

UNIVERSITY OF WARWICK

COUNCIL

Minutes of the meeting of the Council held on 8 July 2009

Present: Mr J Leighfield (Chair), Professor S Bassnett (until item 125/08-09), Professor L Bridges, Professor S Bright, Mrs V Cooke, Sir George Cox, Mrs P Egan, Mr A Glyde, Professor R Higgott, Mr D Holmes, Professor K Lamberts, Professor R Lindley, Mr K Muthalagappan, Professor S B Palmer, Mr A Rivett, Mr N Sanders, Professor M Smith, Mr S Thomson, Professor N Thrift, Professor M Whitby, Mr B Woods-Scawen, Professor V Zammit.

Apologies: Professor Y Carter, Dr R Chung, Professor J Davey, Mr P Dunne, Mrs T Elliott, Mr M Greenlees, Mrs V Heywood, Mr G Lyons, Professor Sir John Temple.

In Attendance: Registrar, Finance Director, Deputy Registrar, Director of Estates, Head of Governance Support Services, Assistant Registrar (Deputy Registrar's Office), Mr A Bradley, Mr A Perkins, Mr J Higgins.

NOTE: The Pro-Chancellor welcomed Mr Andrew Bradley and Mr Andy Perkins who would be joining the Council formally from 1 August 2009.

105/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Council held on 18 March 2009 be approved.

106/08-09 Quality Assurance Agency (QAA) Institutional Audit Report (minute 84(a)/08-09 refers)

REPORTED: (by the Registrar)

That the final report from the QAA Institutional Audit had been published together with a statement of response from the University.

107/08-09 Strategic Discussion Topics for Meetings of the Council

RECEIVED:

A list of future strategic topics and presentations for meetings of the Council (C.57/08-09).

REPORTED: (by the Pro-Chancellor)

That the list as set out in paper C.57/08-09 had been updated in the light of recent suggestions from members of the Council and that further recommendations on potential future items were welcome.

108/08-09 End of Terms of Office on the Council

REPORTED: (by the Pro-Chancellor)

That the terms of office on the Council of Professor Susan Bassnett, Mr David Holmes, Mr Mike Greenlees, Mr Stuart Thomson and Mr Andrew Glyde would expire on 31 July 2009.

RESOLVED:

That the gratitude of the Council be recorded to all of those members whose terms of office were coming to an end for their service to the University and to the Committee.

109/08-09 Constitutional Advisory Group

REPORTED: (by the Vice-Chancellor)

- (a) That, following consultation with academic Heads of Department, he had established a Constitutional Advisory Group (CAG) to ensure that the structures of the institution continued to be appropriate to enable the University to fulfil its strategic objectives.
- (b) That the membership of the CAG would consist of members of the University academic community with the Registrar acting as Secretary and that the Group would be chaired by Professor Sir Martin Harris.
- (c) That the CAG would report on its findings by the end of the calendar year, with any proposed recommendations being brought forward for consideration by the Senate and the Council in early 2010.

110/08-09 Queen's Birthday Honours

REPORTED: (by the Vice-Chancellor)

That the following members or associates of the University had received awards in the Queen's Birthday Honours List, in addition to those set out in paper C.68/08-09:

- (a) Professor Yvonne Carter, CBE for Services to Medical Education.
- (b) Dr Roger Gadsby, MBE for Services to Diabetes.
- (c) Mrs Marion Plant (Principal of North Warwickshire and Hinckley College), OBE for Services to Further Education.
- (d) Mr Keith Bedell-Pearce, CBE for Services to Public Service.

111/08-09 Visit to China

REPORTED: (by the Vice-Chancellor)

That he, along with a delegation of Warwick colleagues including the Pro-Vice-Chancellors (Research) and the Director of the International Office had recently visited China and held meetings with, amongst others, the Chinese Minister for Education and the Universities of Peking, Renmin, Tsinghua and Shanghai Jiaotong.

