

UNIVERSITY OF WARWICK

COUNCIL

Minutes of the meeting of the Council held on 19 July 2005

Present: Mr J Leighfield (Chair), Professor A Caesar, Professor M Cooper, Professor R G Dyson, Mr J Higgins, Professor A McFarlane, Mr T Monnington, Professor S B Palmer, Mr N Sanders, Professor D Vandelinde, Mr P Varney, Mr T E H Walker, Mr N Young.

Apologies: Mr M Angle, Councillor D Arrowsmith, Professor S Bassnett, Professor Y Carter, Mr I Caulfield, Mr G Cox, Mr C Foy, Professor J Gardner, Ms V Gooding, Mr M Greenlees, Professor A Harris, Ms S J Hobson, Professor J Jones, Professor R Lindley, Mr S Lucas, Dr I Nussey, Sir John Temple, Ms R Thorne, Professor M Whitby, Mr B Woods-Scawen.

In Attendance: Acting Finance Director, Registrar, University Secretary.

75/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Council held on 22 June 2005 be approved.

76/04-05 Membership of the Council

RECEIVED:

An oral report from the Pro-Chancellor on those members of Council whose terms of office were coming to an end either as ex officio, lay or appointed members, members appointed by the Senate or members appointed by the Union of Students.

RESOLVED:

- (a) That the gratitude of the Council to all of its members whose terms of office were coming to an end be recorded.
- (b) That the Council record formally its gratitude to Mr Ian Caulfield for his considerable contribution to the work of the Council during his nineteen years service as a lay member of the Council and latterly as Chair of the Audit Committee.

77/04-05 Vice-Chancellor's Business

RECEIVED:

An oral report from the Vice-Chancellor on the International Children's Games, which brought together young sports competitors from fifty countries around the world, and was successfully hosted by the city of Coventry and the University between 6 and 12 July 2005.

78/04-05 Reports from the Senate

CONSIDERED and ADOPTED with the resolution set out below reports from the meetings of the Senate held on 15 June (C.53/04-05) and 29 June (C.54/04-05) together with an oral report from the Vice-Chancellor.

Emeritus Professors

RESOLVED:

That the following members of staff be granted the title of Emeritus Professor in recognition of distinguished service to the University upon their retirement on 30 September 2005.

Professor Terry Kemp (Department of Chemistry)
Professor Peter Moore (Department of Chemistry)
Professor Lord Robert Skidelsky (Department of Economics)
Professor Jim Campbell (Institute of Education)
Professor Mike Lewis (Department of Physics)

79/04-05 University Financial Plan: 2005-2009

CONSIDERED:

(a) The draft University Financial Plan for the period to 2008/2009 recommended for approval by the Strategy Committee, the Finance and General Purposes Committee and the Senate (C.55/04-05), together with oral reports from the Vice-Chancellor and the Acting Finance Director noting that the following major assumptions and provisions had been incorporated into the Plan:

(i) Continued provision for the introduction of variable top-up fees for full-time Home/EU undergraduate students with effect from 2006/2007 and the direction of approximately 30% of the additional fee income to fund student bursaries and access initiatives.

(ii) Forecast future grant settlements from the HEFCE above planned inflationary increases in addition to increases in R Grant of approximately 2.5% per annum and increases in T Grant of 1% per annum.

- (iii) Increases in Government Supported fee income of between 3% and 3.4% and a forecast 4.1% rise in total full-time equivalent Government Supported student numbers.
- (iv) Increases in fee income from Independently Funded Courses (including Short Courses) of 9% per annum.
- (v) Growth in Research Grant and Contract Income of 10% per annum in volume in addition to the effect of full economic costing.
- (vi) Average annual increases in other operating income of 3.7% per annum.
- (vii) The application of inflation factors of 3% (salary) and 2.5% (general inflation) and provision for an increase in the overall remuneration package for staff of approximately £4m per annum resulting from implementation of the single pay spine in August 2006.
- (viii) An increase in University contributions to the University of Warwick Pension Scheme from 19% in 2005/06 to 21% in each successive year of the plan.
- (ix) Increased spend on the Library over the life of the plan to £8m (recurrent) by 2008/09 against a total of £4.7m in 2003/04.
- (x) Additional spend on services funded through the Central Administrative Budget, including the establishment of a China Office (£130k), an immigration service (£120k) and additional resources for the Development Office (c£200k); costs for the Development Office to be matched by projected extra substitution income.
- (xi) Additional spending on IT Services to support the Email Replacement Project and the provision of high quality research data storage.
- (xii) Increases in the block grant to the Students' Union of an additional £130k per annum on top of the £120k increase in 2003/04.
- (xiii) Additional investment in non-devolved academic departments of £0.3m in 2005/06, £1.0m in 2006/07 and £0.5m in 2007/08 and 2008/09 over and above funding awarded in 2003/04.
- (xiv) Approximately 100 additional academic posts over the period 2004/2005 to 2008/2009.
- (xv) Steady growth in income for the Warwick Medical School and Warwick Business School over the plan period.
- (xvi) Improvements to the five-year plan for Warwick HRI

