

# UNIVERSITY OF WARWICK

## COUNCIL

Minutes of the meeting of the Council held on 2 July 2004.

Present: Mr J Leighfield (Chair), Mr M Angle, Professor M Cooper, Mr P Dodd, Professor R G Dyson, Mr C Foy (except for item 105/03-04), Councillor R Grant, Mr M Greenlees, Professor A Harris, Mr J Higgins, Mr C Howgrave-Graham, Mr R Jones, Professor J Jones, Professor R Lindley, Professor P Mack, Professor M McCrae, Mr T Monnington, Professor S B Palmer, Professor D VandeLinde, Professor M Whitby, Mr B Woods-Scawen, Ms Y Zhabina.

Apologies: Mr I Caulfield, Professor C Davis, Professor J Gardner, Miss V Gooding, Ms S J Hobson, Professor K Lamberts, Ms R Thorne, Mr P Varney, Mr T E H Walker.

In Attendance: Mr S Lucas, Mr N Young, for item 109/03-04 Executive Director of Warwick Commercial Enterprises and Head of Internal Audit.

The Pro-Chancellor welcomed the following to their first meeting of the Council:

- Mr Jon Baldwin, the Registrar;
- Mr Simon Lucas, the President Elect of the Students' Union;
- Mr Nicholas Young, the second student member of the Council for 2004/2005.

### 93/03-04 Acting Registrar

#### RESOLVED:

That the Council record its thanks to Mr Paul Greatrix for his considerable work and success in filling the position of Acting Registrar for the period prior to Mr Baldwin taking up the post of Registrar on 1 June 2004.

### 94/03-04 Minutes

#### RESOLVED:

The minutes of the meeting of the Council held on 19 March 2004 be approved.

### 95/03-04 Horticulture Research International (minute 66/03-04 refers)

#### REPORTED:

- (a) That a Warwick HRI Integration Group had been established.
- (b) That the Warwick HRI Advisory Board, chaired by the Deputy Vice-Chancellor, had been established with a first meeting expected to be held in late summer or early autumn.

- (c) That the Steering Committee, at its meeting on 21 June, received its first progress report from Warwick HRI as a devolved department of the University, providing an update on departmental finances, integration issues and grants and interactions with key funding bodies.
- (d) That the new Director of Warwick HRI, Simon Bright, had taken up his post on 1 July.

96/03-04 NHS University (minute 71/03-04 refers)

RECEIVED:

An oral report from the Vice-Chancellor on the development of the University's partnership with the NHS University and the meeting of the Joint NHSU University Executive Board held on 30 June, noting that progress had been made towards the finalisation of Heads of Agreement and towards the signature of a lease agreement for the occupation of Senate House.

97/03-04 Student Members of the Council (minute 80/03-04 refers)

REPORTED:

That Nicholas Young, 1<sup>st</sup> year PhD Physics, had been elected as the second student member of the Council for the academic year 2004/2005.

98/03-04 Membership of the Council

RECEIVED:

An oral report from the Pro-Chancellor concerning those members of the Council who were coming to the end of their term of office, either as ex officio, lay or appointed members, members appointed by the Senate or members appointed by the Union of Students.

REPORTED:

That Councillor D Arrowsmith, a graduate of the University and the Cabinet Member for Urban Regeneration and Regional Planning, had been appointed by Coventry City Council as the elected member of the Council of the City of Coventry on the University Council for the academic year 2004/2005.

RESOLVED:

- (a) That the gratitude of the Council to all its members whose terms of office were coming to an end be recorded.
- (b) That the Council record formally its gratitude to Mr Peter Dodd for his considerable contribution to the Council and the University as Treasurer since 1998 and prior to that as a lay member of the Council between 1991 and 1997.

99/03-04 Higher Education Bill

RECEIVED:

An oral report from the Vice-Chancellor on the conclusion of the passage of the Higher Education Bill through Parliament and the work that had commenced on the development of a University undergraduate bursary scheme, final proposals for which would be brought forward for consideration by the Senate and the Council in the Autumn Term.

