

**UNIVERSITY OF WARWICK  
ASSEMBLY  
PUBLIC MINUTES OF THE MEETING HELD 10:00, TUESDAY 15 DECEMBER 2020  
VIA MICROSOFT TEAMS**

<b>Present</b>	Gavin Schwartz-Leeper	Assembly Representative on Senate (Chair)
	Dr Tara Mulqueen	Assembly Member (Proposer Motion 1)
	Dr Michael Saward	Assembly Member (Seconder Motion 1)
	Dr Bill O'Brien	Assembly Member (Proposer Motion 2)
	Dr Hannah Jones	Assembly Member (Seconder Motion 2)
	Lara McCarthy	Assembly Member (Secretary)
	Members of the Assembly (83 members present including the above-listed)	

Ref	Item
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006	<p><b>Welcome and Introductory Remarks</b></p> <p>Gavin Schwartz-Leeper welcomed members of the Assembly to the meeting in their capacity as Interim Chair. They reported that the meeting would be run as a Microsoft Teams meeting as it was not possible to hold a socially distanced meeting at the current time. All attendees were asked to mute their microphones. The Chair confirmed that the quoracy of the meeting had been reached and that the meeting was open.</p> <p>They reported that the meeting had first been announced on Insite on Wednesday, 9 December 2020. The agenda, motions and associated documents had been published online on the same date.</p> <p>Two motions were being brought forward for the Assembly's consideration:</p> <p>Motion 1: Protect the Jobs of Sessional Teachers &amp; Casualised Staff (Proposed by Tara Mulqueen)</p> <p>Motion 2: Ensuring a COVID secure return to campus (Proposed by Bill O'Brian)</p> <p>Colleagues wishing to comment on the motions would need to indicate this by using the 'raise hand' function.</p> <p>The amendments to the Standing Orders would be considered by the following process:</p> <ol style="list-style-type: none"> <li>1. "Raise hand" when amendments requested by the Chair.</li> <li>2. Propose amendment as clearly as possible when called upon.</li> <li>3. Provide a brief justification for the amendment.</li> <li>4. A seconder would be sought for the amendment.</li> <li>5. A vote by show of hands (using the raise hand function) would determine whether the amendment was adopted and the Standing Orders so amended.</li> </ol> <p>Amendments to motions would be considered by a similar process:</p> <ol style="list-style-type: none"> <li>1. "Raise hand" when amendments requested by the Chair.</li> <li>2. Propose amendment as clearly as possible when called upon.</li> <li>3. Provide a brief justification for the amendment.</li> <li>4. A seconder would be sought for the amendment.</li> <li>5. A vote by show of hands (using the raise hand function) would determine whether the amendment was adopted.</li> <li>6. The amended motion would be voted on using the webform after the meeting had closed.</li> </ol> <p>Electronic voting on the substantive motions would be opened once the meeting concluded and the amended versions had been uploaded. The vote would be open to all members of the Assembly. The results would be reported in January 2021 following the University holiday closure.</p> <p>Members were reminded that the comments made in the chat and a recording of the meeting would be published, for all members of the Assembly to view.</p>
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007	<p><b>Conflicts of Interest</b></p> <p>No conflicts of interest had been declared ahead of the meeting.</p> <p>The Chair declared that they were a signatory to the two motions and that in their capacity as Chair they would not speak either for or against them.</p>
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008	<p><b>Chair's Business</b></p> <p>The Interim Chair reported that:</p> <ul style="list-style-type: none"> <li>• The meeting of the Assembly held on 2 November 2020 approved a revised set of Standing Orders that permitted meetings to be held online.</li> <li>• Further amendments would be required to the Standing Orders in order for the meeting to take place without the Vice-Chancellor or Provost in the Chair (see agenda item 010).</li> <li>• The Vice-Chancellor had proposed that one of the Assembly representatives Chaired the meeting as neither the Vice-Chancellor or Provost were available.</li> <li>• There had been a long delay in convening the meeting following receipt of two motions from Assembly members: Motion 1 on 5 August 2020 and Motion 2 on 15 September 2020.</li> <li>• They had formally invited the Vice-Chancellor, through the Secretary to Council, to attend the meeting as an attendee to answer questions from the floor relating to the two motions and that if they were unavailable to provide a deputy who could answer questions on the University's finances, teaching and learning.</li> <li>• Members of the University Executive Board were unavailable due to a timetable clash.</li> <li>• Lara McCarthy, Head of Governance Services, would be taking the minutes.</li> <li>• Colleagues had expressed concerns to the Assembly representative of the Senate regarding the time delays and the absence of the Vice-Chancellor and Provost.</li> </ul> <p>The Interim Chair reminded the Assembly that any member in attendance could propose motions or raise other related issues under Standing Order 10(a) iii and iv. Further motions raised from the floor would be taken after the two substantive motions. Any further motions would only be voted on during the meeting by those in attendance.</p>
009	<p><b>Minutes of the meeting of the Assembly held on 2 November 2020</b></p> <p><b>DECISION:</b> The minutes of the meeting of the Assembly held on 2 November 2020 (009-A151220) were <b>approved</b>.</p>
010	<p><b>Standing Orders of the Assembly</b></p> <p>The Interim Chair reminded members that the Assembly was not a decision-making body of the University. It may make recommendations to Council and Senate. It can approve its own standing orders. The Assembly is one of the bodies laid down in the University Charter and it is constituted of all staff on grades 1-9 (with some limited exclusions).</p> <p>They reported that as the meeting was taking place as a Microsoft Teams meeting, a number of the procedural elements under the current standing orders would not apply.</p> <p>It was noted that the current Standing Orders were approved by the Assembly on 2 November 2020.</p> <p>Paper 010-A151220 was presented which set out further amendments to Sections 3 and Section 10 of the Standing Orders and the floor was opened for proposed further amendments.</p> <p>Naomi Waltham-Smith proposed a change to section 3b and this was seconded by Steve Locke-Wheaton.</p> <p>A vote was taken on the further amendments: at this point there were 83 members in the meeting In favour: 69 Against: 0 Abstain: 4</p> <p>The Chair invited the Assembly to <b>approve</b> the amendments to its Standing Orders by vote.</p> <p>A vote was taken on the further amended Standing Orders: at this point there were 82 members in the meeting In favour: 71 Against: 2 Abstain: 3</p> <p><b>DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1. The further amendments to the Standing Orders were <b>approved</b>.</li> <li>2. The published amended Standing Orders with further approved amendments were <b>approved</b>.</li> </ol>

