

UNIVERSITY OF WARWICK

COUNCIL

Minutes of the meeting of the Council held on 12 December 2003.

Present: Mr J Leighfield (Chair), Councillor S Bains, Professor M Cooper, Mr P Dodd, Professor R G Dyson, Mr C Foy, Miss V Gooding, Mr J Higgins, Mr R Jones, Professor J Jones, Professor K Lamberts, Professor R Lindley, Mr M A McCrae, Professor P Mack, Mr T Monnington, Professor S B Palmer, Mr P Varney, Professor M Whitby, Mr B Woods-Scawen, Ms Y Zhabina.

Apologies: The Vice- Chancellor, Mr M Angle, Mr I Caulfield, Professor C Davis, Mr M Greenlees, Councillor R Grant, Ms S J Hobson, Mr T Walker.

The Pro-Chancellor reported that the Vice-Chancellor was unable to attend the meeting of the Council as he was addressing a meeting of Presidents of North American universities on British Higher Education in Chicago.

The Pro-Chancellor welcomed Mr Paul Greatrix, Acting Registrar of the University, to his first meeting of the Council.

21/03-04 Validation of Council Decisions

REPORTED (by the Registrar):

That, in view of the fact that a majority of those members present at the meeting were not lay members of the Council, any decisions reached by the Council at the meeting might be subject to challenge and could be deemed invalid.

RESOLVED:

That, in the light of the Registrar's advice to the Council, the minutes of the meeting be circulated to all those members of the Council not present at the meeting seeking confirmation of their agreement with the decisions reached by those members present as recorded in the minutes of the meeting.

22/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Council held on 1 October 2003 be approved.

23/03-04 Constitution of the Art Collection Committee

CONSIDERED:

An oral report from the Pro-Chancellor proposing a revision to the constitution of the Art Collection Committee.

RESOLVED:

That the constitution of the Art Collection Committee be revised to replace the Registrar as a member of the Committee with the University Secretary with effect from 1 January 2004.

24/03-04 University Registrar: Dr Jonathan Nicholls

REPORTED: (by the Pro-Chancellor)

That this would be the last meeting of the Council attended by the current University Registrar, Dr Jonathan Nicholls, who would be taking up his new position as Registrar of the University of Birmingham on 1 January 2004 after more than twenty one years service to the University.

RESOLVED:

That the Council formally record its gratitude to Dr Nicholls for his many years of valued service to the University, and in particular to the work of the Council, and wish him well in his new position at the University of Birmingham.

25/03-04 Deputy Registrar: Mr Jim Rushton

REPORTED: (by the Pro-Chancellor)

That Mr Jim Rushton would retire as Deputy Registrar of the University on 31 December 2003 to take up the position of Director of Operations in the National Academy for Gifted and Talented Youth.

RESOLVED:

That the Council formally record its gratitude to Mr Rushton for his many years of valued service to the University and the Council and in particular for his contribution as Deputy Registrar to the development and ongoing support of a significant number of innovative and income generating University initiatives.

26/03-04 Lambert Review

RECEIVED:

An oral report from the Pro-Chancellor and the Deputy Vice-Chancellor on the final report of the Lambert Review of Business-University Collaboration together with the executive summary and a summary of the recommendations contained within the report (C.35/03-04).

REPORTED: (by the Pro-Chancellor)

That the Vice-Chancellor had recently received a personal letter from Mr Richard Lambert thanking the University for participating in the Review, that the Vice-Chancellor had responded by inviting Mr Lambert to visit the University to discuss the Review Report and it was hoped that it would prove possible to set a date when some members of the Council might be able to participate in that discussion.

27/03-04 Council/Strategy Committee Awayday: 24 November

RECEIVED:

The notes from the Awayday held for members of the Council and the Strategy Committee on 24 November 2003 (C.31/03-04) at which a number of issues arose relating to the following topics which would be incorporated into the current strategic and financial planning process:

- (a) Residential Accommodation
- (b) Internationalisation of the University
- (c) University Research Strategy.

28/03-04 National Health Service University (minute 11/03-04 refers).

