

**UNIVERSITY OF WARWICK**  
**ACADEMIC RESOURCING COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD ON THURSDAY 20 JUNE 2019**

<b>Present</b>	Professor Chris Ennew	CE	Provost (Chair)
	Professor Dan Branch	DB	Chair of Faculty of Arts
	Professor Lorenzo Frigerio	LF	Senate Representative for the Faculty of Science, Engineering and Medicine
	Professor Chris Hughes	CH	Pro-Vice-Chancellor (Education)
	Professor Stephen Jarvis	SJ	Deputy Pro-Vice-Chancellor (Research) – representing the Pro-Vice-Chancellor (Research)
	Professor Sudhesh Kumar	SK	Senate Representative for the Faculty of Science, Engineering, and Medicine
	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education)
	Professor Matt Nudds	MN	Chair of Faculty of Social Sciences
	Professor Alison Ribeiro de Menezes	ARdM	Senate Representative for the Faculty of Arts
	Professor Mike Shipman	MS	Chair of Faculty of Science, Engineering, and Medicine
	Professor Simon Swain	SS	Pro-Vice-Chancellor (External Engagement)
<b>Attending</b>	Delyth Chambers	DC	Director of SROAS, for item 089
	Lesley Houfe	LH	Interim HR Engagement Director
	Professor David Lambert	DL	Director of Humanities Research Centre (shadowing Matt Nudds)
	Sam McClenaghan	SM	Deputy Finance Director (DST)
	Faye Murray	FM	Director, Strategic Planning & Analytics
	Andrew Smith	AS	Finance Director
	Dr Chris Twine	CT	Academic Registrar (Secretary)
	Claire Wightman	CW	Administrative Assistant (SP&A)

Restricted items are denoted by a \* in the minutes.

Please note: Items within the published minutes which contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies are not included.

Ref	Item
083	<p><b>Apologies for absence</b></p> <p>Professor Andy Lockett, Professor Penny Roberts, Professor Mike Shipman, Professor Pam Thomas.</p>
084	<p><b>Chair's welcome and introduction</b></p> <p>The Chair welcomed:</p> <ul style="list-style-type: none"> <li>a) Professor Stephen Jarvis who will be attending ARC meetings from now on as Pam Thomas's representative.</li> <li>b) Professor David Lambert (Director of Humanities Research Centre), shadowing Matt Nudds.</li> <li>c) Lesley Houfe, new interim HR Engagement Director, attending in place of Geraldine Mills.</li> </ul> <p>The Chair expressed the thanks of the Committee to:</p> <ul style="list-style-type: none"> <li>a) Professor Dan Branch, as this was his last meeting standing in for Professor Penny Roberts as Chair of the Faculty of Arts.</li> </ul>

	<p>b) Professor Alison Ribeiro de Menezes, who will be on leave next academic year and was therefore stepping down from Senate and ARC.</p> <p>c) Professor Andy Lockett, whose current term on Senate ended on 31 July 2019 and who would be stepping down as the Senate Representative for the Faculty of Social Sciences on ARC.</p> <p>d) Professor Mike Shipman for his time spent serving ARC in the capacity of Chair of the Faculty of Science from 2015-2018 and currently as Chair of the Faculty of Science, Engineering and Medicine. Mike would be replaced in this capacity on ARC by Professor Caroline Meyer from WMG on 1 August 2019, but would remain on ARC in his new position of Pro-Vice-Chancellor (International).</p> <p>e) Professor Simon Swain, Pro-Vice-Chancellor (External Engagement) for his time spent serving on ARC, noting that Simon had been appointed as Vice-President for Research and Higher Education Policy at the British Academy from July 2019 and would combine this position with part of his current portfolio as PVC at Warwick, taking up the role of Vice-President for National and Regional Engagement from September 2019.</p>
085	<p><b>Declarations of Interest</b></p> <p>No declarations were made.</p>
086	<p><b>Minutes of last meeting on 16 May 2019</b></p> <p>The minutes of the meeting held on 16 May 2019 were <u>approved</u>.</p>
087	<p><b>*Matters arising from the meeting on 16 May 2019</b></p> <p><u>Review of Sessional Teaching Payroll (STP) (072-ARC160519)</u></p> <p><b>Action:</b> The Chair would continue to update the Committee at future meetings.</p>
<b>Substantive Items</b>	
088	<p><b>*Chair's Business</b></p> <p>(a) <u>Strategic Investment Bid outcomes from 2019 ARC Planning Round (088(a)-ARC200619)</u></p> <p>The Chair provided an overview of the bid evaluation process to date and of the remaining six bids in the selection process. Key points and discussions were as follows:</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Chair of FSS/Deputy Finance Director (DST) to confirm the Maths element of the SKE bid was for 17 weeks.</li> <li>2. Chair of FSS to forward other suggestions in respect of the SKE bid to the Deputy Finance Director (DST).</li> <li>3. Provost to seek UEB endorsement.</li> </ol> <p><b>Decision:</b> ARC was broadly content to support the proposals as set out in the paper, subject to the provision of more detail around the costings.</p> <p>(b) <u>Academic Equipment Fund Bid outcomes from 2019 ARC Planning Round</u></p> <p>The Committee noted the report.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Deputy Finance Director (DST) to request approval from FPSC to roll forward any underspend as this would represent a change to the agreed process.</li> <li>2. The Chair will continue to update the Committee at future meetings.</li> </ol>

