

UNIVERSITY OF WARWICK
BOARD OF THE FACULTY OF MEDICINE

Minutes of the meeting of the Board of the Faculty of Medicine held on the
16 February 2015.

Present: Professor P Winstanley (Chair), Dr D Biggerstaff, Professor D Evans,
Professor L Green, Mr A Hammant, Dr P Handslip, Dr C Melville, Professor L
Roberts, Dr P Sutcliffe, Professor D Wolke

Apologies: Dr M Allen, Dr S Allen, Professor M Balasubramanian, Professor J Barlow,
Professor R Bivins, Professor A Clarke, Ms J Cooper, Professor G Currie, Dr
G Hartshorne, Ms J Hodge, Professor S Kumar, DR C Marguerie, Professor J
Miller, Mr D Mullins, Dr P O'Hare, Professor M Pallen, Professor K Seers,
Professor S Singh, Professor S Stewart-Brown, Mr M Wall, Professor S
Williams, Professor V Zammit

In Attendance: Mr D Lewis, Prof J Palmowski (for Aggendum 6 only), Mr D Pearson (for
Aggendum 6 only), Ms L McCarthy

MINUTES

15/14-15 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Board of the Faculty of
Medicine have any conflicts of interest relating to agenda items for the
meeting, they should be declared in accordance with the CUC Guide for
Members of Higher Education Governing Bodies in the UK.

None declared.

16/14-15 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on the 6 November 2014 be approved.

17/14-15 Membership and Constitution of the Board of the Faculty of Medicine

CONSIDERED:

The membership of the Board of the Faculty of Medicine as set out in paper
BFM.1/14-15 {Revised}.

REPORTED:

That the nomination of the representative from the Boards of the Faculty of
Arts to the Board of the Faculty of Medicine was being sought.

RESOLVED:

(a) That the membership of the Board of the Faculty of Medicine as set
out in papers BFM.1/14-15 {Revised} be approved.

- (b) That a letter from the Chair be sent to the Chair of the Board of the Faculty of Arts regarding representation on the Board of the Faculty of Medicine.

18/14-15 Membership of Senate

REPORTED:

That the Senate had six places for representative members from the Board of the Faculty of Medicine and that following Professor A Clarke appointment as a representative of the Assembly a vacancy existed.

RESOLVED:

That in accordance with University Regulation 2.2 on Annual Elections, the election of one member of the Senate from the membership of the Board of Faculty of Medicine for 2014/15 to serve for the period from 1 August 2014 to 31 July 2017 be sought with nominations considered at the next meeting of the Board of Faculty of Medicine on 19 May 2015.

19/14-15 Matters Arising

- (a) Constitution and Membership (minutes 02/14-15 (iii) refers)

REPORTED:

That Lucy Taylor had been contacted regarding the importance of medical representation on the Fitness to Practise Committee.

- (b) The Environment (minute 10/14-15 refers)

RESOLVED:

That proposals from the Chief Operating Officer for how environmental initiatives should be championed within the Faculty of Medicine be presented at the next meeting of the Board of the Faculty of Medicine on 19 May 2015.

- (c) Membership of the Student Disciplinary Offences Committee (minute 02/14-15 (a) (iv) refers)

RESOLVED:

That nominations to replace Dr C Melville as representative of the Board of the Faculty of Medicine on the Student Disciplinary Offences Committee be sought.

20/14-15 Chair's Business

- (a) WMS Review

REPORTED:

- (i) That R&T staff were informed in late 2014 if they were at risk of redundancy and received a Finance statement on the status

of their research grant support with first consultation meetings being conducted in late December 2014.

- (ii) That a Finance Validation group heard responses concerning the status of research grants and as a result some staff had been removed from the 'at risk group'.
- (iii) That second consultation meetings were held during January 2015 and several members of staff had accepted EVLS.
- (iv) That a small number of staff remained at risk and the Academic Redundancy Committee would meet in March 2015 to hear their cases.
- (v) That to date one T-only contract had been advertised and filled by redeployment from the 'at risk' group.
- (vi) That models to define the 'at risk' groups among T-only, R-only and Administrative staff have not yet been finalised or proposed to the Academic Redundancy Committee and would require Union consultation in due course.

(b) Dentistry Update.

REPORTED:

- (i) That the full-time Masters course had ended and that students still needing further SDCT had been placed elsewhere.
- (ii) That student complaints were being heard by PVC Palmowski.
- (iii) That new Course Directors had been appointed to the part-time Implantology and Endodontics courses and, following the termination of the contract with GIFT, new clinical placements were being established.
- (iv) That the part-time Orthodontic Therapy and Restorative and Aesthetic Dentistry courses were unaffected by these changes.

(c) Development of the Faculty

REPORTED:

- (i) That the Faculties play a vital role in facilitation, oversight and governance, although Medicine, due to historical reasons, does not currently conform to the standard Warwick model.
- (ii) That the University wants to establish a more standard governance arrangement for Medicine.