against the original plan on acquisition, notwithstanding continued deficits in each year of the plan post-2005/06.

(xvii) Capital expenditure of £90.6m over the period 2005/06 to 2008/09 on Millburn House, Phase 3a of the Warwick Business School, the Warwick Digital Laboratory, the Estates building, a University 'Landmark Building' and SRIF and Project Capital proposals, together with the provision of £2m per annum for other, as yet unallocated, capital schemes.

(xviii) Net current liabilities of £1.5m in 2005/06, £6.7m in 2006/07, £7.4m in 2007/08 and £1.3m in 2008/09.

(xix) Drawdown of additional bank facilities of £11,775k in 2005/06.

(b) A risk analysis of the Financial Plan, prepared by the Acting Finance Director and approved by the Finance and General Purposes Committee.

RESOLVED:

(a) That the University Financial Plan to 2008/2009, recommended for approval by the Strategy Committee, the Finance and General Purposes Committee and the Senate, be approved as set out in paper C.55/04-05 and forwarded to the HEFCE.

(b) That a brief presentation on the implications and implementation of the HR Framework Agreement be made to the Council at a future meeting.

80/04-05 University Corporate Planning Statement

CONSIDERED:

The University Corporate Planning Statement for 2005 providing a general update of the University's progress during 2004/2005 against previously identified strategic priorities and presenting an outline of strategic priorities and areas of activity in 2005/2006 (C.56/04-05).

RESOLVED:

That the University Corporate Planning Statement, including the proposed outline of strategic priorities and areas of activity for 2004-2005, be approved in principle as set out in paper C.56/04-05 for submission to the HEFCE at the end of July.

81/04-05 Governing Instruments Committee (minute 54/04-05 refers)

CONSIDERED:

Proposed changes to the University Charter and Statutes arising from the introduction of the new University governance model approved by the Senate and the Council at their meetings in the Spring term 2004/05 (C.57/04-05).

RESOLVED:

That, for the first time, and in accordance with clauses 24 and 25 of the University Charter:

- (a) the proposed changes to the University Charter and Statutes arising from the introduction of the new University governance model approved by the Senate and the Council at their meetings in the Spring term 2005 be approved as set out in paper C.57/04-05.
- (b) Statute 26 governing Congregation be revised to enable the conferral of University degrees by the Senate and to provide for the presentation of graduates for the award of a University degree at a Congregation organised for the purpose.

82/04-05 Report from the Finance and General Purposes Committee

CONSIDERED and ADOPTED with the resolutions set out below a report from the meetings of the Finance and General Purposes Committee held on 19 May and 23 June 2005 (C.58/04-05 Part 1 and Part 2) together with a supplementary paper (C.58/04-05 part 1) concerning the University of Warwick Pension Scheme and tabled at the meeting.

(a) Report from the Budget Steering Group

CONSIDERED:

The Committee's report of its consideration of a report from the meeting of the Budget Steering Group held on 14 June and its recommendations concerning the charging of additional expenditure items to the 2004-05 University Accounts.

RESOLVED:

That, in the light of a higher than expected outturn for the 2004/05 academic year as reported in paper FGPC62/04-05, a Sub-Committee of the Finance and General Purposes Committee, with membership to be determined by the University Treasurer, be authorised to consider and approve the charging of certain additional expenditure to the 2004-05 accounts and to obtain subsequent ratification of any such expenditure from the Council.

(b) SRIF2 and Project Capital 3

CONSIDERED:

The Committee's report of its consideration of reports on the progress of the Science Research Investment Fund (SRIF) 2 and Project Capital 3 (extracts from paper FGPC.64/04-05) and recommendations for changes in the budgets for SRIF 2 and Project Capital 3 projects.

