

UNIVERSITY OF WARWICK

COUNCIL

Minutes of the meeting of the Council held on 4 July 2003.

Present: Mr J Leighfield (in the Chair), Councillor S Bains, Professor S Bassnett, Professor M Cooper, Mr P Dodd, Professor R G Dyson, Mr C Foy, Ms V Gooding, Councillor R Grant, Mr J Higgins, Mr C Howgrave-Graham, Mr G Jones, Professor J Jones, Professor R Lindley, Professor A Mullender, Professor S B Palmer, Mr G Stokes, Ms R Thorne, Mr P Varney, Professor M Whitby, Ms Y Zhabina.

Apologies: Mr M Angle, Professor A Caesar, Mr I Caulfield, Ms S J Hobson, Professor K Lamberts, Professor M McCrae, Professor D VandeLinde, Mr T E H Walker, Mr B Woods-Scawen,

The Pro-Chancellor welcomed Ms Rosemary Thorne, a new lay member, and Mr Bob Jones, the President Elect of the Students' Union to their first meeting of Council.

55/02-03 Lord Butterworth

REPORTED:

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- (a) That Lord Butterworth, the University's first Vice-Chancellor, had passed away on the morning of 19 June 2003.
- (b) That the University was seeking the agreement of the Butterworth family to hold a memorial event to mark Lord Butterworth's life and achievements, including his contribution to the foundation and development of the University, during the Autumn Term.

The Council observed a few moments silence in memory of Lord Butterworth.

56/02-03 Vice-Chancellor's Leave of Absence

REPORTED: (by the Deputy Vice-Chancellor)

That, following his recent surgery the Vice-Chancellor was making good progress and he would be joining University guests at the Degree Congregation lunches to be held at Cryfield Farmhouse in the forthcoming week.

57/02-03 Council Induction and Social Events 2003/04

REPORTED: (By the Pro-Chancellor)

That, following the recent Review of the Effectiveness of the Council which had given rise to new arrangements for the induction and updating of Council members,:

- (a) meetings of the Council during the academic year 2003/04 would be preceded by a lunch at which it was intended that a University speaker would give a brief presentation on an aspect of the University's work.
- (b) an induction session and social evening for all members of the Council, new and current, would be held on the afternoon and evening of Tuesday 30 September and it was hoped that the majority of members would be able to attend both events.
- (c) a programme of speakers to deliver presentations on aspects of Higher Education at meetings of the Council was currently being drawn up for the academic year 2003/04.

58/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Council held on 21 March 2003 be approved.

59/02-03 Chair of the Department of German Studies

REPORTED:

That the Pro-Chancellor, acting on behalf of the Council and notwithstanding the provisions of Ordinance 12 governing the Appointment of Chairs of Departments, had approved the re-appointment of Dr S Lamb as Chair of the Department of German Studies for the academic year 2003/2004.

60/02-03 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 lay members, members appointed by the Senate or members appointed by the Union of Students.

RESOLVED:

That the gratitude of the Council to all of its members whose terms of office were coming to an end be recorded.

61/02-03 University League Tables

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the University's ranking of 5th in the recently published Daily Telegraph 'Table of Tables' which aggregated rankings from the five major University League Tables published by British Newspapers.

CONSIDERED:

The draft University Financial Plan for the period to 2006/2007 recommended for approval and submission to the HEFCE by the Joint Council and Senate Strategy Committee, the Finance and General Purposes Committee and the Senate (S.43/02-03, revised) together with an oral report from the Deputy Vice-Chancellor and the Finance Director, noting that the following major assumptions and provisions had been incorporated within the Plan, and that the effects of potential merger with Horticulture Research International and the proposed NHS University Partnership had not been included in the Plan pending further discussions:

