

UNIVERSITY OF WARWICK

Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on **2 November 2015**.

Present: Professor P Winstanley (Chair), Professor J Barlow, Dr D Biggerstaff, Professor A Clarke, Professor G Currie, Professor S Kumar, Professor L Roberts, Professor C Macdougall, Professor P O'Hare, Dr G Osuri, Professor A Philips, Professor A Rodger, Professor K Seers, Professor S Stewart-Brown, Professor D Wolke.

Apologies: Dr S Allen, Dr C Ashton, Professor M Balasubramian, Professor A Easton, Professor L Green, Dr P Handslip, Dr P McTernan, Dr C Marguerie, Professor J Millar, Mr D Mullins, Dr J Saranga, Dr P Sutcliffe, Dr M Wall.

With: Ms C Gray (Secretary), Professor L Young (items 1 and 2), Ms J Prewett (item 1) Dr E Melia (item 2) and Mr S Lloyd (items 2).

MINUTES

1/15/16 Research Integrity on-line training

RECEIVED:

A presentation from the Chair of the Research Governance and Ethics Committee, PVC Professor Lawrence Young, on Research Integrity to introduce the new Epigeum Research Integrity on-line training.

REPORTED:

- (a) That the University was conducting research in line with the principles set out in the Research Integrity Concordat (<http://www.universitiesuk.ac.uk/highereducation/Documents/2012/TheConcordatToSupportResearchIntegrity.pdf>, Universities UK, 2012) with the aim to provide assurances to the government, the wider public and international community that research in the UK continues to be underpinned by the highest standards of rigour and integrity;
- (b) That an internal audit had been conducted at the University of Warwick to comply with the principles of the Research Integrity Concordat resulting in an action plan owned by the Research Governance & Ethics Committee;
- (c) That this action plan included the implementation of the Epigeum online Research Integrity training which the University had purchased and completion of this online training was a requirement for every student and member of staff who conducted research at the University of Warwick;
- (d) This is also relevant to the University's duty as part of the Government's Counter Terrorism Strategy (to prevent people from being drawn into terrorism and to identify and support those individuals who might be at risk of being radicalised whilst at the same time to ensure the right to freedom of speech and

expression); this applied especially to researchers who might be working with security sensitive material or material for dual use.

2/15/16 Timetabling Improvement Programme

RECEIVED:

A presentation on the Timetabling Improvement Programme and implications for WMS from Dr Emma Melia and Mr Lloyd Scott working closely with PVC Professor Lawrence Young on the Timetabling Improvement Programme

REPORTED:

- (a) That the University had embarked on a timetabling improvement programme in response to student feedback to significantly improve the student experience;
- (b) That the main elements of this project centred around the departments having to enter all booking details onto the timetabling system including local teaching rooms and that academic staff would normally be required to be available for teaching throughout the standard teaching week;
- (c) That this would enable personalised timetables to be produced for students and staff, to construct a fair and efficient timetable from first principles and would require earlier module registration for returning students;

RESOLVED:

- (a) That the Board of Faculty welcomed the concept of personalised timetables for students, however, members did point out that due to students being taught in NHS Trusts from year 2 onwards of the MBChB course, factors beyond the control of WMS would make it difficult to issue personalised timetables;
- (b) That the timetabling team would hold separate meetings with WMS and Catherine Fenn to consider how timetabling can be best improved for WMS students.

3/15/16 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Faculty Board 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, available online from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.
- (b) That no conflicts of interest relating to agenda items for the meeting were reported.

4/15/16 Freedom of information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board were published on the University's Governance website at:
<http://warwick.ac.uk/committees/bfm/minutes/>
- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

5/15/16 Terms of Reference

REPORTED:

That the terms of reference of the Board, as set out in the University Calendar were as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;
- (c) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

6/15/16 Membership

REPORTED:

An updated membership of the Board of the Faculty of Medicine and its sub-committees for the academic year 2015-16, including nominations to other University Committees (BFM 1./15-16 refers).