RESOLVED:

That the forecast additional expenditure above budget of various SRIF 2 and Project Capital 3 projects be approved as set out in extracts from paper 64/04-05 and incorporated in the University's five year capital plan.

(c) Horticulture Research International (HRI) Transfer of Trade

CONSIDERED:

The Committee's report and recommendations concerning the arrangements for the transfer of trade, assets and liabilities of HRI to the University with effect from 31 July 2005.

RESOLVED

That the approval and signature of legal documents to effect the transfer of trade, assets and liabilities of HRI be delegated to two members of the Council acting on the advice of the Deputy Vice-Chancellor, the Director of Personnel, the Acting Finance Director and external advisors.

(d) University of Warwick Pension Scheme

CONSIDERED:

Paper C.58/04-05 part 1 (tabled at the meeting) setting out the effect of the past contribution holidays on the current running costs of the University of Warwick Pension Scheme (UWPS), outlining the measures being taken by the UWPS Trustees to ensure maximisation of investment returns and proposing, on the advice of the actuaries of the Scheme, the payment of an additional lump sum contribution of £750k into the UWPS in the current financial year.

RESOLVED:

That an additional lump sum contribution of £750k be made into the University of Warwick Pension Scheme in the current financial year as proposed in paper C.58/04-05 part 1.

83/04-05 Report from the Audit Committee

CONSIDERED and ADOPTED with the resolution set out below reports from the meetings of the Audit Committee held on 18 April and 22 June (C.59/04-05).

Terms of Reference of the Audit Committee

RESOLVED:

That proposed revisions to the terms of reference of the Audit Committee, prepared following consideration by the Audit Committee of the HEFCE revised Code of Audit Practice, be approved as set out in paper AC.20/04-05.

84/04-05 Report from the Building Committee

CONSIDERED and ADOPTED a report from the meeting of the Building Committee held on 26 May 2005 (C.60/04-05).

RESOLVED:

That the Council formally record its thanks to Dr Ian Nussey for his continued support for the University in chairing the Building Committee during the current academic year.

85/04-05 Appointment of Lay Members of the Council (minute 62/04-05 refers)

CONSIDERED:

A report from the Nominations Committee on the appointment of lay members of the University Council (C.61/04-05).

REPORTED:

- (a) That, with effect from 1 August 2005, there would be four vacancies among the lay members of the Council for the period 1 August 2005 to 31 July 2008 occasioned by the expiry of the current terms of office of Mr I Caulfield, Mr J Higgins, Ms J Hobson and Ms R Thorne.
- (b) That the Nominations Committee recommended the following persons for appointment to lay membership of the Council for the period 1 August 2005 to 31 July 2008:

Mr John Higgins
Ms Jane Hobson
Ms Sukhvinder Kaur Stubbs
Ms Rosemary Thorne

- (c) That the Nominations Committee further recommended that, in anticipation of the approval by the Council and the Privy Council of the proposed changes to the constitution of the Council incorporated within the proposed changes to the Charter and

Statutes of the University, the Nominations Committee take steps to identify two further nominations for appointment to lay membership of the Council for the period 2005 to 2008.

CONSIDERED:

The appointment of Mr John Higgins, Ms Jane Hobson, Ms Sukhvinder Kaur Stubbs and Ms Rosemary Thorne to lay membership of the Council for the period 1 August 2005 to 31 July 2008 (Ordinance 4(8) states that "...the full list of nominations shall be put to the vote at the ordinary meeting of the Council in the Summer term").

RESOLVED:

- (a) That Mr John Higgins, Ms Jane Hobson, Ms Sukhvinder Kaur Stubbs and Ms Rosemary Thorne be appointed to lay membership of the Council for the period 1 August 2005 to 31 July 2008.
(passed nem con)
- (b) That in anticipation of the approval by the Council and the Privy Council of the proposed changes to the constitution of the Council, incorporated within the proposed changes to the Charter and Statutes of the University, the Nominations Committee take steps to identify two further nominations for appointment to lay membership of the Council for the period 2005 to 2008.
- (c) That Mr Brian Woods-Scawen be appointed as Chair of the Audit Committee with effect from the academic year 2005/06
- (d) That Sir John Temple be appointed as Chair of the Building Committee with effect from the academic year 2005/06.