100/03-04 University Development Committee

RECEIVED:

An oral report from the Vice-Chancellor proposing the establishment of a University Development Committee.

RESOLVED:

That the proposal to establish a University Development Committee as a Committee of the Council to support the work of the Development and Alumni Relations Office be approved in principle, noting that a proposed constitution and draft terms of reference for the Committee would be brought forward for consideration by the Council at its first meeting in the Autumn Term.

101/03-04 Warwick Medical School Benefaction

REPORTED:

That a US pharmaceutical company had undertaken to endow a Chair in Cardio-Vascular Epidemiology in the Warwick Medical School and to fund an associated research team to undertake a research contract awarded by the company.

102/03-04 Administrative Structure

RECEIVED:

An oral report from the Registrar on changes being made to the roles and responsibilities of his Senior Officer team with effect from 1 July 2004.

103/03-04 University Financial Plan: 2004-2008

CONSIDERED:

- (a) The draft University Financial Plan for the period to 2007/2008 recommended for approval by the Strategy Committee, the Finance and General Purposes Committee and the Senate (C.51/03-04), together with oral reports from the Vice-Chancellor and the Finance Director noting that the following major assumptions and provisions had been incorporated into the Plan:
  - (i) The incorporation of modest savings, at the suggestion of the Strategy Committee and the Finance and General Purposes Committee, totalling £675,000 to £900,000 per annum.

- (ii) The introduction of variable top-up fees from 2006/2007, the Council having previously agreed in principle that the University would charge a £3000 fee and seek to direct 30% of the additional fee income to fund student bursaries and access initiatives.
  - (iii) The trimming of student fee forecasts following shortfalls against forecasts during the current academic year.
  - (iv) Annual pay awards of 3% and provision for the costs of the implementation of the University's Human Resources strategy.
  - (v) Application of safety factors providing a contingency of £2.4 million in the first year rising to £4.9 million during the course of the Plan.
  - (vi) Additional funding, rising from £0.1 million to £1.0 million per annum during the course of the Plan, to support the Library's new Strategic Plan.
  - (vii) An annual reduction of £0.3 million in spending on IT Services.
  - (viii) 130 additional academic posts over the period 2003/2004 to 2007/2008, including 39 posts in the Warwick Business School and 57 in the Warwick Medical School.
  - (ix) Capital expenditure, with significant associated fundraising activity anticipated, on the construction of Phase 3a of the Warwick Business School and a 'Landmark Building' together with the provision of £1.5 million per annum for other capital schemes.
  - (x) Conditional increases in the block grant to the Students' Union of £120,000 per annum.
  - (xi) Development of the Central Administration, including the creation of an in-house legal team; development costs to be met in part through savings of £380,000 to £550,000 per annum.
  - (xii) Further strengthening of the Development and Alumni Relations Office.
  - (xiii) The implementation of a new management structure in the Estates Office together with a re-based budget.
- (b) A risk analysis of the Financial Plan, prepared by the Finance Director and approved by the Finance and General Purposes Committee, noting that the University would be seeking to renegotiate one bank covenant.

**RESOLVED:**

That the University Financial Plan to 2008, recommended for approval by the Strategy Committee, the Finance and General Purposes Committee and the Senate, be approved as set out in paper C.51/03-04 and forwarded to the HEFCE.

104/03-04 University Corporate Planning Statement

CONSIDERED:

The University Corporate Planning Statement for 2004 providing a general update of the University's progress during 2003/2004 against previously identified strategic priorities and presenting an outline of strategic priorities and areas of activity in 2004/2005 (C.52/03-04) together with an oral report from the University Secretary.

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.52/03-04 for submission to the HEFCE at the end of July.

105/03-04 Appointment of a University Treasurer

CONSIDERED:

A report from the Nominations Committee on the appointment of a University Treasurer (C.53/03-04).