- (a) Changes to the HEFCE 'T' grant to reflect the new HEFCE methodology, stability in 'R' grant following the 2001 RAE and a prudent view on future growth of specific HEFCE grants for HR initiatives.
- (b) In the light of current HEFCE policy no significant growth in Home/EU undergraduate student numbers.
- (c) Increases in postgraduate student numbers and further increases in forecast overseas student numbers and fee income.
- (d) The introduction of a £3000 Home/EU undergraduate fee with effect from 2006, pending the outcome of the Government's White Paper proposals in Autumn 2003.
- (e) Increases in research grant and contract income over the period of the Plan, to reflect the new PAG contract won by WMG and a general increase in other areas of 10% per year, and an increase in the overhead contribution from Research Council funded projects from 19% to 25% from 2005/06 pending the finalisation of the new OST methodology.
- (f) Inflation of 2.5% and pay awards of 3.5% per year (4% for manual staff).
- (g) An annual staff vacancy rate of 5.5% and provision for a non-recurrent pay 'spike' of approximately 2% of payroll costs in 2005/06 and 2006/07 this being the anticipated cost of implementation of a job evaluation scheme in line with the University's approved HR Strategy.
- (h) An increase from 14% to 16% in the employer's pension contribution rate to the University of Warwick Pension Scheme from 2003/2004.
- (i) The incorporation of cumulative savings on non-pay expenses of 1.5% each year following implementation of the University's Procurement Policy.
- (j) Establishment of a University Endowment Fund of 1% of unrestricted income, detailed proposals for the operation and management of the Fund to be brought forward for consideration by the Strategy Committee during the Autumn Term.
- (k) Provision of new academic development funding, to be allocated by the Estimates and Grants Committee, of £86k in 2003/04, £468k in 2004/05 and £850k in 2005/06, subject to the Estimates and Grants Committee bringing forward proposals to effect a reduction in the costs of research support staff currently met from general University funds of approximately 10% each year through transfer of these costs to income from externally funded research projects.

- (l) Extension of a merit pay scheme for all staff from 2003/04 at a cost of £370k in each of the years 2003/04 and 2004/05 and £200k in each of the years 2005/06 and 2006/07, in line with the University's approved HR Strategy.
- (m) Incorporation of the Science Research Investment Fund 2 (SRIF2) capital programme within the Plan requiring the provision of an assumed £1.9m of University matching funding falling in the years 2004/2005 and 2005/2006.
- (n) £4.031m of the Project Capital Round 3 grant of £5.3m formula funding made available to the University from the HEFCE between 2004 and 2006 for capital developments associated with teaching, learning, IT, science and engineering teaching laboratories and special needs, to be applied to the £2.5m Westwood redevelopment project, an assumed provision of £913k for the student learning and resource centre in National Grid House and £618k to offset the costs of the annual programme of teaching room refurbishment.
- (o) Provision for the following additional items of capital expenditure:
 - (i) £350k for an expansion of the Chaplaincy facilities to include a Muslim prayer room in 2004/05 to be supplemented by funding raised by the users.
 - (ii) £2.5m for the rationalisation of premises at Westwood in 2004/05 and 2005/06.
 - (iii) £2m for external works associated with the new Estate Development Plan; £500k in each of the years 2003/04 and 2004/05 and £1m in 2005/06.
 - (iv) £8m for construction of Phase 3 of the Warwick Business School, to be funded 50% from external donations to the Business School and 50% from the WBS development reserve, with construction scheduled to commence in 2005/06, subject to agreement on a new design for the building and achievement of the fund-raising target.
 - (v) carried forward unspent long term maintenance expenditure in 2003/04 of £500k.
- (p) Provision of some additional funding for the Library in 2003/04 and a notional increase in the annual Library budget of £300k from 2004/05 onwards in anticipation of proposed changes to Library Services being brought forward by the new University Librarian.
- (q) Re-phasing of IT expenditure across the period of the Plan, allowing for the removal of the previously agreed £500k contribution from academic departments to ITS costs in 2003/04 and future years, leading to an improvement in surplus in 2003/04 of £405k and consequent modest additional spending in 2005/06 and 2006/07.
- (r) An increase in funds allocated to the Development and Alumni Office of £126k in 2003/04, £485k in 2004/05, £380k in 2005/06 and £400k in 2006/07 to support the expansion of Development Office activities and work to be undertaken jointly with departments.
- (s) provision for costs associated with Warwick in America of £160k per year across the period of the Plan.
- (t) Expansion of the activities of the Student Recruitment and Admissions Office to implement a new University admissions strategy at a cost of £174k in 2003/04 rising to £312k in 2006/07.

- (u) adjustment to the Central Administrative Budget of £320k in 2003/04 and £220k per year thereafter to meet the costs of examinations, professional fees, staff long service awards, skills training, occupational health and a new IT system for Careers.
- (v) Projection of a small additional surplus in 2003/04, after the transfer of 1% of unrestricted income into a University Endowment Fund, and an increasing projected surplus from 2004/05 onwards.

RESOLVED:

That the University Financial Plan for the period to 2006/2007, recommended for approval by the Joint Council and Senate Strategy Committee, the Finance and General Purposes Committee and the Senate, be approved as set out in paper S.43/02-03 and submitted to the HEFCE subject to inclusion within the Plan of final agreed figures for AEG and CRAG activities and other minor adjustments.

