

UNIVERSITY OF WARWICK
ACADEMIC RESOURCING COMMITTEE
OPEN MINUTES OF THE MEETING HELD ON THURSDAY 14 FEBRUARY 2019

Present	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 Sudhesh Kumar	SK	Senate Representative for the Faculty of Science, Engineering, and Medicine
	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor, Director of Quality Assurance and Enhancement
	Professor Matt Nudds	MN	Chair of Faculty of Social Sciences
	Professor Mike Shipman	MS	Chair of Faculty of Science, Engineering, and Medicine (Chair)
	Professor Pam Thomas	PT	Pro-Vice-Chancellor, Research
Attending	Paul Blagburn	PB	Assistant Director (Outreach) (items 046 only)
	Catherine Cochrane	CC	Director of RSS, Research and Impact Services
	Mandy Eddolls	ME	Interim HR Engagement Director
	Claudia Gray	CG	Assistant Registrar (Teaching Quality) (Observing)
	Dr Richard Hutchins	RH	Director of Strategy and Policy
	Sam McClenaghan	SM	Deputy Finance Director (DST)
	Faye Murray	FM	Acting Director, Strategic Planning & Analytics
	Dr Chris Twine	CT	Academic Registrar (Secretary)
	Carol Walker	CW	Assistant Registrar (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
039	<p>Apologies for absence</p> <p>Professor Andy Lockett, Professor Alison Ribeiro de Menezes, Professor Penny Roberts, Professor Simon Swain</p>
040	<p>Chair's welcome and introduction</p> <p>The Chair welcomed the following new members and attendees:</p> <ul style="list-style-type: none"> • Professor Dan Branch, acting Chair of the Faculty of Arts between 1 February and 30 June 2019. • Yvonne Burrell, the new Head of the Finance Departmental Services Team (ARC), noting ARC's thanks to Michelle Chilvers, who was the Acting Head and attended ARC meetings in this capacity after the previous head, Lesley Preston, left in 2018. • Faye Murray, Acting Director of Strategic Planning & Analytics. • Mandy Eddolls, HR Engagement Director attending on behalf of GM • Claudia Gray, shadowing CT
041	<p>Declarations of Interest</p> <p>No new declarations were reported.</p>

042	<p>Minutes of last meeting on 18 October 2018</p> <p>The minutes of the meeting held on 18 October 2018 were approved.</p>
043	<p>*Matters arising from last meeting on 18 October 2018</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies.</p>
Substantive Items	
044	<p>Chair's Business</p> <p>The Committee received and noted the following verbal updates from the Chair:</p> <p>(a) Feedback from the ARC Autumn Review on 11 December 2018</p> <p>Comments received:</p> <ol style="list-style-type: none"> 1. Comments from the Chairs of Faculties could be presented as slides; 2. Consider non-core business in a separate meeting; 3. Consider common themes raised in the commentaries from Chairs of Faculties; 4. Departments could be asked to provide comments on strategic priorities, although the timing is problematic for Autumn Review and would instead be discussed in planning round meetings. It would be possible to carry these comments forward to the following Autumn Review. 5. On balance, members felt that it was useful to have the data in one place at the start of the year, and Chairs of Faculty confirmed that they sought out additional data before writing their summaries. 6. Communication of feedback to departments – it would be helpful if the notes circulated to departments were contextualised, and Chairs of Faculties were given the opportunity to comment before notes were circulated. Chairs of Faculty did not expect their summaries to be shared with only minor amendment so they did not write them with circulation in mind. 7. Agreed that ARC should return to the principle of a Head of Department leaving the room before their department's bid was discussed. <p>Decision: The Autumn Review process remained useful but it should be focus on core business and any non-core business should be discussed elsewhere.</p> <p>Action: 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> <p>Decision: That in future Heads of Departments would be asked to leave the room when their respective departments were discussed.</p> <p>(b) Balanced scorecard reports (agreed at ARC 15/03/2018)</p> <p>Work continues to develop a new approach to reporting on departmental performance and other operational efficiency measures.</p> <p>Action: Balanced scorecard and operational efficiency data will be shared with the Committee when available.</p> <p>(c) *Live update on applications</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>

	<p>(d) *Warwick Medical School Partnership with University of Chester</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>
Finance and Resources	
045	<p>*Monitoring of Financial Position of New Degree Level UG and PG Courses</p> <p>The Committee received a verbal report from DL with key details and discussions.</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p> <p>1.</p>
046	<p>*Access Agreement and Widening Participation Expenditure in Departments</p> <p>The Committee received and noted a report on departmental expenditure on widening participation (046-ARC140219), presented by PB with key details and discussions.</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>
047	<p>*Academic Equipment Fund 2018-19</p> <p>The Committee received and noted a report on Academic Equipment allocations and expenditure (047-ARC140219). Key details and discussions.</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>
048	<p>*Departmental Strategy Renewals</p> <p>The Committee received and noted a verbal report from the Chair.</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
049	<p>*Chair's Action Report</p> <p>The Committee received and noted the report (049-ARC140219 {restricted}).</p>
050	<p>*Strategy Renewal documents</p> <p>The Committee received the strategic and financial plans for the following Departments (050-ARC140219 {restricted}).</p> <p>Information not included because an exemption under the Freedom of Information Act 2000 applies</p>
51	<p>*Minutes of Student Recruitment Strategy Steering Group (SRSSG) meetings</p> <p>The Committee received and noted the minutes of the SRSSG meetings held on 9 July 2018 (051-ARC140219 {protected}).</p>
52	<p>*Minutes of ARC Chairs of Faculty meetings</p> <p>The Committee received and noted the minutes of the ARC Chairs of Faculty meetings held on 22 October 2018 and 17 December 2018 (052-ARC140219 {restricted}).</p>

Other	
053	<p>Any Other Business</p> <p>ARC Meeting with Heads of Departments, 7 March 2019</p> <p>ARC had agreed that their meetings with Heads of Departments would be based around a theme, and the meeting on 7 March 2019 would consider reputation management, and how the University might impact on international league tables.</p>
Next meeting: Thursday 14 March 2019, 2pm – 5pm, CMR 1.0 University House	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
43 (c) - Review of Sessional Teaching Payroll	1. Action: The Chair and Interim HR Engagement Director will keep ARC updated on progress.	CE, ME	Open
44 (a) - Feedback from the ARC Autumn Review	2. Decision: The Autumn Review process remained useful but it should focus on core business and any non-core business should be discussed elsewhere.		
	3. Action: 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.	CE, ARC Administration for 2020 Planning Round	Open
	4. Decision: That in future Heads of Departments would be asked to leave the room when their respective departments were discussed.		
44 (b) - Balanced scorecard reports	5. Action: The Chair will share balanced scorecard and operational efficiency data with the Committee when available.	CE	Open
44 (d) - WMS Partnership with University of Chester	6. Information not included because an exemption under the Freedom of Information Act 2000 applies		
45 - Monitoring of New Degree Level UG and PG Courses	7. Action: Information not included because an exemption under the Freedom of Information Act 2000 applies	DL, AL By 29 March 2019	Open
	8. Action: DL and CT to discuss links between the project's work and Student Recruitment Strategy Steering Group outside the meeting.	CT, DL	Open