RESOLVED:

That proposals on the development of the Faculty, and specifically the governance arrangements for Medicine, be presented by the Chair at

a future meeting of the Board of Faculty of Medicine (date to be determined).

21/14-15 Graduate School Update

CONSIDERED:

An oral report from Pro Vice Chancellor Professor Palmowski on the professional development of doctoral researchers as set out in paper BGS.30/14-15.

REPORTED:

- (a) That the optional pathways would provide a mechanism to signpost students towards the portfolio of learning available, including the PG Certificate in Transferable Skills, and would offer sufficient flexibility to allow students to develop skills directly relevant to an academic career or wider transferable skills.
- (b) That there could be benefits in integrating the personal development framework with the annual appraisal process.
- (c) That the Warwick Collaborative Postgraduate Research Scholarship programme is being reviewed with the revised scheme being introduced in 2015/16 and views on the appropriateness and effectiveness of the current scheme were being sought.
- (d) That there were three disparate processes for monitoring and reporting on the progress of PhD students and consideration is being given to simplifying these into a single process.

RESOLVED:

- (a) That comments relating to the professional development for doctoral researchers, the Warwick Collaborative Postgraduate Research Scholarship programme and reporting progress of PhD students be sent directly to Professor Palmowski.
- (b) That any future proposals relating to the professional development for doctoral researchers, the Warwick Collaborative Postgraduate Research Scholarship Programme, and the reporting of progress of PhD Students be presented and considered in the Board of the Faculty of Medicine Graduate Studies Committee.

22/14-15 Complaints Resolution Framework

RECEIVED:

Information of the new complaints resolution framework as set out in papers BFM.9/14-15 and BFM.10/14-15.

RESOLVED:

That any feedback on the revised framework be sent directly to the Director of Delivery Assurance.

23/14-15 New Research Centre: The Centre for Television History, Heritage and Memory Research

CONSIDERED:

The establishment of a new university Research Centre, the Centre for Television History, Heritage and Memory Research as set out in paper RC.20/14-15.

RESOLVED:

That the support of the Board of the Faculty of Medicine to establish the Centre for Television History, Heritage and Memory Research be given.

24/14-15 New Research Centre: Warwick Cancer Research Centre

CONSIDERED:

The establishment of a new university Research Centre, Warwick Cancer Research Centre as set out in papers BFM.11/14-15 and BFM.12/14-15.

REPORTED:

- (a) That the proposal was very broad in nature and, given its scale relative to the existing CRUK Centres, the Centre might benefit from a focus on a specific niche area of research or identifying a unique selling point.
- (b) That although the proposals were broad, there were a number of additional well-established and relevant areas of research across the University which could also be incorporated, notably research around patient engagement (PPI), evidence synthesis, quality of life (PROMS), and cell biology within the School of Life Sciences.
- (c) That the Centre could also benefit from collaboration with the University of Birmingham's School of Cancer Science, particularly for Phase 1 and 2 clinical trials and access to a Clinical Research Facility.

RESOLVED:

That the support of the Board of the Faculty of Medicine to establish the Warwick Cancer Research Centre be given.

25/14-15 Curriculum Review

REPORTED:

(by the Head of the Medical Education Hub)

- (a) That School Review process was impacting on the ability to recruit key posts in the new curriculum, reducing morale and resulting in an excessive teaching load on existing members of staff.

(b) That there were concerns that teaching space in the MTC was being considered for conversion in to laboratory space which would add further pressure.

(c) That the advertisement for recruitment of the Phase III lead had now closed.

(by the Chair)

That there were no plans to reduce or remove any existing teaching space for the MB ChB.

RESOLVED:

That a note of thanks be given to Dr Colin Melville for his leadership, service and support to Faculty.

26/14-15 Undergraduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Undergraduate Studies Committee meeting held on the 19 January 2015 as set out in paper BFM.13/14-15.

RESOLVED:

That the quality and passion demonstrated during the Education Monitoring Visit to SWFT be noted.

27/14-15 Graduate Studies Minutes

RECEIVED:

The minutes of the Board of the Faculty of Medicine Graduate Studies Committee meeting held on the 26 January 2015 as set out in paper BFM.14/14-15

28/14-15 The Environment

REPORTED:

That there were no issues for consideration.

29/14-15 Items to be brought to the Senate

RESOLVED:

That items related Senate Membership (minute 18/14-15), Centre for Television History, Heritage and Memory Research (minute 23/14-15), and Warwick Cancer Research Centre (minute 24/14-15) be taken to Senate for consideration.

30/14-15 Date of the Next Meeting

REPORTED:

That the final meeting of the Board of the Faculty of Medicine during the academic year 2014/15 will be held on the 19 May 2015 at 2.00pm in room A-030 of the Medical School Building.

That the final meeting of the academic year 2014/15 will be held on the 19 May 2015 at 2.00pm in room A-042 of the Medical School Building.