63/02-03 University Corporate Plan: 2003-2006

CONSIDERED:

The draft University Corporate Plan for the period to 2006/2007 (S.44/02-03).

REPORTED: (by the Registrar)

That the final version of the Corporate Plan would be published on Insite and circulated widely throughout the University community and would be used as the starting point for the strategic and corporate planning process in 2003/2004, as part of which it was intended that an Away Day for members of the Council and Strategy Committee would take place during the Autumn Term.

RESOLVED:

- (a) That members of the Council forward any comments they might wish to make on the draft University Corporate Plan to the Administrative Secretary by 16 July for incorporation in the Plan prior to its submission to the HEFCE on 24 July.
- (b) That the draft University Corporate Plan for the period to 2006 be approved for submission to the HEFCE as set out in paper S.44/02-03 subject to additions to the Widening Participation and Governance sections of the Plan and further minor amendments to be approved by the Steering Committee.

64/02-03 Report from the Nominations Committee

CONSIDERED:

A report from the meeting of the Nominations Committee held on 22 May 2003 (C.34/02-03 Parts 1 and 2).

(a) Criteria for the Appointment of Members of the Council

CONSIDERED:

Proposed revisions to the processes, criteria and guidelines for the nomination and appointment of lay, academic and non-academic members of the Council (NC.13/02-03) recommended for approval by the Nominations Committee in the light of the recent Review of the Effectiveness of the University Council.

RESOLVED:

That the revised processes, criteria and guidelines for the nomination and appointment of lay, academic and non-academic members of the Council be approved as set out in paper NC.13/02-03.

(b) Appointment of Lay Members of Council (minute 33/02-03 refers)

REPORTED:

- (i) That, with effect from 1 August 2003 there would be up to four vacancies among the lay members of the Council occasioned by the expiry of the terms of office of Mr C Howgrave-Graham, Mr Timothy Walker and Mr G Stokes and the vacant place outstanding from 2002/03.
- (ii) That the Nominations Committee recommended the following names for appointment to lay membership of the Council for the period 1 August 2003 to 31 July 2006:

Mr Timothy Walker
Mr Mike Greenlees

- (iii) That, notwithstanding Ordinance 4, the Nominations Committee recommended that Mr Christopher Howgrave-Graham be appointed to lay membership of the Council for the period 1 August 2003 to 31 July 2004 it being the intention that the Nominations Committee would bring forward a recommendation to the Council for the appointment of a lay member with a medical or health related background from 1 August 2004 for a three year period.
- (iv) That the Nominations Committee recommended that the one remaining vacancy in lay membership of the Council be held open for the present time it being the intention of the Committee to bring forward a further nomination for appointment to the Council at its meeting on 1 October 2003.

CONSIDERED:

The appointment of Mr T Walker and Mr M Greenlees to membership of the Council for the period 1 August 2003 to 31 July 2006 and Mr Howgrave-Graham for the period 1 August 2003 to 31 July 2004 (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 T Walker and Mr M Greenlees be appointed to lay membership of the Council for the period 1 August 2003 to 31 July 2006.
- (b) That, notwithstanding Ordinance 4, Mr C Howgrave-Graham be appointed to lay membership of the Council for the period 1 August 2003 to 31 July 2004.
- (c) That the remaining vacancy in lay membership of the Council be held open for the present time until such time as the Nominations Committee brings forward a further nomination for appointment.
(passed nem con)

63/02-03 Relationship with the Students' Union

CONSIDERED:

Proposals for the clarification of the relationship between the University and the Students' Union incorporating feedback from the Students' Union and recommended for approval by the Senate and the Finance and General Purposes Committee (SC.199/02-03).

RESOLVED:

- (a) That, in order to maintain more effective oversight of the Students' Union's finances, the University introduce sufficient controls to limit the risks to both the University and the Union without consolidating the Union's finances into the University's accounts.
- (b) That the system of block grant allocation be changed to one of consideration by the Budget Sub-Committee of the Finance and General Purposes Committee of an annual bid for funds by the Students' Union clearly setting out the purposes for which the grant is requested.
- (c) That the proposed Framework of Good Governance set out in paper SC.199/02-03 be adopted.
- (d) That constitutional and governance issues relating to the Students' Union's constitution and financial regulation be addressed to accord with principles of good governance.

64/02-03 Report from the Senate

CONSIDERED and ADOPTED:

Reports from the meetings of the Senate held on 18 June (C.35/02-03 {Parts 1 and 2}) and 2 July (C.36/02-03 {Parts 1 and 2}).

- (a) Admissions and Recruitment Strategy

REPORTED: (by the members representing Coventry City and Warwickshire County Councils).

