

UNIVERSITY OF WARWICK

COUNCIL

Minutes of the meeting of the Council held on Wednesday 9 July 2008

Present: Mr J Leighfield (Chair), Professor L Bridges, Professor A Caesar, Professor Y Carter, Dr R Chung, Professor J Davey, Mr P Dunne, Mrs P Egan, Ms D Foster, Mr J Higgins, Mr J Kirby, Professor K Lamberts, Professor R Lindley, Mr K Muthalagappan, Professor S B Palmer, Mr A Rivett, Mr N Sanders, Professor M Smith, Miss R Thorne, Professor N Thrift, Professor M Whitby, Mr B Woods-Scawen, Professor V Zammit.

Apologies: Professor S Bassnett, Sir George Cox, Mr M Greenlees, Professor R Higgott, Mr D Holmes, Mr G Lyons, Professor Sir John Temple, Director of Estates.

In Attendance: Professor S Bright (for item 109(b)/07-08), Ms T Elliott, Mr P Varney, Registrar, Director of Finance, Deputy Registrar, Director of Estates, Ms Y Salter Wright, Mr S Thompson.

The Pro-Chancellor welcomed Dr Roy Chung to his first meeting of the Council as well as Ms Trudi Elliott and Mr Stuart Thompson who would be joining the Council formally from 1 August 2008.

96/07-08 Minutes

RESOLVED:

- (a) That the minutes of the meeting of the Council held on 19 March 2008 be approved.
- (b) That the minutes of the extraordinary meeting of the Council and the Senate held on 19 March 2008 be approved.

97/07-08 Future Strategic Topics and Presentations

REPORTED: (by the Pro-Chancellor)

That recommendations from members of the Council on potential future strategic topics and presentation items were welcome, noting that the current provisional list was as set out in paper C.80/07-08.

98/07-08 Recurrent Funding (minute 76/07-08 refers)

REPORTED: (by the Pro-Chancellor)

That the University expected to hear the outcome of its appeal to the HEFCE with regard to the impact of the change arising from the new policy on Equivalent or Lower Qualifications on the University's recurrent funding for 2008/09 and that members of the Council would be notified once further information was available.

99/07-08 Points Based Immigration System (minute 77(a)/07-08 refers)

REPORTED: (by the Pro-Chancellor)

That, while it was not expected that there be a significant shift in the Home Office position on the Points Based Immigration System, it was likely that there would be a greater recognition of the requirements of the HE sector within the system and that further guidelines were due to be issued in the coming days.

100/07-08 Strategic Discussion on Digital Communications (minute 81/07-08 refers)

REPORTED: (by the Pro-Chancellor)

That the Director of Communications and Strategy was in the process of inviting a number of lay members, in addition to others from relevant professions, to join an informal advisory group to consider the University's most effective use of digital communications.

101/07-08 University Facility in Venice (minute 74/07-08 refers)

REPORTED: (by the Pro-Chancellor)

That the special performance of the Coull Quartet at the Palazzo Pesaro Papafava (PPP) that was to be held from 28 to 30 November 2008 was being postponed to 2009 and that members of the Council would be notified of the new arrangements once confirmed.

102/07-08 Installation of the University Chancellor (minute 62/07-08 refers)

REPORTED: (by the Pro-Chancellor)

That the provisional date for the installation for the University Chancellor was 10 December 2008, however, all members of the Council would be notified once arrangements were confirmed.

103/07-08 Vote of Thanks to Members of the Council and its Committees

REPORTED: (by the Pro-Chancellor)

- (a) That the terms of office on the Council of Professor Ann Caesar, Mr John Higgins, Mrs Rosemary Thorne, Mr Joe Kirby and Miss Dawn Foster would expire on 31 July 2008.
- (b) That Mr Paul Varney was stepping down as Chair of the Audit Committee with effect from 1 August 2008 and would be receiving the award of the Chancellor's Medal at the Degree Congregation dinner to be held on 16 July 2008 for his dedicated service to the University for a significant number of years.

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 during their period of office.