REPORTED: (by the Deputy Vice-Chancellor)

That the University's second stage bid to become the principal academic partner of the NHS University had been shortlisted, that representatives of the University and its partners made two presentations to an NHSU Panel in London on December 4 and the outcome of the bid was expected shortly.

29/03-04 National Grid/University House (minute 12/03-04 refers)

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the progress being made towards the University's occupation of National Grid House following its formal acquisition on 20 November and noting that the Building Committee had approved a recommendation that the building be renamed University House.

30/03-04 University Management and Decision-Making Structures (minute 4/03-04 refers)

REPORTED:

That the Chair of the University Council, acting on its behalf, had taken action to appoint the Director of Student and Ancillary Services, Mr Paul Greatrix, as Acting Registrar of the University to work alongside the current Registrar from 1 December until his departure at the end of the calendar year and continuing in the role pending the recruitment of a new University Registrar.

CONSIDERED:

A paper outlining proposals for changes to the University's decision-making structures together with a report on the outcome of discussion and consideration of the paper at the meeting of the Senate held on 3 December 2003 (S.15/03-04).

RESOLVED:

- (a) That the resolutions of the Senate in regard to the changes to the University's decision making structures be noted.
- (b) That, with effect from 1 January 2004, an Information Committee of the Senate be established to develop strategic proposals for the University's information policy, replacing the Information Technology Policy Committee and the recently abolished Library Policy Committee, the precise terms of reference and constitution of the Committee to be determined by the Steering Committee.
- (c) That a Joint Group of the Senate and the Council be established with the following constitution to consider the re-framing of the governing instruments and academic structure of the University, including the role of the University Court and the Council, in the light of wider consultation within the University community; the deliberations of the Group to include an assessment of the regulatory impact of any proposed changes:

A Pro-Vice-Chancellor

A lay member of the Council (when matters relating to Court and Council are under consideration)

A Chair of a Faculty Board

Three Chairs of Academic Departments

Two members of the academic staff appointed in the last five year period

- (d) That the lay member of the Council appointed to membership of the Joint Group established under (c) above be the Pro-Chancellor.

31/03-04 Horticulture Research International (minute 2/03-04 refers)

RECEIVED:

An oral report from the Deputy Vice-Chancellor and the Registrar on the progress of arrangements for the transfer of Horticulture Research International to the University noting that it was intended that an Advisory Board be established for Warwick HRI; a formal constitution and terms of reference for which would be brought forward for consideration by the Steering Committee in the new year.

CONSIDERED:

Proposed changes to University Ordinances to make provision for the establishment of Horticulture Research International as a department of the University (S.29/03-04).

RESOLVED:

For the first time, and in accordance with Statute 29 paragraphs 3 and 4, that the proposed changes to University Ordinance 7 governing the Faculty Boards to provide for the establishment of Warwick Horticulture Research International as a Department of the University within the Faculty of Science be approved as set out in paper S.29/03-04 to be effective from 1 April 2004.

32/03-04 Report from the Senate

CONSIDERED and ADOPTED with the resolution set out below the report from the meeting of the Senate held on 3 December 2003 (C.12/03-04 {Parts 1 and 2}):

Research Ethics Committee (minute 13(e)/03-04 refers)

RESOLVED:

That, in the light of further consideration by Research Support Services and the Pro-Vice-Chancellor responsible for research matters of the lay and external representation and the use to be made of external advice and consultancy, an external member be included in the constitution of the Research Ethics Committee.

33/03-04 Report from the Strategy Committee

CONSIDERED and ADOPTED with the resolution set out below the report from the meeting of the Strategy Committee held on 30 October 2003 (C.13/03-04).

University Library

RESOLVED:

That the University Librarian prepare and present a report on Library provision and resourcing to the next meeting of the Council.

34/03-04 Report from the Finance and General Purposes Committee

- (a) Meeting of the Finance and General Purposes Committee held on 4 November 2003

CONSIDERED and ADOPTED:

The report from the meeting of the Finance and General Purposes Committee held on 4 November 2003 (C.14/03-04 {Parts 1 and 2}) together with an oral report from the Treasurer.