112/08-09 Universities Superannuation Scheme (USS) Pension Review

REPORTED: (by the Vice-Chancellor)

That representatives of USS members and employers had formed a Joint Review Group to review the current situation of the USS pension scheme in the context of the considerable pressures it was facing as a result of the economic downturn, the findings of which would be reported to the Council as they became available.

113/08-09 Summer Degree Congregation

REPORTED: (by the Vice-Chancellor)

That the Summer Degree Ceremonies would be held during week commencing 13 July 2009, and that lay members of the Council had been invited to attend any of the ceremonies or lunches to be held each day, as well as the Degree Congregation Dinner to be held on the evening of 15 July 2009.

114/08-09 Pascal Lamy lecture

REPORTED: (by the Vice-Chancellor)

That Pascal Lamy, Director-General of the World Trade Organisation, would be leading a public lecture at the University on 15 July, chaired by the Chancellor, entitled 'The Role of the Multilateral Trading System in the Recent Crisis', and would be receiving an honorary degree from the University on the following day.

115/08-09 Warwick Manufacturing Group (WMG) Formula 3 Eco-Racing Car

REPORTED: (by the Vice-Chancellor)

That the University had attracted significant international press coverage for the environmentally friendly Formula 3 eco-racing car developed by WMG.

116/08-09 Membership of the University Council

CONSIDERED:

- (a) A report from the meeting of the Nominations Committee held on 21 May 2009 (C.58/08-09) together with an oral report from the Pro-Chancellor and the Registrar, following the meeting of the Nominations Committee held immediately prior to the meeting of the Council, on the progress of the Nominations Committee in identifying new lay members of the University Council.
- (b) A recommendation from the Nominations Committee for the appointment of Mr Keith Bedell-Pearce as a lay member of the University Council for the period to 31 July 2012 (C.59/08-09).

REPORTED: (by the Pro-Chancellor)

- (a) That Mr Karamjit Singh had resigned from membership of the University Council with effect from 1 June 2009.
- (b) That he and the Vice-Chancellor would continue to hold meetings with potential lay members of Council, and, notwithstanding the requirements of clauses 6

and 7 of Ordinance 4, the Council would be asked to approve by correspondence any nominations for lay membership brought forward before the October meeting of the Council.

RESOLVED:

- (a) That, in accordance with Statute 16 and Ordinance 4, Mr Patrick Dunne, Mrs Penny Egan and Mr Gerard Lyons be appointed to lay membership of the Council for the period from 1 August 2009 to 31 July 2012 (passed nem con).
- (b) That, in accordance with Statute 16 and Ordinance 4, Mr Keith Bedell-Pearce be appointed to lay membership of the Council for the period to 31 July 2012 (passed nem con).

117/08-09 Appointment of Pro-Vice-Chancellors

CONSIDERED:

An oral report from the Vice-Chancellor on the considerations of the Committee on the Appointment of Pro-Vice-Chancellors, including a recommendation from the Committee to appoint Professor Ann Caesar as Pro-Vice-Chancellor from 1 September 2009 for an initial term of five years.

REPORTED: (by the Vice-Chancellor)

- (a) That the membership of the Committee on the Appointment of Pro-Vice Chancellors was:
 - (i) The Vice-Chancellor (Chair)
 - (ii) Professor Peter Mack (Representative of the Senate)
 - (iii) Professor Christina Hughes (Representative of the Senate)
 - (iv) Professor Andrew Easton (Representative of the Senate)
 - (v) Ms Trudi Elliot (Representative of the Council)
- (b) That he would be providing an update to the Council and the University on the areas of responsibility for each of the Pro-Vice-Chancellors during the summer.

RESOLVED:

That, in accordance with Statute 8 and Ordinance 3, Professor Ann Caesar be appointed as Pro-Vice-Chancellor from 1 September 2009 for an initial term of five years.

118/08-09 Report from the Senate

CONSIDERED and ADOPTED a report of the recommendations and resolutions on selected items considered at the meetings of the Senate held on 17 June and 1 July 2009 (C.60/08-09) together with an oral report from the Vice-Chancellor and the Chair of the Faculty of Science (item (a) only) on the following items of business:

- (a) Establishment of a School of Life Sciences

REPORTED: (by the Vice-Chancellor)

- (i) That Professor Sir John Beringer had been appointed as a special adviser to the University in the Life Sciences.

