

# UNIVERSITY OF WARWICK

## COUNCIL

Minutes of the meeting of the Council held on 15 December 2004

Present: Mr J Leighfield (Chair), Councillor D Arrowsmith, Mr I Caulfield, Professor M Cooper, Mr G Cox, Professor R G Dyson, Mr C Foy, Professor A Harris, Mr J Higgins, Professor J Jones, Professor R Lindley, Mr S Lucas, Professor A McFarlane, Mr T Monnington, Professor S B Palmer, Mr N Sanders, Sir John Temple, Professor D VandeLinde, Mr P Varney, Professor M Whitby, Mr B Woods-Scawen, Mr N Young.

Apologies: Mr M Angle, Professor A Caesar, Professor Y Carter, Mr M Greenlees, Councillor R Grant, Ms S J Hobson, Ms R Thorne, Mr T E H Walker.

In Attendance: Dr I Nussey, Academic Registrar, Director of Student and Academic Affairs, Interim Estates Director, Finance Director, Deputy Finance Director, Registrar, University Secretary, Ms N Snodgrass.

The Council observed a few moments' silence in memory of Lord Scarman, who held the position of Chancellor of the University between 1977 and 1989 and who died on 8 December 2004.

### 20/04-05 Minutes

#### RESOLVED:

That the minutes of the meeting of the Council held on 29 September 2004 be approved.

### 21/04-05 University Development Committee (minute 3/04-05 refers)

#### REPORTED: (by the Pro-Chancellor)

That proposals for the establishment of a University Development Committee had deferred pending the outcome of discussions and proposals arising from the work of the Governing Instruments Committee.

### 22/04-05 Appointments to Council Committees

#### REPORTED: (by the Pro-Chancellor)

That he had taken action on behalf of the Council to approve the appointment of Dr G Garbutt, an MBChB student in the Medical School, as the student representative on the Research Ethics Committee.

23/04-05 Warwick in Asia (minute 7/04-05 refers)

RECEIVED:

Oral reports from the Vice-Chancellor, Deputy Vice-Chancellor and Registrar on the progress of discussions with the Economic and Development Board of Singapore (EDB) on the Warwick in Asia initiative and the positive engagement with EDB during the visit by members of University staff to Singapore during the week commencing 6 December.

REPORTED:

That the Senate, at its meeting to be held on 24 January 2005, and the Council, at its next meeting on 1 February 2005, would be asked to consider, in the light of information arising from the current scoping exercise, whether the University should take the 'Warwick in Asia' project forward to the full feasibility stage.

24/04-05 National Health Service University

RECEIVED:

An oral report from the Vice-Chancellor on:

- (a) The recent announcement by the Secretary of State for Health on plans to merge the National Health Service University (NHSU) with the NHS Modernisation Agency, the NHS Leadership Centre and the new Innovation Centre to create a single NHS Institute for Learning, Skills and Innovation (NHSILSI) and the establishment of a transitional group chaired by Sir Ian Carruthers to oversee the progress of the merger.
- (b) The February deadline given by the University to the NHSU for reaching a final decision on a date for occupancy of Senate House by the NHSU/NHSILSI.

RESOLVED:

That the February deadline given by the University to the NHSU/NHSILSI for reaching a final decision on a date for occupancy of Senate House be endorsed.

25/04-05 Warwick Undergraduate Aid Programme

CONSIDERED:

Draft proposals for the introduction of the Warwick Undergraduate Aid Programme with effect from the academic year 2006/07 (C.23/04-05) together with a presentation and oral report from the Vice-Chancellor.

REPORTED: (by the Vice-Chancellor)

That the University had determined that it would seek to direct around 30% of any additional income accruing from variable fees from 2006 to fund bursaries and other outreach and access activities.

RESOLVED:

- (a) That the key principles and broad outline of the proposed Warwick Undergraduate Aid Programme, which provides for a tapered scale of aid for students with a family income lower than £35,000 through the provision of bursaries and scholarships and a work/study programme to be offered in conjunction with scholarships, be approved as set out on paper C.23/04-05.
- (b) That a full report on the detailed arrangements for the operation of the Warwick Undergraduate Aid Programme be brought forward for consideration at the next meeting of the Council to be held on 16 March 2005.

26/04-05 Academic Statistics 2004/2005

RECEIVED:

The University's Academic Statistics document for the academic year 2004/05 together with an oral report from the Director of Student and Academic Affairs summarising a number of trends relating to the student, staff and research data presented in the document.