104/07-08 Vice-Chancellor's Report

RECEIVED:

A report from the Vice-Chancellor outlining a number of key strategic issues facing the University including:

- (a) the challenge of aligning the strategy and the finances of the University
- (b) releasing management capacity
- (c) positioning the University with Government and reflecting Warwick's distinctive nature as a University.

REPORTED: (by the Vice-Chancellor)

That he had been appointed to the UK US Study Group, established by the Prime Minister and Chaired by Professor Rick Trainor (Principal at King's College London), and that it was important for the University to pursue greater links with institutions and organisations in the United States.

NOTE: An article from the 14 July, 2007 *Time* magazine entitled 'Funding Excellence' was tabled at the meeting as it referred to the important contribution made by members of the Council at the University.

105/07-08 Financial Plan 2008 – 2012

CONSIDERED:

The University Financial Plan for the period through 2011/2012 (C.64/07-08).

REPORTED:

(by the Pro-Chancellor)

- (a) That the draft University Financial Plan for the period to 2012 had been prepared through a series of meetings of the Financial Plan Sub-Committee informed by a number of challenge meetings.

(by the Vice-Chancellor)

- (b) While the Finance and General Purposes Committee recommended the Financial Plan to the Council for approval as an interim plan to begin the new financial year, there remained significant work to be done to lever the financial headroom to enable the University to invest in key areas of strategic importance.

RECEIVED:

An oral report from the Treasurer outlining the revised income, surplus, and cash flow forecasts for 2007/08.

RESOLVED:

That the following recommendations of the Finance and General Purposes Committee be approved:

- (a) That the budget for 2008/09, as set out in paper C.64/07-08, be approved for implementation from 1 August 2008, noting that the work of the finance groups, which have been charged with identifying additional sources of generating revenue, and achieving savings through operational efficiencies, may lead to in-year revisions in due course.
- (b) That the years of the plan from 2009/10 onwards be approved as an interim plan only and that the Financial Plan 2008-2012 be reconsidered in full at the meeting of the Council in November, prior to its submission to the HEFCE and following further work designed to create further headroom for investment in key areas of strategic importance.

106/07-08 Report from the Working Group on the Appointment of Pro-Vice-Chancellors

CONSIDERED:

The report from the Working Group on the Appointment of Pro-Vice-Chancellors together with a summary of the discussion and recommendations of the Senate including proposals for consequential amendments to University governing instruments (C.66/07-08) in addition to oral reports from the Vice-Chancellor and the Chair of the Working Group.

RESOLVED:

- (a) That the Working Group on the Appointment of Pro-Vice-Chancellors be thanked for their comprehensive work.
- (b) That the Council support the key principles and recommendations of the Report from the Working Group on the Appointment of Pro-Vice-Chancellors as set out in paper C.66/07-08.
- (c) That the amendments to Statute 8 on Pro-Vice-Chancellors and Ordinance 3 on the Appointment of Pro-Vice-Chancellors be approved for the first time, noting that:
 - (i) Amendments to the Statutes and Ordinances require a special resolution of the Council to be confirmed at its meeting on 2 October 2008.
 - (ii) Approved amendments to the Statutes are subject to the approval of the Privy Council following the special resolution of the Council.

107/07-08 Constitution of the Union of Students

CONSIDERED:

Proposed amendments to the Constitution of the Union of Students (C.67/07-08).

REPORTED:

(by the Pro-Chancellor)

- (a) That the proposed amendments to the Constitution of the Union of Students set out in C.67/07-08 had resulted from a review process of the governance structures with a view to modernising their operation and making them more representative.

- (b) That under the 1994 Education Act the Council was required to approve all changes to the Students' Union Constitution and that in order to reduce the number of times minor revisions are presented to the Council, the proposals include the transfer of a number of the Students' Union's operating procedures to the appendices to the Constitution, noting the Constitution and the appendices in its entirety are reviewed by the Council once every five years.