- (ii) That the Committee on the Appointment of Heads of Department would consider in the near future the appointment of the Acting Head of Department for the School, if approved.
- (iii) That a Life Sciences Advisory Group would be established to support the Acting Head of Department in taking forward the School's development.

(by the Chair of the Faculty of Science)

- (iv) That two planning groups had been established by the Steering Committee to consider both academic and operational implications of the proposal to establish a School of Life Sciences.
- (v) That all Faculties and the Senate had considered the initial proposal to establish a School of Life Sciences and that a meeting with all staff in relevant departments had been held to discuss the proposal.

RESOLVED:

That, on the recommendation of the Senate, the Council approved the proposal to establish a School of Life Sciences within the Faculty of Science with immediate effect.

- (b) Disestablishment of the Centre for Translation and Comparative Cultural Studies (CTCCS)

REPORTED: (by the Vice-Chancellor)

That, following the failure to make an external appointment to the post of Director of CTCCS and consideration of its financial outlook by the Academic Resourcing Committee, the Board of the Faculty of Arts had recommended that the Senate disestablish CTCCS from the end of the 2008/09 academic year, and that the Senate had approved that recommendation.

- (c) Widening Participation Strategic Assessment

REPORTED: (by the Vice-Chancellor)

That the University had recently submitted its Widening Participation Strategic Assessment to the HEFCE, a condition of continuing receipt of the HEFCE Widening Participation (WP) funding allocation, and that the Council would be updated at future meetings on the University's monitoring of its WP activities.

- (d) Retention of the Associate Professor (Reader) Title

RESOLVED:

That, on the recommendation of the Senate, the Council approved the retention of the position of Associate Professor (Reader) as a title and the criteria for promotion to this post as proposed by the Academic Staff Committee.

- (e) Annual Report on Equality and Diversity and the Single Equality Plan

RESOLVED:

That consideration of the Annual Report on Equality and Diversity and the Single Equality Plan be deferred for consideration by the Council at its meeting to be held in October 2009.

- (f) The Budget and the Creation of the Department of Business, Innovation and Skills
(g) Research Excellence Framework Update
(h) League Table Performance
(i) Strategic Departmental Review Process
(j) PULSE: Staff Survey Results
(k) Student Admissions and Recruitment
(l) Health Innovation and Education Cluster
(m) University of Warwick's Case for Support
(n) New Courses of Study
(o) Research Centres

119/08-09 Council Committee Dates for 2009/10 and Term Dates

REPORTED: (by the Pro-Chancellor)

- (a) That it was proposed that the timetable for Council meetings be adjusted to better reflect the flow of business through the University, and that the proposed schedule involved meetings in October, November (plus Away Day) and July as previously agreed as well as meetings in February and May.
- (b) That the Senate had approved the following term dates for the 2019/20 academic year:
- | | |
|--------------------|---|
| (i) Autumn Term: | Monday 30 September 2019 - Saturday 7 December 2019 |
| (ii) Spring Term: | Monday 6 January 2020 - Saturday 14 March 2020 |
| (iii) Summer Term: | Monday 20 April 2020 - Saturday 27 June 2020 |

RESOLVED:

That the Council approved the proposed revised timetable of Council meetings in October, November (plus Away Day), February, May and July, noting that all members of the Council would be circulated the dates of the Council and its Committees, as agreed with the Pro-Chancellor.

120/08-09 Report from the University Health and Safety Executive Committee

CONSIDERED and ADOPTED a report of the recommendation and resolutions from the meeting of the Health and Safety Executive Committee held on 25 July 2009 (C.61/08-09) together with an oral report from the Registrar on the following items of business:

- (a) Update regarding WHRI incident

REPORTED:

That the University was to be interviewed under caution by the Health and Safety Executive in relation to an incident last year at WHRI Kirton.