- (b) Meeting of the Finance and General Purposes Committee held on 4 December 2003

CONSIDERED and ADOPTED, with the resolution set out below, the report from the meeting of the Finance and General Purposes Committee held on 4 December 2003 (C.32/02-03 {Parts 1 and 2 }) together with an oral report from the Treasurer.

The University's Consolidated Accounts for 2002/2003

RESOLVED:

That the University's Consolidated Accounts for the year ending 31 July 2003 be approved as set out in paper FGPC.26/03-04 and that the management representation letter be signed by the Vice-Chancellor.

35/03-04 Report from the Audit Committee

CONSIDERED and ADOPTED the report from the meeting of the Audit Committee held on 26 November 2003 (C.15/03-04).

Annual Report from the Chair of the Committee

CONSIDERED:

The annual report of the Chair of the Audit Committee summarising the Committee's work for the year including its scrutiny of the external auditor's management letter and reports prepared by Internal Audit and the Committee's conclusion that the University's audit arrangements for the 2002/03 financial year were satisfactory.

RESOLVED:

That the annual report of the Chair of the Audit Committee be received and noted.

36/03-04 Honorary Degrees Committee

CONSIDERED and ADOPTED, with the resolution set out below, a report from the meeting of the Honorary Degrees Committee held on 24 November 2003 (C.17/03-04):

REPORTED:

- (a) That the Pro-Chancellor, acting on behalf of the Council, had approved the award of honorary degrees at the January 2004 Degree Congregation to the following persons selected from the list of nominations submitted by members of the Senate and Council and that both persons had accepted the University's invitation:
 - (i) Ms Fleur Cowles
 - (ii) Councillor Nick Nolan
- (b) That a further nominee was still under consideration for the award of an honorary degree at the July 2004 Degree Congregation.
- (c) That the names of those on whom it was proposed to confer honorary degrees should remain confidential to members of the Council until replies had been received to all the invitations and the official list had been published by the University.

RESOLVED:

- (a) That honorary degrees be conferred in July 2004 on the eleven persons recommended by the Committee (passed nem con).
- (b) That, should the nominee still under consideration be deemed an appropriate candidate and notwithstanding Regulation 2, the Chair of the Council take action, on its behalf, to approve the award of an honorary degree in July 2004 to the candidate concerned in order that an approach might be made before the next meeting of the Council.
- (c) That Regulation 21 governing the award of honorary degrees be reviewed with a view to extending the call for nominations for the award of honorary degrees beyond members of the Council and the Senate to assist in identifying a larger group of nominees of high standing for consideration by the Committee than those which had come forward in recent years.

37/03-04 Report from the Nominations Committee

CONSIDERED and ADOPTED:

A report from the meeting of the Nominations Committee held on 30 October 2003 (C.18/03-04).

38/03-04 Report from the Careers Service Advisory Board

CONSIDERED and ADOPTED:

The report from the Careers Service Advisory Board on Careers Service activities for the year ended 30 September 2003 and a copy of the Careers Service Strategic and Operational Plan (C.14/02-03) together with an oral report from the Director of the Careers Advisory Service.

RESOLVED:

That the Director of the Careers Advisory Service be thanked for her report and congratulated on the continued success of the Careers Advisory Service.

39/03-04 Academic Statistics 2003/2004

RECEIVED:

A copy of the University's Academic Statistics document for the academic year 2003/2004.

40/03-04 Development and Fundraising

CONSIDERED:

A report on University development and fundraising activities undertaken during the academic year 2002/2003 (C.27/03-04) together with an oral report from the Director of Development.

RESOLVED:

That the Director of Development take account of the points raised during discussion at the meeting in regard to the provision in future reports of comparative data on fundraising in UK Higher Education, the operation of the Telephone Campaign and the potential contribution of University alumni in supporting development initiatives.

41/03-04 HEFCE Audit Service Review

REPORTED:

That the HEFCE Assurance Consultant who conducted the HEFCE Audit Service Report in February 2002 had requested a progress report on the implementation of the Audit Service Report recommendations and that the Vice-Chancellor had submitted a progress report to the HEFCE (C.34/03-04).