That Coventry City and Warwickshire County Councils placed very high value on the longstanding work undertaken by the University to raise the aspirations of young people in the local area to participate in Higher Education and that they

supported the University in its ambition to extend and enhance this work as part of its new Admissions and Recruitment Strategy.

(b) University Decision-Making Structures

CONSIDERED:

A report from the Registrar and the Administrative Secretary on the University's decision-making structures (S.46/02-03).

RESOLVED:

That a comprehensive review be undertaken of the University's decision-making processes as proposed in paper S.46/02-03 with a view to bringing forward recommendations for consideration by the Senate and the Council at their meetings at the beginning of the Autumn Term.

(c) Academic Probation

CONSIDERED:

Proposed revisions to the probationary review process for academic staff (ASC.39/02-03 {revised}).

RESOLVED:

That the proposed revisions to the probationary review process for academic staff be approved as set out in paper ASC.39/02-03.

(d) Emeritus Professors

RESOLVED:

That the title and status of Emeritus Professor be granted on 30 September 2003 to the following members of Professorial staff in recognition of their distinguished service to the University:

Professor D Anderson (Engineering)
Professor K Cowling (Economics)
Professor D Crout (Chemistry)
Professor T Lovell (Sociology)
Professor N Spencer (School of Health and Social Studies)

65/02-03 Report from the Finance and General Purposes Committee

CONSIDERED and ADOPTED:

Reports from the meetings of the Finance and General Purposes Committee held on 22 May 2003 (C.37/02-03 {Parts 1 and 2}) and 26 June 2003 (C.38/02-03 {Parts 1 and 2}).

66/02-03 Audit Committee

CONSIDERED and ADOPTED:

The report from the meeting of the Audit Committee held on 19 June 2003 (C.39/02-03).

Significant Risk Assessment 2003/04

CONSIDERED:

The list of significant risks for the University identified by the University's Risk Management Group and reviewed by the University Steering Committee (AC16(b)/2002-03).

RESOLVED:

- (a) That the list of significant University risks for 2003-04 be approved and endorsed as set out in paper AC16(b)/2002-03.
- (b) That a report be prepared highlighting the key risk areas for the University for discussion at the next meeting of the Council.

67/02-03 Arts Centre Board

CONSIDERED and ADOPTED:

The report from the meeting of the Arts Centre Board held on 12 June 2003 (C.40/02-03).

Redevelopment of the Butterworth Hall

RESOLVED:

That, subject to the approval of the Building Committee, steps be taken to proceed to full consideration of the redevelopment of the Butterworth Hall along the broad lines proposed in paper ACB9/02-03 noting that the financing of the works would require a significant fundraising project supported by the University Development and Alumni Office.

68/02-03 Report from the Careers Advisory Board

CONSIDERED:

The Annual Report of the Careers Service on the first destination of students graduating in 2002 (C.41/02-03).

RESOLVED:

That the Director of the Careers Service be thanked for her report and invited to attend the next meeting of the Council to provide further information on the destinations and employability of Warwick students and the steps being taken by the Service to enhance their employability.

69/02-03 Report from the Building Committee (C.42/02-03).

CONSIDERED and ADOPTED:

The report from the meeting of the Building Committee held on 29 May 2003 (C.42/02-03).

National Grid House

CONSIDERED:

Proposals from the University Development Plan Architect, recommended for approval by the Strategy Committee, for the integration of National Grid House within the University campus, including the construction of a square and road alignment around the proposed new 'landmark' building.

RESOLVED:

That the Development Plan Architect and the Estates Officer develop further the proposals set out in Scheme 2 (Plan no 135/160) with a view to:

- (a) limiting vehicular traffic to the southern edge of the new square.
- (b) creating new road and footpath links to the National Grid site ahead of construction of the main scheme for the new square and 'landmark' building.

70/02-03 Report from the Equal Opportunities Committee

CONSIDERED and ADOPTED:

The report from the meeting of the Equal Opportunities Committee held on 21 May 2003 (C.43/02-03).

- (a) Recruitment Advertisement

RESOLVED:

That the recommendation of the Equal Opportunities Committee and the Senate that the statement "The University values diversity" be incorporated into all University recruitment advertisements be approved subject to the Director of Personnel Services being requested to consider whether it might be more appropriate to substitute the word 'values' with 'celebrates'.

- (b) University Policy on Race Equality

CONSIDERED:

The draft University Race Equality Policy recommended for approval by the Equal Opportunities Committee as set out in paper EOC13/02-03.