- (b) Stress Management Policy

RESOLVED:

That, on the recommendation of the University Health and Safety Executive Committee and the Senate, the Council approved the University Policy on the Management of Stress and Work-related Stressors as set out in paper UHSEC.18/08-09 (revised 2).

- (c) Accidents and Incidents
- (d) Update on Health and Safety

121/08-09 Report from the Building Committee

CONSIDERED and ADOPTED a report from the meeting of the Building Committee held on 16 June 2009 (C.62/08-09) on the following items of business:

- (a) Butterworth Hall and Students' Union Landscaping
- (b) Library Road
- (c) Section 106 Agreement
- (d) Naming of Buildings
- (e) Energy
- (f) Progress of Major Projects

122/08-09 Report from the Audit Committee

CONSIDERED and ADOPTED a report of the recommendation and resolutions of the meetings of the Audit Committee held on 22 April and 24 June 2009 (C.63/08-09) together with an oral report from the Chair of the Audit Committee on the following items of business:

- (a) Risk Management

REPORTED:

That the Audit Committee would be seeking a 'representative manager' within the University to give a presentation to a future meeting of the Committee on how useful the University risk management process is used 'on the ground' when running a department.

RESOLVED:

That, on the recommendation of the Audit Committee, the proposed amendments to the University Risk Management Policy, including the disestablishment of the Risk Management Group and consequent empowerment of the Steering Committee with regard to risk management, be approved as set out in paper AC.35/08-09 (extract) of the Report from the Audit Committee (C.63/08-09).

- (b) External Audit Strategy
- (c) Internal Audit Strategy and Plan and Terms of Reference
- (d) Internal Audit Reports and Recommendation Tracker
- (e) Internal Audit Review Follow-up
- (f) Internal Control Presentation: Information Security
- (g) Internal Control Presentation: Related Companies and Similar Entities

- (h) Statement on Internal Control
- (i) HESA Data Monitoring Letter

123/08-09 Report from the Finance and General Purposes Committee

CONSIDERED and ADOPTED a report of the resolutions of the meetings of the Finance and General Purposes Committee held on 19 May and 23 June 2009 (C.64/08-09 {Parts 1 and 2}) together with an oral report from the University Treasurer and the Finance Director on the following items of business:

- (a) Students' Union Financial Position
- (b) Financial Performance Report
- (c) IT Services – Network Replacement Project Update
- (d) Life Sciences Initiative
- (e) Science Park Issues
- (f) Amendment to Financial Procedure 13 – academic share of intellectual property
- (g) Update on disposal of Kirton site
- (h) Estates Issues
- (i) Review of the University's Banking Arrangements
- (j) Loan Drawdown
- (k) Pension Scheme: Corporate Trustee Status

124/08-09 University Draft Financial Plan 2009 – 2013

CONSIDERED:

The University draft Financial Plan for the period through 2012/2013 (C.65/08-09).

REPORTED: (by the Pro-Chancellor)

- (a) That the draft University Financial Plan for the period to 2013 had been prepared through a series of meetings of the Financial Plan Sub-Committee informed by a number of challenge meetings with different areas of the University.

(by the Vice-Chancellor)

- (b) That the Plan aimed to prepare the University for anticipated forthcoming cuts in government funding whilst maintaining the investment necessary to continue to progress the Vision 2015 strategy.

RECEIVED:

- (a) An oral report and presentation from the Treasurer outlining the revised income, surplus, and cash flow forecasts for 2008/09, noting in particular that the £1.1m deficit forecasted for 2009/10 was realistic within the current economic climate.
- (b) An oral report and presentation from the Finance Director outlining the main points of the Financial Plan, including background and risks.

RESOLVED:

- (a) That the draft University Financial Plan be approved as set out in C.65/08-09, noting that this included approval of the 2009/10 budget for operational purposes and approval for the projects included in the capital plan to progress.
- (b) That an updated plan be brought forward for consideration by the Council at its November 2009 meeting prior to submission to the HEFCE by 1 December 2009, together with a report on the sensitivity analysis for the Plan and the scenario planning undertaken by the University should there be further significant falls in income, whether from commercial or government sources.