RESOLVED:

That Mr Christopher Foy be appointed as Treasurer of the University for an initial period of four years from 1 August 2004 to 31 July 2008.

106/03-04 Appointment of Lay Members of the Council

REPORTED:

(a) That, with effect from 1 August 2004, there would be up to seven vacancies among the lay members of the Council for the period 1 August 2004 to 31 July 2007 arising from the end of the three year terms of office of Mr M Angle, Mr C Foy, Miss V Gooding, Mr P Varney and Mr B Woods-Scawen, the end of the one year appointment of Mr C Howgrave-Graham and the vacant places outstanding from 2003/2004.

(b) That the Nominations Committee recommended the following names for appointment to lay membership of the Council for the period 1 August 2004 to 31 July 2007 (C.54/03-04):

Mr Martin Angle  
Miss Val Gooding  
Sir John Temple  
Mr Paul Varney  
Mr Brian Woods-Scawen.

(c) That the Nominations Committee, at its meeting later in the day, would consider two further nominations for appointment to the remaining two vacancies in the lay membership of the Council.

CONSIDERED:

The appointment of Mr Martin Angle, Miss Val Gooding, Sir John Temple, Mr Paul Varney and Mr Brian Woods-Scawen to lay membership of the Council for the period 1 August 2004 to 31 July 2007 (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 Martin Angle, Miss Val Gooding, Sir John Temple, Mr Paul Varney and Mr Brian Woods-Scawen be appointed to lay membership of the Council for the period 1 August 2004 to 31 July 2007.

(passed nem con)

- (b) That, notwithstanding Ordinance 4, any further recommendations from the meeting of the Nominations Committee to be held on 2 July for appointment to the remaining two vacancies in the lay membership of the Council be communicated in writing to members of the Council during the Summer vacation for approval by postal ballot as provided for in the Standing Orders of the Council.

107/03-04 Warwick in Asia

CONSIDERED:

A report on the potential development by the University of links with Singapore (C.55/03-04).

REPORTED: (by the Vice-Chancellor)

- (a) That an additional meeting of the Senate to consider whether the University wishes to proceed towards developing a statement of intent would be held on 22 September 2004, a recommendation from which would be brought forward for consideration by the Council at its meeting on 29 September.
- (b) That a Group with the following membership had been established to explore, at an initial level, the viability of the development of links with Singapore and to prepare a report for consideration by the Senate at its meeting on 22 September:

Dr C Sparrow (Chair)  
Ms A Bell  
Professor R G Dyson  
Professor R Freedman  
Ms J Hocking  
Professor M Luntley  
Professor M Whitby  
Academic Registrar (Secretary).

- (c) That should the Senate and the Council determine, at their meetings in September that the University proceed to produce a statement of intent, further consideration would also be given to:
  - (i) The establishment of a fourth Pro-Vice-Chancellorship which position might assume responsibility for international affairs.
  - (ii) The establishment of a budget to support the development and production of a statement of intent.
- (d) That, while institutional discussions were at an early stage, members of the University were requested not to discuss this issue or the contents of the paper outside the University community.

108/03-04 Governing Instruments Committee (minute 72/03-04 refers)

CONSIDERED:

An oral report from the Chair of the Governing Instruments Committee on the Committee's progress in reviewing the role of the Court and the Council and the current academic structures of the University, noting that work was currently being undertaken to model in detail two potential governance structures, both of which would include the abolition of the Court, streamlining the business of the Faculty Boards in order to permit the Boards to take a more strategic role and the revision of the Committee structure.

RESOLVED:

That a preliminary report from the Governing Instruments Committee, providing a clear indication both of the principles of governance requiring agreement and of the proposed structures through which the principles might be realised, be brought forward for consideration by the Senate and the Council at their meetings on 29 September, with a view to final proposals being brought forward for approval by the Council later in the Autumn Term.