RESOLVED:

That the University Race Equality Policy be approved as set out in paper EOC13/02-03.

71/02-03 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 21 March 2003 (C.44/02-03).

REPORTED:

That Professor Leslie Hill (French Studies) and Professor Andrew Pettigrew (Warwick Business School) had been elected Fellows of the British Academy at the Academy's Annual General Meeting on 1 July.

RESOLVED:

That the Council record its congratulations to Professor S K Bhattacharyya, Head of the Warwick Manufacturing Group, on the award of a knighthood in the Queen's Birthday Honours List.

72/02-03 Appointment of Members of the Court

CONSIDERED:

A paper prepared by the Registrar on the appointment of members of the University Court by the Council (C.45/02-03)

RESOLVED:

That consideration of the appointment to the three vacancies in the membership of the Court for the academic year 2003/04 be deferred until the meeting of the Council in October pending the outcome of the comprehensive review of the University's decision making structures, including the future role and membership of the University Court.

73/02-03 CUC Questionnaire

REPORTED:

That the University had received a request from the Committee of University Chairmen to circulate a questionnaire to members of the Council to assist the CUC in reviewing its Newsletter.

RESOLVED:

That members of the Council be requested to complete the questionnaire and return it to the Registrar or the Administrative Secretary to collate and formulate an institutional response to CUC.

74/02-03 Report from the Safety Committee

CONSIDERED and ADOPTED:

The report from the meeting of the Safety Committee held on 20 May 2003 (C.46/02-03).

Revision of the University Health and Safety Policy

CONSIDERED:

Proposed revisions to the following parts of Safety in the University (SITU) (USC.17/02-03):

- (a) Part 2 on Homeworking
- (b) Part 6 on Dangerous Substance and Explosive Atmospheres Regulations
- (c) Part 8 on Risk Assessment.

RESOLVED:

That the proposed revisions to Parts 2, 6 and 8 of Safety in the University (SITU) be approved as set out in paper USC.17/02-03.

77/02-03 Report from the Meeting of the Information Technology Policy Committee

CONSIDERED and ADOPTED:

The report from the meeting of the Information Technology Policy Committee held on 6 June 2003 (C.51/02-03).

78/02-03 Amendments to University Ordinances

CONSIDERED:

For the first time, proposed amendments to University Ordinance 3 Governing the Appointment of Pro Vice-Chancellors as set out in paper C.47/02-03.

RESOLVED:

That, for the first time, proposed amendments to Ordinance 3 Governing the Appointment of Pro Vice-Chancellors be approved as set out in paper C.47/02-03.

79/02-03 Amendments to University Regulations

CONSIDERED:

Proposed amendments to the following University Regulations as set out in paper C.48/02-03:

- 5 Regulations for the Annual Review by the Promotions Committee of Lecturers, Senior Lecturers and Readers.
- 9 Regulations for First Degrees
- 14 Regulation Governing Attendance and Termination of Registration
- 19 Regulation Governing Termination of Registration of Candidates for Higher Degrees and Postgraduate Diplomas, Postgraduate Certificates, Postgraduate Awards, Post-Experience Diplomas and Post-Experience Certificates.
- 25 Discipline Regulations
- 27 Regulation on Parking and Traffic
- 29 Residential Accommodation Regulations
- 33 Regulation Governing the Use of University Computing Facilities

RESOLVED:

That proposed amendments to University Regulations 5, 9, 14, 19, 25, 27, 29 and 33 be approved as set out in paper C.48/02-03 subject to the following minor amendment to the proposed changes to Regulation 25(4) governing the constitution of the Discipline Committee: (new amendment underlined)

25(4)(b) The membership of the Discipline Committee is as set out below; the quorum of the Committee is three members:

Chair - normally a Pro-Vice-Chancellor (appointed by the Vice-Chancellor)

Three further members of the Senate (appointed by the Vice-Chancellor)

Two student members (normally a sabbatical officer of the Union of Students and one other student whose names shall be communicated to the Registrar by the President).

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80/02-03 University Committee Timetable and Term Dates

RECEIVED:

A proposed schedule of committee dates for the academic year 2003/2004 and University term dates for 2013/2014 (S.60/02-03).

RESOLVED:

That the annual meeting of the University Court for 2003/2004 be held on Friday 4 June 2003.

81/02-03 Register of Members' Interests

RECEIVED:

A copy of the Register of Interests of the members of the University Council for the academic year 2002/2003 (C.49/02-03).

REPORTED:

That the University would be writing to each of those members of the Council who would continue to serve in 2003/2004 to update existing information on their interests.

CEC/council/min/4jul03min
31/07/03