Items for Discussion	
011	<p><b>Motion 1 to the Assembly: Protect the Jobs of Sessional Teachers &amp; Casualised Staff</b></p> <p>The Chair invited Dr Tara Mulqueen, Proposer of Motion 1, to present an overview of the motion moved (011-A151220).</p> <p>The Chair thanked Proposer of Motion 1. The Chair invited Dr Michael Saward, seconder, to speak to the motion.</p> <p>The Chair approved, on behalf of the Assembly, the minor amendments that had been made to Motion 1 as they were grammatical in nature rather than altering the meaning or substance of the motion.</p> <p>The Chair asked if there were any further comments/amendments from the floor.</p> <p>As no further amendments were proposed the debate on Motion 1 was closed.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. The grammatical amendments to Motion 1 were <b>approved</b> by the Chair.</li> <li>2. The Chair having closed the debate on Motion 1 reminded the Assembly that online voting would take place following the meeting.</li> </ol>
012	<p><b>Motion 2 to the Assembly: Ensuring a COVID secure return to campus</b></p> <p>The Chair invited Dr Bill O’Brian, Proposer of Motion 2, to present an overview of the motion moved (012-A151220). The proposer noted that there were two proposed amendments to be made to Motion 2: adding the independent SAGE group recommendations of November and December 2020 regarding face to face teaching and revising the wording to read “end of term 2”.</p> <p>The Chair thanked the proposer of Motion 2. The Chair invited Dr Hannah Jones, seconder, to speak to the motion.</p> <p>The Chair asked if there were any comments or further amendments from the floor. None received.</p> <p>A vote was taken on the proposed amendments to Motion 2: at this point here were 71 members in the meeting In favour: 56 Against: 0 Abstain: 2</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. The Amendments to Motion 2 were <b>approved</b>.</li> <li>2. The Chair closed the debate on Motion 2 and reminded the Assembly that online voting would take place following the meeting.</li> </ol>
013	<p><b>Proposed Related Motions</b></p> <p>The Chair opened up the remaining time available for members to propose any related motions.</p> <p>Prof. Louise Bourdua, seconded by Karoline Schneider proposed Motion 3.</p> <p>An amendment was proposed by Dr. Daniel Katz, seconded by Steve Locke-Wheaton.</p> <p>A vote was taken on the amendments to Motion 3: at this point there were 69 members in the meeting In favour: 53 Against: 0 Abstain: 5</p> <p>A vote was taken on Motion 3 as amended: at this point there were 71 members in the meeting In favour: 55 Against: 0 Abstain: 2</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Amendments to Motion 3 were <b>approved</b>.</li> <li>2. Motion 3 as amended was <b>approved</b>. “This meeting deeply regrets the absence of the Vice-Chancellor and Provost as chairs or participants of the Assembly, the only statutory forum “open to all staff employed on level 1-9 terms and conditions” ”.</li> </ol> <p>The Chair closed the debate on Motion 3.</p>