27/04-05 Report from the Senate

CONSIDERED and ADOPTED:

A report on selected items of business considered at the meeting of the Senate held on 1 December 2004 (C.16/04-05) together with an oral report from the Vice-Chancellor.

28/04-05 Governing Instruments Committee (minute 8/04-05 refers)

CONSIDERED:

- (a) A report from the Chair of the Governing Instruments Committee on the outcome of discussions and consultation undertaken during the course of the Autumn Term on the proposals put forward in the preliminary Report of the Committee (C.2/04-05) with those lay members of the Council not present at the meeting of the Council held on 29 September 2004 and academic staff representatives from each of the four faculties (C.17/04-05).
- (b) The Governance Code of Practice prepared by the Committee of University Chairmen (CUC) in the light of the recommendations of the Lambert Report and published on 17 November 2004 (C.18/04-05).

RESOLVED:

That the Governing Instruments Committee review the detailed responses arising from the consultation process undertaken during the Autumn Term and, taking into account the points raised at the meeting of the Council held on 29 September and the implications of the CUC Governance Code of Practice and its application to the University, bring forward revised proposals for the re-framing of the Governing Instruments of the University for consideration at the meeting of the Council to be held on 16 March 2005.

29/04-05 Research Assessment Exercise 2008

RECEIVED:

A report on the preparations being made by the University for the Research Assessment Exercise 2008 (C.19/04-05) together with an oral report from the Deputy Vice-Chancellor.

30/04-05 Report from the Finance and General Purposes Committee

CONSIDERED and ADOPTED with the resolutions set out below, reports from the meetings of the Finance and General Purposes Committee held on 30 September 2004, 2 November 2004 and 2 December 2004 (C.20/04-05 {Parts 1 and 2}) together with an oral report from the University Treasurer.

REPORTED: (by the Pro-Chancellor)

That this would be the last meeting of the Council for the Finance Director, James Hunt, who would be leaving the University in the Spring Term to take up the post of Finance Director of the University of Leicester.

RESOLVED:

That the Council record its gratitude to the Finance Director for his fifteen years of valued service to the University and its good wishes in his future role at the University of Leicester.

(a) University Consolidated Accounts 2003-04

RESOLVED:

That the University's Consolidated Accounts for the year ending 31 July 2004 be approved, printed and circulated as set out in the Report from the Finance and General Purposes Committee (C.20/04-05 {Part 1}) and that the management representation letter be signed by the Vice-Chancellor.

(b) Report from the Trustees of the University of Warwick Pension Scheme

CONSIDERED:

A report from the Finance and General Purposes Committee outlining the actuarial advice considered by the Trustees of the University of Warwick Pension Scheme Trustees at their recent meetings (C.34/04-05, tabled at the meeting).

RESOLVED:

That the recommendations of the Pension Scheme Trustees and the Finance and General Purposes Committee that a further lump sum contribution of £600k to the University of Warwick Pension Scheme be allocated in 2004/05 be approved.

(c) Warwick Business School Building Phase 3, Stage 1

RESOLVED:

That the resolution of the Finance and General Purposes Committee that the Scheme for WBS Phase 3, Stage 1 proceed at a cost of £8.3m be endorsed.

31/04-05 Report from the Audit Committee

CONSIDERED and ADOPTED the report from the meeting of the Audit Committee held on 24 November 2004 (C.21/04-05).

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, reports prepared by Internal Audit and University arrangements for Risk Management, and the Committee's conclusion that the University's audit arrangements for the 2003-04 financial year were satisfactory.

RESOLVED:

That the Annual Report of the Chair of the Audit Committee be received and noted.

32/04-05 Building Committee

CONSIDERED and ADOPTED a report from the meeting of the Building Committee held on 18 November 2004 (C.22/04-05).

33/04-05 Honorary Degrees Committee

CONSIDERED and ADOPTED, with the resolutions set out below, a report from the meeting of the Honorary Degrees Committee held on 10 December 2004 (C.24/04-05).