CONSIDERED:

In the light of the views expressed during the effectiveness reviews of the University Council conducted during 1998 and 2002, a recommendation that the University does not introduce a quorum for the Council and its Committees.

RESOLVED:

That, in the light of the views expressed during the effectiveness reviews of the University Council conducted in 1998 and 2002, in particular that a quorum can present opportunities for lobbying or factionalism to constrain otherwise legitimate decision-making, that a quorum for meetings of the Council and its Committees be not introduced.

42/03-04 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 1 October 2003 (C.26/03-04).

REPORTED: (by the Pro-Chancellor)

(a) That Dr Phil Purnell of the School of Engineering had been awarded a Brian Mercer Award for Innovation by the Royal Society.

(b) That Mr Brian Woods-Scawen had been awarded an honorary Doctor of Laws by the University of Birmingham at a ceremony held on 11 December.

43/03-04 Report from the Building Committee

CONSIDERED and ADOPTED, with the resolution set out below, a report from the meeting of the Building Committee held on 20 November 2003 (C.17/03-04).

(a) Terms of Reference of the Building Committee

RESOLVED:

That clause (c) of the terms of reference of the Building Committee be revised as follows: (amendment underlined):

Terms of Reference

- (i) To advise the Council on the physical planning of the University including review of the University's Estates Strategy.
- (ii) To approve on behalf of the Council the plans and programme of construction for University building projects, including additions and/or alterations to existing buildings and for the plans for landscaping of the University.
- (iii) To approve on behalf of the Council the acquisition and disposal of freehold and leasehold property subject:
 - (A) to the release of appropriate funding by the Finance and General Purposes Committee.
 - (B) to the consent of the Council in any case which represented any significant departure from the University's Estates Strategy or Development Plan.
- (iv) To approve, on behalf of the Council, the programme for the repair and maintenance of University buildings, engineering services, grounds, gardens and roads. In cases where a major problem or priority arises in respect of such repair and maintenance, the Building Committee will make recommendations to the Council.

(b) Estates Strategy

RESOLVED:

That the Chair of the Building Committee, Mr C Foy, be appointed as Chair of the Group established by the Building Committee to review the Estates Strategy and Development Plan.

44/03-04 Report from the Safety Committee

CONSIDERED and ADOPTED:

A report from the meeting of the Safety Committee held on 7 November 2003 (C.19/03-04).

(a) Horticulture Research International

RECEIVED:

The Committee's consideration and approval of proposals for the integration of HRI into the University's health and safety structure.

(b) Revision of the University Health and Safety Policy, Safety in the University (SITU), Part 17

RESOLVED:

That proposed changes to SITU Part 17 be approved as set out in paper USC.6/03-04.

45/03-04 Report from the Equal Opportunities Committee

CONSIDERED and ADOPTED:

A report from the meeting of the Equal Opportunities Committee held on 29 October 2003 (C.20/03-04) highlighting the University's participation in the Equality Challenge Unit/Commission for Racial Equality Project.

46/03-04 Emeritus Professors

RESOLVED:

That the title and status of Emeritus Professor be conferred on the following former members of Professorial Staff in recognition of their distinguished service to the University and as proposed in paper C.22/03-04:

Professor R Ormerod (Warwick Business School)
Professor A Prichard (Mathematics)

47/03-04 Amendments to University Ordinances

CONSIDERED:

For the second time, proposed amendments to University Ordinance 7 (C.24/03-04).

RESOLVED:

That, for the second time, proposed amendments to University Ordinance 7 on the Constitution of the Board of the Faculty of Medicine be approved as set out in paper C.24/03-04.

48/03-04 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.25/03-04).

RESOLVED:

That proposed amendments to the following University Regulations be approved as set out in paper C.25/03-04:

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| Regulation 10 | Examination Regulations |
| Regulation 12 | Regulations Governing the Procedure to be Adopted in the Event of Cheating in a University Test. |
| Regulation 33 | Regulations Governing Courses of Study Validated or Franchised by the University |