86/04-05 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions that had been conferred on members of the University since the last meeting of the Council held on 16 March 2005 (C.62/04-05).

87/04-05 University Committee Timetable and Term Dates

RECEIVED:

The Committee Timetable for the academic year 2005/2006 (C.63/04-05).

RESOLVED:

That the term dates for the period 2015/16 be circulated to members of the Council for information.

88/04-05 Register of Members' Interests

RECEIVED:

A copy of the Register of Interests of members of the University Council for the academic year 2004/2005 (C.64/04-05).

REPORTED:

That the University Secretary would be writing to each of those members of the Council who would continue to serve in 2005/2006 to update existing information on their interests.

89/04-05 Equal Opportunities Committee (C.65/04-05).

CONSIDERED:

A report from the meeting of the Equal Opportunities Committee held on 18 May 2005 (C.65/04-05).

(a) Equal Opportunities Policy

CONSIDERED:

A revised Equal Opportunities Policy for the University to be renamed the University's Equality and Diversity Policy (EOC 19/04-05).

RESOLVED:

On the recommendation of the Senate, that the revised University Equality and Diversity Policy be approved as set out in paper EOC.19/04-05.

(b) Harassment and Bullying Policy

CONSIDERED:

A draft Harassment and Bullying Policy for University staff (EOC.12/04-05 {revised}).

RESOLVED:

On the recommendation of the Senate, that the University Harassment and Bullying Policy be approved as set out in paper EOC 12/04-05 (revised).

(c) Equality Challenge Unit/Commission for Racial Equality Project

RECEIVED:

A report from the Equal Opportunities Committee on its receipt of a progress report on the Equality Challenge Unit/Commission for Racial Equality Project.

90/04-05 Research Ethics Committee

CONSIDERED and ADOPTED together with the resolution set out below a report from the meeting of the Research Ethics Committee held on 14 June 2005 (C.66/04-05).

Research Governance and Ethics Framework

CONSIDERED:

An initial set of documents prepared by the Research Governance and Ethics Project Board to support the implementation of a Research Governance and Ethics Framework at the University, comprising a University Statement on the Ethical Conduct of Research, Guidelines on Ethical Practice and a University Research Code of Conduct (REC.23/04-05 {revised 1}).

RESOLVED:

On the recommendation of the Senate, that the documentation prepared by the Research Ethics Project Board to support a Research Governance and Ethics Framework at the University be approved for implementation in the academic year 2005/06 as set out in paper REC.23/04-05 (revised 1).

91/04-05 Constitution of the Union of Students

CONSIDERED:

Proposed amendments to the Constitution of the Union of Students (C.67/04-05).

RESOLVED:

That the proposed amendments to the Constitution of the Union of Students be approved as set out in paper C.67/04-05.

92/04-05 Amendments to University Ordinances

CONSIDERED:

For the first time proposed amendments to University Ordinances (C.68/04-05).

RESOLVED:

That, for the first time, proposed amendments to the following University be approved as set out in paper C.65/03-04:

Ordinance 7 on the Constitution of the Board of the Faculty Medicine
Ordinance 11 on Departments
Ordinance 12 on the Appointment of Chairs of Departments
Ordinance 14 on Degrees and Diplomas

93/04-05 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.69/04-05).

RESOLVED:

That proposed amendments to the following University Regulations be approved as set out in paper C.69/04-05 subject to their being reviewed to ensure that they accommodate all proposed changes to the titles of Chairs of Academic Departments arising from proposed amendments to Ordinances 11 and 12 (minute 92/04-05 above refers):

- 1 Regulations for the Implementation of the Procedures set out in Paragraph 5 of the Ordinance on the Appointment of Chairs of Departments
- 8.10 Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MB,ChB) (4 and 5 year)
- 11 Regulations Governing the Procedure to be Applied in the Event of Suspected Cheating in a University Test.
- 14 Regulations Governing Higher Degrees (Provisions Applying to the Degree of PhD)
- 16 Regulations Governing Examiners for Higher Degrees

94/04-05 Deeds

REPORTED:

That, in accordance with Council minute 33/77-78, a copy of the deeds executed on behalf of the Council since the last meeting of the Council held on 19 March 2004 was available for consultation in the registry and would be attached to the minutes in the official minute book (C.70/04-05).