7/15/16 Minutes

CONSIDERED:

The minutes of the meeting of the Board of Faculty of Medicine held on 19 May 2015 (BFM 2.15/16).

RESOLVED:

That the minutes of the meeting of the Board of Faculty of Medicine held on 19 May 2015, be approved.

8/15/16 Matters Arising

REPORTED:

- (a) Environmental requirements imposed by the NIHR (minute 35(a)/14-15 refers) summarised by Professor Aileen Clarke;
- (b) Development of the Faculty – the role of Chair of Faculty as Non-Executive Director at UHCW and wider engagement with health economy (minute 35 (b)/14/15 refers);
- (c) Request for clarification and proposals for independent review of the 'WMS Review' process to be presented by the Chair of Faculty of Medicine to the Pro-Vice Chancellor (Science, Engineering and Medicine) (minute 36 (a)/14/15 refers);
- (d) Update on Warwick in California and viability of establishing a transnational medical programme by Chair of Faculty (minute 36 (b)/14/15 refers);
- (e) Clarifications regarding the criteria for nominations to Warwick International Higher Education Academy Fellowship Scheme and consideration of WMS nominations by Chair of Faculty; the Pro-Dean (Education) and Professor Sarah Stewart-Brown (minute 36 (d)/14/15 refers);
- (f) Feedback by Pro-Dean (Education) to Director of Delivery Assurance regarding the revised Student Discipline Framework (minute 38/14/15 refers);
- (g) Election to Steering – Professor Colin Sparrow (Mathematics)

RESOLVED:

- (a) That every research bid made to the NIHR was subject to compliance with the "NIHR Carbon Reduction Guidelines" to meet the NIHR environmental requirements; a copy of this document had been circulated to all members of the Board of Faculty of Medicine by e-mail;
- (b) That the paper setting out the roles of 'Chair of Faculty' (submitted to the Senate in June 2015) had been amended in line with comments from the Board of Faculty before submission;

- (c) That the Chair of Faculty had sent a request for clarification and proposals for an independent review of the “WMS Review” process to the Pro-Vice Chancellor (Science, Engineering and Medicine) and had not yet received a reply. In view of this situation, it was agreed that the report on the WMS Review by the PVC, which would be presented to Council in January 2016, will be discussed at the next meeting of the Faculty Board on 25 February 2016.
- (d) That the Chair of Faculty was exploring the viability of establishing a transatlantic medical programme as part of the Warwick in California initiative. This had involved an initial visit to the USA in August 2015 to talk to the Association of American Medical Colleges and the Liaison Committee for Medical Education (which has the regulatory function of the General Medical Council with regard to undergraduate curricula). Developments were progressing slowly.
- (e) That the Faculty had been successful in nominating the following staff as Foundation Fellows under the Warwick International Higher Education Academy Fellowship Scheme for 2015/16:
- Dr Catherine Bennett
 - Dr David Davies
 - Professor Geraldine Hartshorne
 - Dr Kate Owen
 - Dr Alyson Quinn
 - Dr Claire Raistrick
 - Professor Sarah Stuart-Brown
- (f) That the Pro-Dean (Education), Professor Lesley Roberts, had met with the Director of Delivery Assurance, Ms Yvonne Salter-Wright, to discuss the revised Student Disciplinary Framework. It was agreed that any Fitness to Practise processes on the MBChB programme would be treated separately to any other student disciplinary issues affecting students on professional courses such as the MBChB. Effective liaison between the School and the Delivery Assurance team was needed in cases where the two processes might collide and every case would be judged on its own merit with common sense prevailing when seeking to resolve the issue.

9/15/16 Chair's Business

REPORTED:

(a) Welcome to new Members

That a number of new members had joined the Board of Faculty of Medicine, the Chair of Faculty welcomed these members: Professor A Clarke, Professor A Easton, Professor C Macdougall, Professor J Millar, Dr G Osuri, Dr A Philips, Professor A Rodger and Dr Mark Wall as well as the new Faculty Secretary, Ms C Gray.