125/08-09 University Risk Status

CONSIDERED:

- (a) A summary report outlining the current risk status for a selection of key risks of the University (C.66/08-09).
- (b) The annual letter from the Chief Executive of the HEFCE outlining the HEFCE's risk assessment for each individual institution across many areas, including student recruitment and retention, financial performance, audit findings and estates management, stating that the University of Warwick was assessed as 'not at high risk' (C.67/08-09).

RESOLVED:

That the risk status summary report be approved as set out in paper C.66/08-09, noting that in making their assessment of risk the HEFCE had concluded that the University was meeting its accountability obligations set out in the Model Financial Memorandum.

126/08-09 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions that have been conferred on members of the University since the last meeting of the Council held on 18 March 2009 (C.68/08-09).

127/08-09 Register of Members' Interests

REPORTED:

That a copy of the Register of Interests of members of the University Council was available from the Deputy Registrar's Office and that the University would be writing to each of those members of the Council who would continue to serve in 2009/10 to update existing information on their interests.

128/08-09 Amendments to University Ordinances

CONSIDERED:

- (a) For the second time, proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties (C.69/08-09).

- (b) For the first time, proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties and University Ordinance 13 governing Degrees and Diplomas (C.70/08-09).

RESOLVED:

- (a) That the proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties be approved for the second time as set out in paper C.69/08-09.
- (b) That the proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties and University Ordinance 13 governing Degrees and Diplomas be approved for the first time as set out in paper C.70/08-09.

129/08-09 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.71/08-09).

RESOLVED:

That the proposed amendments and additions to University Regulations be approved as set out in paper C.71/08-09:

- (a) Regulation on student registration, attendance and progress and related guidelines, to replace:
 - (i) Regulation 13 Governing the Continuation of Registration
 - (ii) Regulation 24 Governing Leave of Absence to Students Elected to Sabbaticals in the Students' Union
 - (iii) Regulation 33 Governing Temporary Withdrawal from the University
 - (iv) Regulation 35 Governing Students Taking a Voluntary Year Out from the University.
- (b) Regulation on research degrees, and
- (c) Regulation on taught postgraduate degrees, which together replace:
 - (i) Regulation 14 Governing Higher Degrees
 - (ii) Regulation 16 Governing Examiners for Higher Degrees (which includes the appeals regulations)
 - (iii) Regulation 17 Governing Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates
 - (iv) Regulation 18 Governing the Postgraduate Certificate in Education.
- (d) Regulation on undergraduate non-degree level qualifications.
- (e) Changes to Regulation 8.10 concerning the MBChB.

130/08-09 University HR Policies

RECEIVED:

Copies of the following HR policies that had been approved by the Chair of the Council on behalf of the Council (C.72/08-09):

- (a) Career Break Policy.
- (b) Buying Additional Annual Leave Policy.
- (c) Enhanced Leavers Scheme.

131/08-09 Conferral of Emeritus Status

REPORTED:

That the Pro-Chancellor had taken Chair's action on behalf of the Council to approve the following recommendations from the Senate for the conferral of the title of Emeritus Professor and Emeritus Reader respectively on the following colleagues with effect from their retirement (given in brackets below):

Emeritus Professor

Professor S Clarke, Sociology (31 July 2009)
Professor A Elger, Sociology (31 July 2009)
Professor W K Fulford, WMS (1 September 2009)
Professor P Stanfield, Biological Sciences (30 September 2009)
Professor C Aubrey, Education (30 September 2009)
Professor M Patterson, Computer Science (30 September 2009)
Professor I Stewart, Mathematics (30 September 2009)
Professor J Copas, Statistics (31 October 2009)

Emeritus Reader

Dr J Rignall, English (31 December 2009)

132/08-09 Governance Support Services

RESOLVED:

That the Head of Governance Support Services and the Assistant Registrar (Deputy Registrar's Office) be thanked for their support for the Council over the previous academic year.

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30/07/09