REPORTED: (by the Pro-Chancellor)

- (a) That a further nominee was still under consideration for the award of an honorary degree.
- (b) 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 on the twelve 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 to the candidate concerned in order that an approach might be made before the next meeting of the Council.
- (c) That changes to the terms of reference of the Honorary Degrees Committee to provide for the consideration and nomination of persons for the new award of the Chancellor's Medal be approved as proposed in paper HDC.9/04-05 (revised)

34/04-05 Equal Opportunities Committee

CONSIDERED and ADOPTED with the resolution set out below a report from the meeting of the Equal Opportunities Committee held on 1 November 2004 (C.25/04-05).

Equal Opportunities Policy and Action Plan and Disability Policy for Staff

RESOLVED:

- (a) That the University Disability Policy for Staff be approved and adopted as set out in paper EOC.12/03-04 (revised).
- (b) That the University's Equal Opportunities Action Plan be approved and adopted as set out in paper EOC.3/04-05 (revised).

35/04-05 Constitution of the Union of Students

CONSIDERED:

Proposed amendments to the Constitution of the Union of Students, including a change in timings of the Union election schedule and a reduction in the quorum for Union General Meetings from 300 to 200 (C.26/04-05).

RESOLVED:

That proposed amendments to the Constitution of the Union of Students be approved as set out in paper C.26/04-05.

36/04-05 Amendments to the Standing Orders of the Council

CONSIDERED:

Proposed amendments to the Standing Orders of the Council to provide for the conduct of a postal ballot of members on the direction of the Chair of the Council and to address a small number of minor anomalies (C.27/04-05).

RESOLVED:

That proposed amendments to the Standing Orders of the Council be approved as set out in paper C.27/04-05.

37/04-05 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 29 September 2004 (C.12/04-05).

RESOLVED:

That the Council record its specific congratulations to Professor Carter on her list of achievements.

38/04-05 University Council Meeting Dates 2005/06

RECEIVED:

Proposed dates of meetings of the Council for the academic year 2005/06 (C.29/04-05).

REPORTED: (by the Pro-Chancellor)

That consideration would be given to the possibility of holding one or two meetings of the Council in London.

REPORTED: (by the University Secretary)

That the University would be writing to all members of the Council to canvass their availability for the proposed Council meeting dates for the academic year 2005/06 prior to their finalisation and publication.

RESOLVED:

That the Council record its thanks to the University Secretary for the new format and improved presentation of Council papers.

39/04-05 Art Collection Committee

CONSIDERED and ADOPTED with the resolution set out below a report from the meeting of the Art Collection Committee held on 15 November 2004 (C.30/04-05).

Constitution of the Art Collection Committee

RESOLVED:

That the constitution of the Art Collection Committee be revised to provide for the appointment of a member of the Friends of the Mead Gallery to the Committee.

40/04-05 Report from the Safety Committee

CONSIDERED and ADOPTED with the resolutions set out below a report from the meeting of the University Safety Committee held on 12 November 2004 (C.31/04-05).

(a) University Health and Safety Plan for 2005-2007

RESOLVED:

That the University Health and Safety Plan for the period 2005-2007 be approved and adopted as set out in paper USC.15/04-05.

(b) Work Related Stress

RESOLVED:

That the proposal that the University adopt the Health and Safety Executive's Management Standards on Work Related Stress as a goal to work towards be approved as set out in paper USC.01/04-05.

(c) Safety Representatives' Charter

RESOLVED:

That the proposal that the University adopt the recommendation set out in the Safety Representative's Charter as a standard for the involvement of the workforce in health and safety matters be approved as set out in paper USC.04/04-05.

(d) Revision of SITU Part 21, Discarded Syringe Needles

RESOLVED:

That the proposed amendments to Appendix B of Safety in the University (SITU) Part 21 be approved as set out in paper USC.11/04-05.

41/04-05 Amendments to University Ordinances

CONSIDERED:

For the second time, proposed amendments to University Ordinances as set out in paper C.32/04-05.

RESOLVED:

(a) That, for the second time, proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties be approved as set out in paper C.32/04-05.

(b) That, for the second time, proposed amendments to Ordinance 14 on Degrees and Diplomas be approved as set out in paper C.32/04-05.

42/04-05 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.33/04-05).

RESOLVED:

That proposed amendments to the following University Regulations be approved as set out in paper C.33/04-05:

- 13 Regulations Governing the Continuation of Registration
- 14 Regulations Governing Higher Degrees
- 18 Regulations Governing the Postgraduate Certificate in Education.

CEC/NS/council/2004-2005/Minutes/15dec04min  
16/12/04