(b) An update from the Chair on the WMS Review

- (i) That the Warwick Medical School had been subject to a staffing review since July 2014 with the aim to rebalance its budget and to achieve significant savings to ensure the School's future financial stability;
 - (ii) That this review had resulted in 20 academic staff on research & teaching contracts to be put at risk of redundancy and that two had been made compulsorily redundant;
 - (iii) That no redundancies had been made for staff employed on teaching -only contracts (although there was one separate area that was currently subject to review and a draft pool and criteria have been presented to the Academic Redundancy Committee for their consideration and approval);
 - (iv) That 43 administrative and support staff had been affected by the review concentrated mainly in the area of supporting PGT programmes; no compulsory redundancies had been made as the pool of staff affected had significantly reduced due to assimilation to other roles, redeployment and applications under the Enhanced Voluntary Leavers Scheme (EVLS);
 - (v) That the review of the research-only staff had concluded and that now collective consultation with the Trades Unions had begun. At the conclusion of this, the draft pool and draft criteria would be presented to an Academic Redundancy Committee for consideration and approval;
 - (vi) Savings of £2m had been achieved so far against a proposed target of £3m;
 - (vii) A 'Transition group' had been established in Warwick Medical School with effect from November 2015 to help the School to embed recent changes and to continue with some of the legacy issues.
- (c) An update on Gibbet Hill master plan
- (i) That in view of the lack of space experienced by the School of Life Sciences and WMS, the University had commissioned a study in developing a future master plan for the site to accommodate WMS and the School of Life Sciences on Gibbet Hill;
 - (ii) That architects and services teams had consulted staff and students in both Schools to understand future requirements and the initial study would conclude at the end of the year followed by a period of reflection and determination of next steps.

10/15/16 Pro-Dean (Education)

RECEIVED:

A presentation on the MBChB NSS 2015 results and proposed actions

REPORTED:

- (a) That there had been a number of positive reports for WMS as MBChB students graduating from WMS and starting to work as doctors were valued by the local NHS and fulfilled NHS demand;
- (b) That finalists scored well in national assessments and were overall ranked 5th for UKFPO applications;
- (c) That WMS was ranked 32/32 in the Guardian subject league table for Medicine 2015 and overall 2015 NSS scores had deteriorated;
- (d) That deteriorating NSS scores for overall satisfaction with the course, teaching, academic support and organisation and management needed to be addressed at the local level in WMS. Although the score for feedback in the NSS 2015 had improved (45%) in relation to NSS 2014 (42%), it still remained woefully low and needed particular attention at the local level.
- (e) That staff student ratios and spend per student were areas which needed to be addressed by the University and work had already been conducted with the University to correct staff student ratios;
- (f) That 59 staff roles had been identified to successfully deliver the MBChB programme, but 19 roles currently remained unfilled;

RESOLVED:

- (a) WMS had already taken action in refreshing the curriculum and initial reactions from students in years 1, 2 & 3 pointed to a low level optimism which was encouraging;
- (b) WMS had made concerted efforts to improve communication with students and had worked on greater responsiveness to student issues;
- (c) Individual staff contracts would be reviewed to get the balance between necessary MBChB teaching and research/admin commitment correct to ensure successful delivery of teaching on MBChB.

11/15/16 Report from Pro-Deans (Research)

RECEIVED:

An update on WMS Research issues from both Pro-Deans of Research

REPORTED:

- (a) That the WMS research strategy was in the process of being developed after the WMS review;
- (b) That in particular, a document called "Achieving Excellence" was in preparation;
- (c) That an impact strategy was being developed for REF 2020 focusing on 10 top case studies;