RESOLVED:

- (a) That the Council record its thanks to the Students' Union Sabbatical team for their work on the revised Constitution, in particular Mr Tom Callow.
- (b) That the proposed changes to the Constitution of the Union of Students and the additional provisions relating to changes to the appendices thereof as recommended by the Senate be approved as set out in C.67/07-08 subject to the provision for the Registrar as Secretary to the Council to countersign changes to appendices to the Constitution that relate to the democratic rights of students or the constitution and terms of reference of the Board of Trustees, with he/she retaining the right to escalate such proposed changes to the Council for consideration if they are material in affecting the democratic rights of students or compromising the financial standing of the Students' Union.

108/07-08 Report from the Senate

CONSIDERED and ADOPTED a report on selected items considered at the meeting of the Senate held on 18 June and 2 July 2008 (C.68/07-08) together with an oral report from the Vice-Chancellor on the following items of business:

- (a) Research Assessment Exercise (RAE) 2008 Results
- (b) Research Excellence Framework Consultation Outcomes and Next Steps
- (c) Government Matched Funding Scheme
- (d) Equivalent or Lower Qualifications
- (e) League Table Performance
- (f) Prime Minister's Initiative 2 Awards
- (g) Institutional Audit 2008
- (h) Pulse Survey 2008
- (i) Strategic Departmental Reviews
- (j) National Student Survey
- (k) Chinese Earthquake Appeal
- (l) Students' Union and University 'Innovation Summit'
- (m) New Chief Executive of the Students' Union
- (n) New Courses of Study
- (o) Research Centres

109/07-08 Finance and General Purposes Committee

CONSIDERED and ADOPTED a report of the resolutions and recommendations from the meetings of the Finance and General Purposes Committee held on 20 May and 24 June 2008 together with an oral report from the Treasurer (C.69/07-08 {Part 1 and 2}) on the following items of business:

- (a) Financial Performance
- (b) Harmonisation of Terms and Conditions of Employment
- (c) Salary Sacrifice for Pension Contributions
- (d) Pensions Issues
- (e) Financial Regulations Update

- (f) Update on WHRI Pay Negotiations
- (g) Science Park Review
- (h) Implications of the Charities Act
- (i) IGGY Update

(a) Estates Issues

RESOLVED:

That the recommendation for the possible acquisition of two adjacent properties on the Science Park at a combined cost of £750,000 be approved, with authority being delegated to the Vice-Chancellor, Treasurer and Finance Director to approve the final price and conditions of the sale.

(b) HRI Kirton

REPORTED:

(by the Treasurer)

- (i) That it was necessary for the Council to make a decision on the potential cessation of operations and closure of the Kirton site and that it should be noted that, if a decision to cease operations was taken by the end of July, it would have a material impact on the University's 2007/08 accounts.

(by the Director of WHRI)

- (ii) That the Department for Environment, Food and Rural Affairs was broadly supportive of the potential decision of the University to close the Kirton site, however, they too were keen to ensure the appropriate processes to consult key staff and stakeholders were undertaken.

RESOLVED:

- (i) That the recommendation that the Kirton site of WHRI be closed be approved, subject to appropriate consultation with staff affected, and that swift and effective communication of the decision to close the site to all WHRI staff and external stakeholders be undertaken.
- (ii) That authority to enact this resolution be delegated to the Vice-Chancellor and Pro-Chancellor following consideration of the outcomes of the required consultations with affected employees, noting that it was expected that these consultations would be concluded by the end of July 2008.

(c) New Student Residences

RESOLVED:

That the recommendation for the expenditure of up to £500,000 to develop the proposal to Stage D for the build of the new student residences on campus be approved as set out in FGPC 70/07-08.

