish stated that it showed classic business planning and ownership by senior staff in the organisation. Sharon clarified that the Operating Plan would be refreshed every year.

6.8. It was noted that the Operating Plan was to be approved at the next Council meeting. Sharon Cosgrove stated that BIS wanted the draft Scorecard, for approval, by 18th March. The Scorecard would be circulated for comment by Council before the 18th and the Operating Plan circulated to Council in advance of its 22 March meeting.

7. **FINANCE / SSC UPDATE**

7.1. Jane confirmed that every effort continued to be made to improve the situation with SSC, but issues remained. The SSC project was due to close at end of March. Marshall Davies confirmed that a full post project evaluation would be carried out. Jane confirmed that Finance were resolving many issues including miscoding. John Womersley noted that the new grants system would go live shortly.

7.2. Jane confirmed that there were no major surprises in the Outturn Forecast since January’s report. STFC Accounts would not be approved early i.e. before the parliamentary summer recess. The plan is to go post recess and BIS have accepted that a few Councils would be in this position.

8. **ESO / VISTA UPDATE RESTRICTED** - this section has been redacted as commercial in confidence

9. **DATE OF THE NEXT MEETING**

9.1. The next informal Council meeting would be held on March 22 at RAL.

*Action: Secretariat, Council Members*