- (d) That the Division of Health Sciences and Professors Kumar and Barlow were congratulated on the range of new initiatives and developments in research in the Division;
- (e) That the Clinical Trials Unit was developing a five year programme of work in Trauma Rehabilitation and Orthopaedic Trials and a new Director would be appointed in the 16/17 academic year as well as appointing Professors of Neurorehabilitation and General Practice;
- (f) That in the area of Population, Evidence and Technologies, a Professor of Health Economics had been appointed and that exploration of application for NIHR School of PHR was currently taking place;
- (g) That the Cancer Research Unit was working towards CRUK Centre status and expanding its major cancer trials and collaborations with local hospitals and regional and national Clinical Research Networks;
- (h) That the RCNRI was seeking renewal of their contract next year and that in Mental Health and Wellbeing, a Mental Health research collaborative across the West Midlands would be developed and plans for a Biomedical Research Unit in Mental Health had been initiated;
- (i) That in Social Science and Systems in Health, primary care research was being expanded and an Academy of General Practice being established which would deliver high quality research and teaching on the social and ethical dimension of health care provision and digitally supported health care;

12/15/16 Faculty Budget

REPORTED:

- (a) That the Faculty had been given a total fund of £72,000 for the financial year 15/16 from the University to be spent on Faculty projects;
- (b) That, in line with other Faculties, spending was subject to the discretion of the Chair of Faculty;
- (c) That the Chair of Faculty would report to the Board of Faculty in autumn 2016 how this fund had been spent.

13/15/16 Curriculum Review (MBChB)

RECEIVED:

An oral report from the MBChB Director on the implementation of the revised curriculum of the MBChB with particular focus on progress with Phase III

REPORTED:

- (a) That the refreshed curriculum of the MBChB Phase I was now well embedded and was working well, some staffing issues had been experienced due to the WMS review and recent retirements;

- (b) That the curriculum for Phase II had gone through a second iteration and that the Core Clinical Element had worked well;
- (c) That Phase III started with the Student Selected Component 2 which meant a huge undertaking for the staff given the wide range of projects posing workload issues for supervisors while having to carefully manage student expectations;
- (d) That in Phase III the elective had been placed at the end of the course and students would be completing the elective element once they had passed their finals followed by the Assistantship in preparation for their F1 job.

14/15/16 Staff selection for REF 2014

RECEIVED:

- (a) The HEFCE report on staff selection for the REF 2014 **(BFM3.15/16)**
- (b) The University of Warwick REF Code of Practice 2014 **(BFM4.15/16)**

REPORTED:

That at this stage, these two reports were received by the Board of Faculty of Medicine and a detailed consideration of these reports together with the WMS staffing profile for the REF 2014 submission would take place at the next meeting of the Faculty Board of Medicine on 25 February 2016.

ITEMS TO RECEIVE FOR INFORMATION ONLY

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

15/15/16 Assessment and Feedback

RECEIVED:

A report on timeliness of feedback on masters and CPD assessments submitted in the academic year 2014-15 across the Faculty:

- (a) Marking turnaround M & CPD August to December 2014 **(BFM 5./15-16).**
- (b) Marking turnaround M & CPD January to April 2015 **(BFM 6.15/16)**
- (c) Marking turnaround M & CPD April to July 2015 **(BFM 7.15/16)**
- (d) Marking turnaround M& CPD summary academic year 14/15 **(BFM 8.15/16)**

16/15/16 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The draft minutes of the meeting of the Faculty Undergraduate Studies Committee held on 21 October 2015 (**BFM 9./15-16**).

17/15/16 Report from the Faculty Graduate Studies Committee

RECEIVED:

The draft minutes of the meeting of the Faculty Graduate Studies Committee held on 20 October 2015 (**BFM 10./15-16**).

18/15/16 Equality Monitoring Annual Report 2014-15

RECEIVED:

The Equality Monitoring Annual Report of the University of Warwick workforce 2014/15 (**BFM 11./15-16**)

19/15/16 Athena Swan Annual Report 2015

RECEIVED:

The University of Warwick Athena Swan report 2015 (**BFM 12./15-16**)

20/15/16 Dates of 2015-16 Board Meetings

REPORTED:

That the Board will meet subsequently as follows during the academic year 2015-16:

Thursday 25 February 2016, 14.00-16.00, in room 009-011 in the Medical Teaching Centre;

Monday 16 May 2016, 14.00- 16.00 in room A-041 in the Medical School