109/03-04 Risk Management

CONSIDERED:

A report on the identification of the University's significant risks for 2004/2005 (C.56/03-04) together with presentations on the following areas:

- (a) Research Capacity, Innovation and Knowledge Transfer from Professor Jones;
- (b) Academic Enterprise and Commercial Income from the Registrar and the Executive Director of Warwick Commercial Enterprises.

RESOLVED:

- (a) That the list of seven key risks facing the University in the coming year and the list of management measures being taken to address those risks be approved as set out in paper C.56/03-04.

- (b) That presentations focusing on each of the remaining areas of key risk be incorporated into the agenda of future meetings of the Council in order to inform members' understanding of the key risks facing the University and to facilitate a forward-looking rather than a consequential approach to risk management.

110/03-04 Joint Committee on the Appointment of a Vice-Chancellor (minute 73/03-04 refers)

CONSIDERED:

A report from the Vice-Chancellor's Advisory Group on the Appointment of Pro-Vice-Chancellors reviewing the procedure for the appointment to any future vacancy in the position of Vice-Chancellor (C.57/03-04).

RESOLVED:

That, for the first time, the proposed revisions to Ordinance 1 on the Appointment of the Vice-Chancellor be approved as set out in paper C.57/03-04.

111/03-04 Report from the Senate

CONSIDERED and ADOPTED with the resolutions set out below reports from the meetings of the Senate held on 16 June (C.58/03-04 {parts 1 and 2}) and 30 June (C.59/03-04 {part 1}).

(a) Appointment of Associate Deans in the Warwick Medical School

RESOLVED:

- (i) That the revisions to the organisational structure of the Warwick Medical School to provide for the establishment of the posts of Associate Dean for Research and Associate Dean for Education, without additional honoraria, be approved; it being noted that appointments to these positions would be the responsibility of Dean of the Leicester Warwick Medical Schools.
- (ii) That responsibility for approval of the organisational structure of academic departments, enshrined in Statute 18(15), be delegated to the Senate in those cases where such proposals for re-organisation had no fiscal implications for academic departments or for the University.

(b) University Child Protection Policy

RESOLVED:

That, in accordance with Statute 18(16), the University Child Protection Policy Statement be approved in principle as set out in paper C.59/03-04 (Part 1) subject to further consideration by the Director of Student and Academic Affairs of the inclusion of external contractors within the scope of the policy.

(c) Emeritus Professors and Readers

RESOLVED:

- (i) That the following members of academic staff be granted the title of Emeritus Professor in recognition of distinguished service to the University upon their retirement on 30 September 2004:

Professor R Dupree (Department of Physics)  
Professor D Thomas (School of Theatre, Performance and Cultural Studies)  
Professor R Mulryne (Department of English and Comparative Literary Studies).

- (ii) That the following members of academic staff be granted the title of Emeritus Reader in recognition of distinguished service to the University upon their retirement on 30 September 2004:

Dr L Allison (Department of Politics and International Studies)  
Dr T Hawkes (Department of Mathematics).

112/03-04 Report from the Finance and General Purposes Committee

CONSIDERED and ADOPTED with the resolution set out below reports from the meetings of the Finance and General Purposes Committee held on 20 May 2004 (C.60/03-04 {Parts 1 and 2}) and 24 June 2004 (C.61/03-04 {Parts 1 and 2}).

University Endowment and Donations Investment Policy

RESOLVED:

That the University policy for the establishment and operation of a University Endowment and Donation Investment Fund be approved as set out in paper FGPC.77/03-04, noting that further development of the Policy would take place during the coming year, proposals for which would be brought forward for consideration by the Council.

113/03-04 Report from the Audit Committee

CONSIDERED and ADOPTED a report from the meeting of the Audit Committee held on 15 June 2004 (C.62/03-04).

114/03-04 Building Committee

CONSIDERED and ADOPTED a report from the meeting of the Building Committee held on 27 May 2004 (C.63/03-04).

115/03-04 Equal Opportunities Committee

CONSIDERED and ADOPTED with the resolution set out below a report from the meeting of the Equal Opportunities Committee held on 19 May 2004 (C.64/03-04).