110/07-08 Audit Committee

CONSIDERED and ADOPTED a report of the resolutions from the meetings of the University Audit Committee held on 23 April and 25 June 2008 (C.70/07-08) together with an oral report from the Chair of the Audit Committee on the following items of business:

- (a) External Audit Strategy
- (b) Value for Money
- (c) Review of Internal Controls and Annual Report from Audit Committee
- (d) Review of Internal Audit Services
- (e) Internal Audit Strategy and Plan
- (f) Internal Audit Reports
- (g) HEFCE Assurance Report Follow-up and Assessment of Institutional Risk
- (h) Risk Management
- (i) Internal Controls Presentation: Research Planning Process
- (j) CUC Audit Committee Guide

REPORTED: (by the Chair of the Audit Committee)

- (a) That revisions to the HEFCE Financial Memorandum and the Audit Code of Practice were likely to include a requirement for Audit Committees to confirm an opinion on the quality of data returns submitted by the institution as part of the Committee's Annual Reports submitted to the HEFCE.
- (b) That, further to the Review of Internal Audit undertaken by the Audit Committee, proposals would be brought forward in the Autumn Term, as agreed with the Pro-Chancellor, to incorporate a light touch approach and amendment to the terms of reference of Internal Audit for the consideration of the systems in place to ensure the effectiveness of the University's governance arrangements.

111/07-08 Appointment of Lay Members of the Council 2008-2011

REPORTED:

- (a) That subsequent to the last meeting of the Council, the Nominations Committee recommended to members of the Council the appointment of two individuals to lay membership of the Council.
- (b) That, following the responses received from members of the Council prior to the meeting and notwithstanding the provision for a vote at this meeting of the Council as set out in Ordinance 4, the following two individuals were appointed to lay membership of the Council for the period of 1 August 2008 to 31 July 2011:
 - (i) Ms Viki Cooke, Co-founder of Opinion Leader Research
 - (ii) Ms Trudi Elliott, the Regional Director of the Government Office for the West Midlands

RECEIVED:

An oral report from the Chair of the Nominations Committee on the appointment of lay members of the University Council, noting in particular the following:

- (a) That there were currently three current vacancies in lay membership of the Council and that the Nominations Committee was pursuing a number of avenues to fill these vacancies while retaining the agreed high threshold for added value to the Council and its work.
- (b) That at its meeting on 2 July 2008, the Senate elected Professor Lee Bridges and Professor Simon Bright to the Council for the period 1 August 2008 to 31 July 2011.

112/07-08 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions that had been conferred on members of the University since the meeting of the Council held on 19 March 2008 (C.72/07-08).

113/07-08 University Staff Survey - 'Pulse'

CONSIDERED:

A paper outlining the key outcomes of the University's recent staff survey, Pulse (C.75/07-08).

REPORTED: (by the Vice-Chancellor)

- (a) That the University was committed to holding an annual staff survey and to ensuring that the results were reflected upon when establishing future action plans.
- (b) That he, together with the Director of Human Resources, were visiting all academic departments to discuss the results of the survey and how it can be more effectively conducted in the future.
- (c) That there were a number of areas identified in the 2008 Pulse Survey which were linked to developments being pursued within the context of the Framework Agreement negotiations, including annual review (due to commence in January 2009).

114/07-08 Strategic Discussion Topic: Effectiveness Review of the Council Report

CONSIDERED:

The Report from the Effectiveness Review commissioned by the Council (C.73/07-08) together with a presentation by the Chair of the Review Group on the key issues arising from the Review.

REPORTED:

(by the Chair of the Review Group)

- (a) That the Council should reflect on the precise role it wished to play in relation to the operation and the strategy of the University.
- (b) That group effectiveness, individual effectiveness and team effectiveness were all important elements of the Council's overall effectiveness and that these

elements should be supported by appropriate mechanisms for induction, education and information provision to lay members of the Council in particular as well as establishing positive relationships and lines of communication, particularly between the Council and the Senate.

(by the Vice-Chancellor)

- (c) That the ability of lay members of the Council to act as ambassadors for the University was extremely important and that further consideration would be given as to how lay members could be better equipped in order to effectively undertake this role.

(by the Deputy Registrar)

- (d) That the Council would receive a report on key performance indicators, clarifying the link with the monitoring of progress against University strategic objectives as well as key strategic risks, at its meeting in December 2008.
- (e) That, in line with the recommendations of the Review, consideration would be given to the schedule of meetings of the Council and its committees as well as the streamlining of the consideration of business with a view to any proposals for changes to be brought to the Council for implementation during 2009.