089	<p><b>*Admissions Forecasts 2019 Entry</b></p> <p>The Director of Student Recruitment, Outreach and Admissions Service (SROAS) attended to present a report (089-ARC200619) on the student admissions data at 19 June 2019.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>a) SROAS would double-check targets once more with academic Departments.</li> <li>b) SROAS, through ARC Administrators, would share the admissions forecasts 2019 entry data with Heads of academic Departments, including circulation to ARC members and attendees, and noting the commercial sensitivity of the data.</li> </ol>
090	<p><b>*Augar Review Summary</b></p> <p>The Committee received a summary (090-ARC200619) of the Augar Review Report published on 30 May 2019, which noted the work being undertaken to consider the impact on the University, and outlined the key issues for the institution to consider.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. The Deputy Finance Director (DST) would share with ARC and with academic Departments the outputs of the updated modelling.</li> <li>2. The Committee would return to the Review and its impact.</li> </ol>
<b>Finance and Resources</b>	
091	<p><b>*Financial Performance of Academic Departments: Quarter 3 2018/19 Highlights</b></p> <p>The Deputy Finance Director (DST) provided an overview of the Financial Performance of Academic Departments: Quarter 3 2018/19 Highlights (091-ARC200619). The Committee noted the report.</p>
<b>Governance</b>	
092	<p><b>Academic Resourcing Committee – Membership and Terms of Reference 2019-20</b></p> <p>The Committee considered the proposed membership and terms of reference for ARC for the 2019/20 academic year (092-ARC200619 ARC Membership &amp; ToR 2019-20). Key points and discussions were as follows:</p> <ol style="list-style-type: none"> <li>1. There were no changes proposed to the current terms of reference for 2019/20 academic year.</li> <li>2. The Committee noted that Professor Andy Lockett would likely be reappointed to Senate when his current term ended on 31 July 2019, but that his term as Faculty of Social Sciences Senate member on ARC would conclude on 31 July 2019.</li> </ol> <p><b>Decisions:</b></p> <ol style="list-style-type: none"> <li>1. The Committee agreed that, for future academic years, the specification for ARC Faculty representation below Chair of Faculty level, should, subject to Senate approval, be revised to specify ‘four Faculty representatives at Head of Department level, one from each of the Faculties of Arts and Social Sciences and two from the Faculty of Science, Engineering and Medicine’, i.e.: removing the requirement for these individuals to be members of the Senate.</li> <li>2. The Committee <u>approved</u> the ARC membership and Terms of Reference for the academic year 2019-20 for submission to Senate for its consideration and approval.</li> </ol>

<b>Other</b>	
093	<p><b>*Departmental Strategy Renewals</b></p> <p>The Director of Strategic Planning and Analytics gave a verbal update on the status of Departmental Strategy Renewals.</p> <p><b>Action:</b> The Director of Strategic Planning and Analytics to bring to the next meeting of ARC - in September 2019 - a review of the current process of Strategy Renewals, noting that the main aim would be to establish the effectiveness of the current process and that she was in discussion with Heads of Department to obtain their feedback and to understand what could be learnt from this.</p>
<b>Items below this line were received and/or approved, without discussion</b>	
094	<p><b>*Chair's Action Report</b></p> <p>The Committee received and noted the report (094-ARC200519 {restricted}).</p>
095	<p><b>*Minutes of Student Recruitment Strategy Steering Group (SRSSG) meetings</b></p> <p>The Committee received and noted the minutes of the SRSSG meeting held on 15 April and 13 May 2019 (095-ARC200519 {protected}).</p>
096	<p><b>*Minutes of ARC Chairs of Faculty meeting</b></p> <p>The Committee received and noted the minutes of the ARC Chairs of Faculty meeting held on 20 May 2019 (096-ARC200519 {restricted}).</p>
097	<p><b>* Centre for Education Studies (CES) Phase 2 (b) Strategy Document and Financial Plan</b></p> <p>The Committee received and noted the paper (097-ARC200519 {restricted}).</p>
098	<p><b>Uplift in QR Funding</b></p> <p>The Chair reported that the Universities and Science Minister had stated that he hoped for a 'significant uplift' in QR funding next year.</p>
099	<p><b>Appointment of Permanent Director of Strategic Planning and Analytics</b></p> <p>The Chair, on behalf of ARC, congratulated Faye Murray on her recent permanent appointment to the position of Director of Strategic Planning and Analytics.</p>
<b>Next meeting: Wednesday 18 September 2019, 2pm – 5pm, CMR 1.0 University House</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
*072 (a), 045 - Monitoring of Financial Position of New Degree Level UG and PG Courses	<b>Action:</b> The Group will share the data it has collected with the Chair, for onward circulation to ARC members.	DL/FM	<i>Open</i>
*087, 072 (b), 043 (c) - Review of Sessional Teaching Payroll	<b>Action:</b> The Chair will continue to update the Committee at future meetings.	CE, ME – next meeting	<i>Open</i>
*074 – Student Recruitment Strategy 2019-2030	<b>Decision:</b> The Committee supported the Strategy and noted that it would be further discussed at the ARC meeting with Heads of Departments on 22 May 2019.		
	<b>Actions:</b>		