Equal Opportunities Implementation Update

RESOLVED:

That the University's Equal Opportunities Action Plan be reviewed and revised by the Equal Opportunities Committee during 2004/2005 before being brought forward for consideration by the Senate and the Council.

116/03-04 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 19 March 2004 (C.67/03-04).

REPORTED:

That Professor Jim Beckford of the Department of Sociology had been elected a Fellow of the British Academy.

RESOLVED:

- (a) That the Council record its congratulations to all members of the University upon whom awards and distinctions had been conferred since the last meeting of the Council held on 19 March 2004.
- (b) That the Council record its congratulations to Professor Bhattacharyya on his elevation to the peerage in the Queen's Birthday Honours List.

117/03-04 University Committee Timetable and Term Dates

RECEIVED:

The Committee Timetable for the academic year 2004/2005 and University term dates for 2014/15 (S.65/03-04).

REPORTED:

- (a) That the annual meeting of the Court had been deleted and provision had been made for two additional meetings of the Council in anticipation that the Governing Instruments Committee might recommend an increase in the number of meetings of the University's Governing Body or a sub-set of that body.
- (b) That the annual induction meeting and social event for new and continuing members of the University Council would take place on 29 September, details of which would be circulated during the Summer vacation.

118/03-04 Register of Members' Interests

RECEIVED:

A copy of the Register of Interests of members of the University Council for the academic year 2003/2004 (C.68/03-04).

REPORTED:

That the University would be writing to each of those members of the Council who would continue to serve in 2004/2005 to update existing information on their interests.

119/03-04 Higher Education Innovation Fund 2

REPORTED:

That the University had been awarded c.£3 million by the HEFCE in the second round funding from the Higher Education Innovation Fund to support knowledge transfer activities.

120/03-04 Centres for Excellence in Teaching and Learning

REPORTED:

That the following two University bids to the HEFCE for funding to establish Centres for Excellence in Teaching and Learning had been successful in reaching the second stage:

- (a) The Capital Centre: Creativity and performance in teaching and learning (School of Theatre, Performance and Cultural Policy Studies in collaboration with the Royal Shakespeare Company).
- (b) Researching as Learning: Reinvention centre for undergraduate education (led by the Department of Sociology and the Centre for Academic Practice).

121/03-04 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 28 May 2004 (C.69/03-04).

- (a) Revision of the University Health and Safety Policy

RESOLVED:

That the addition to 'Safety in the University' Part 2 on the 'Delivery of Goods to the University' be approved as set out in paper USC.31/03-04.

(b) Changes in the Deployment of Fire Service Resources

RESOLVED:

That, in accordance with the advice received from the Fire Service and subject to periodic review, the University continue to operate the current delay system as set out in paper USC.32/03-04 in order to minimise false calls to the Fire Service.

122/03-04 Art Collection Committee

CONSIDERED and ADOPTED a report from the meeting of the Art Collection Committee held on 23 March 2004 (C.70/03-04).

123/03-04 Amendments to University Ordinances

CONSIDERED:

For the first time, proposed amendments to University Ordinances as set out in paper C.65/03-04.

RESOLVED:

That, for the first time, proposed amendments to University Ordinance 7 on the Constitution of the Boards of Faculties be approved as set out in paper C.65/03-04.

124/03-04 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations (C.66/03-04).

RESOLVED:

(a) That proposed amendments to the following University Regulations be approved as set out in paper C.66/03-04:

- 6 Admission to the University
- 8.1 Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) (4 and 5 Year)
- 13 Regulations Governing Attendance and Termination of Registration
- 14 Regulations Governing Higher Degrees
- 18 Governing Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post Experience Diplomas and Post-Experience Certificates
- 19 Regulations Governing the Postgraduate Certificate in Education.

(b) That new Regulations for the establishment of a University Fitness to Practise Committee and for Governing Temporary Withdrawal be approved as set out in paper C.66/03-04.