RESOLVED:

- (a) That the Council record its thanks to the Review Group for their work.
- (b) That a report on the progress towards implementation of the recommendations be brought to the Council at its meeting to be held in the summer term 2009.
- (c) That within the 2008/09 academic year an informal event to bring together members of the Senate and the Council be arranged.
- (d) That a report from each meeting of the Council, providing an overview of the issues considered and decisions taken, be provided to members of the Senate from the Autumn Term 2008.

115/07-08 Equality and Diversity Committee

CONSIDERED and ADOPTED a report of the resolutions and recommendations from the meeting of the Equality and Diversity Committee held on 19 May 2008 (C.74/07-08) including the following items:

- (a) Single Equality Scheme
- (b) Equality Action Plans
- (a) Equality Impact Assessment

RESOLVED:

That the recommendations set out in paper EDC 25/07-08 concerning future proposals for undertaking equality impact assessments at the University, including the incorporation of a review of equality impact assessments in Strategic Departmental Review (SDR) and the Administrative and Service Departments Annual Review (ASDAR), be approved.

116/07-08 Building Committee

CONSIDERED and ADOPTED a report of the resolutions from the meeting of the University Building Committee held on 5 June 2008 (C.71/07-08) including the following items:

- (a) Financial Issues
- (b) Terms of Reference for Building Committee
- (c) Butterworth Hall Redevelopment
- (d) Warwick Digital Laboratory
- (e) Report from the Environment and Amenities Committee

117/07-08 University Risk Status

RECEIVED:

A summary report outlining the current risk status for a selection of key risks of the University (C.65/07-08).

118/07-08 University Committee Timetable and Term Dates

CONSIDERED:

The Committee Timetable for the academic year 2008/09 and University term dates for 2017/18 (C.76/07-08).

NOTE: That following the meeting of the Council, the full Committee Timetable for 2008/2009 was posted on: <http://www.warwick.ac.uk/go/governance/atoz/timetable>

119/07-08 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 2008/09 to update existing information on their interests.

120/07-08 Amendments to University Ordinances

CONSIDERED:

- (a) For the second time, proposed amendments to University Ordinance 13 on Degrees and Diplomas (C.77/07-08).
- (b) For the first time, proposed amendments to University Ordinances (C.78/07-08).

RESOLVED:

- (a) That the proposal for amendments to University Ordinance 13, including the use of postnominals for the Post-Experience Diploma (PExDip), the Postgraduate Diploma (PGDip), the Post-Experience Certificate (PExCert), and the Postgraduate Certificate (PGCert) and the addition of the Postgraduate Award (PGA) as set out in paper C.77/07-08 and recommended by the Senate, be approved formally for the second time.

- (b) That the proposals for amendments to University Ordinance 7, including revisions to the constitution and membership of the Board of the Faculty of Medicine and the Board of the Faculty of Social Studies, be approved for the first time.

121/07-08 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.79/07-08).

RESOLVED:

That amendments to the following University Regulations recommended by the Senate as set out in paper C.79/07-08 be approved:

- (a) Regulation 4 on by the Academic Staff Committee of Assistant Professors, Associate Professors, Lecturers, Senior Lecturers and Readers, Teaching Fellows, Senior Teaching Fellows and Principal Teaching Fellows and Research Fellows, Senior Research Fellows and Principal Research Fellows
- (b) Regulation 6.3 Governing Admission to Courses of Study
- (c) Regulation 8.10 Governing the Bachelor of Medicine and Bachelor of Surgery (MBChB) and the Bachelor of Medical Sciences (BMedSci)
- (d) Regulation 13.2 Governing the Procedure for the Continuation of Registration
- (e) Regulation 14 Governing Higher Degrees
- (f) Regulation 34 on Determination of Fitness to Practice

JFB/KMS/YSW/council/2007-2008/minutes/9Jul08mins
3/09/08

Approved by the Pro-Chancellor