	<p>a) Strategy KPIs to be amended to recognise different levels of accountability and links to other University strategies.</p> <p>b) Whilst ARC recognises that investment is required, SROAS are strongly encouraged to identify savings, either centrally or in departments, to enable redirection of resources.</p>	DC	<i>Open</i>
		DC	<i>Open</i>
075 – ARC Planning Round 2019	<p><b>Decision:</b> ARC supported the recommendation that bids (i) to (v) will be considered in stage two:</p> <p>i) Centre for Teacher Education and Warwick Foundation Studies</p> <p>ii) Institute for Advanced Teaching and Learning</p> <p>iii) School of Law</p> <p>iv) Department of Politics and International Studies</p> <p>v) Faculty of Arts</p>		
*076 – ARC Composite Risk Register	<p><b>ACTION:</b> Head of Institutional Resilience and ARC-Chairs of Faculty to discuss potential changes to the timing and consideration of academic departments’ risk to determine how the process could give assurance to the Committee that risk is being managed and highlighted correctly.</p>	BP Chairs of Faculty meeting	<i>Open</i>
044 (a) - Feedback from the ARC Autumn Review	<p><b>Action:</b> It was agreed that the Chair and ARC Administration would review what, how and when data is provided, and would think about how feedback is given to departments so that it is balanced, and Chairs of Faculty would be given the opportunity to review the feedback before it is circulated to departments.</p>	Chair/ARC Admin/Chairs of Faculty	<i>Open</i>
*088 (a) Strategic Investment Bid outcomes from 2019 ARC Planning Round	<p><b>Action:</b> Chair of FSS/Deputy Finance Director (DST) to check that the Maths element of the SKE bid from WFS/CTE was for 17 weeks.</p>	Chair of FSS/Deputy Finance Director (DST)	<i>Open</i>
	<p><b>Action:</b> Chair of FSS to forward other suggestions in respect of the SKE bid to the Deputy Finance Director (DST)</p>	Chair of FSS	<i>Open</i>
	<p><b>Action:</b> Provost to seek UEB endorsement</p>	Chair	<i>Open</i>
	<p><b>Decision:</b> ARC was broadly content to support the proposals as set out in the paper, subject to the provision of a bit more detail around the costings.</p>		
*088 (b) Academic Equipment Fund Bid outcomes from 2019 ARC Planning Round	<p><b>Action:</b> Deputy Finance Director (DST) to request approval from FPSC to roll forward any underspend as this would represent a change to the agreed process.</p>	Chair	<i>Open</i>
	<p><b>Action:</b> The Chair would continue to update the Committee at future meetings.</p>	Chair	<i>Open</i>
*089 Admissions Forecasts 2019 Entry	<p><b>Action:</b> SROAS would double-check targets once more with academic Departments.</p>	SROAS	<i>Open</i>
*090 Augar Review Summary	<p><b>Action:</b> The Deputy Finance Director (DST) would share with ARC and with academic Departments the outputs of the updated modelling.</p>	Deputy Finance Director (DST)	<i>Open</i>

	<b>Action:</b> The Committee would return to the Review and its impact.	ARC Administrators	<i>Open</i>
092 Academic Resourcing Committee – Membership and Terms of Reference 2019-20	<b>Decision:</b> The Committee agreed that, for future academic years, the specification for ARC faculty representation below Chair of Faculty level, should, subject to Senate approval, be revised to specify ‘four Faculty representatives at Head of Department level, one from each of the Faculties of Arts and Social Sciences and two from the Faculty of Science, Engineering and Medicine’, i.e.: removing the requirement for these individuals to be members of the Senate.		
	<b>Decision:</b> The Committee <u>approved</u> the ARC membership and Terms of Reference for the academic year 2019-20 for submission to Senate for its consideration and approval.		
*093 Departmental Strategy Renewals	<b>Action:</b> The Director of Strategic Planning and Analytics hoped to bring to the next meeting of ARC - in September 2019 - a review of the current process of Strategy Renewals, noting that the main aim would be to establish the effectiveness of the current process and that she was in discussion with Heads of Department to obtain their feedback and to understand what could be learnt from this.	Director of Strategic Planning and Analytics	<i>Open</i>