

# UNIVERSITY OF WARWICK

## COUNCIL

Minutes of the meeting of the Council held on 5 July 2002

Present: Mr R J Williams (in the Chair), Councillor S Bains, Professor S Bassnett, Ms M Bell, Professor A Caesar, Professor K Cowling, Mr P Dodd, Professor R G Dyson, Mr C Foy, Ms V Gooding, Councillor R Grant, Mr C Howgrave-Graham, Professor K Lamberts, Mr J Leighfield, Professor R Lindley, Professor M A McCrae, Mr T Monnington, Professor A Mullender, Dr I Nussey, Professor S B Palmer, Mr G Stokes, Professor D VandeLinde, Mr P Varney, Mr T E H Walker.

Apologies: Mr M Angle, Mr Y Battiwala, Mrs R Carruthers, Mr I Caulfield, Mr J Dubber, Professor J Jones, Professor M Whitby, Mr B Woods-Scawen.

In attendance: Mr G Jones.

The Pro-Chancellor welcomed Mr Greg Jones, President Elect of the Students' Union, to his first meeting of the Council.

61/01-02 Minutes

RESOLVED:

That the minutes of the meeting of the Council held on 22 March 2002 be approved.

62/01-02 Appointment to the Committee on University Works of Art

REPORTED (by Mr R J Williams):

That, acting on behalf of the Council, he had approved the appointment of Mr Paul Varney as the lay member of Council appointed to the Committee on University Works of Art.

63/01-02 Effectiveness Review (minute 40/01-02 refers)

REPORTED (by Mr R J Williams):

That the review of the effectiveness of the University Council would continue through the summer vacation and a report would be made to the Council at its meeting on 2 October.

64/01-02 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:

- (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 formally record its appreciation to Dr I Nussey for his considerable contribution to the work of the University, particularly as Chair of the Capital Projects Committee.

65/01-02 Vice-Chancellor's Business

RECEIVED:

Oral reports from the Vice-Chancellor on:

- (a) A programme of events which had been organised to honour long-serving members of clerical, manual and technical staff which had been successful to date and which he planned to continue in future years.
- (b) The University's policy of maintaining current levels of undergraduate student numbers in existing subject areas while investigating the possibility of expanding into new subject areas in response to the Government's targets for increasing student numbers and widening participation in higher education.
- (c) The appointment of Professor Deborah Eyre, currently Deputy Head of the Westminster Institute of Education at Oxford Brookes University and Director of its Research Centre for Able Pupils, as Director of the National Academy of Gifted and Talented Youth.
- (d) The appointment of Professor Robert Freedman currently a Pro-Vice-Chancellor at the University of Kent, as the Chair of the Department of Biological Sciences.

66/01-02 Chair of Council

REPORTED (by the Vice-Chancellor):

That this would be the last meeting of the Council to be chaired and attended by Mr Rhys Williams who joined the Council as a lay member in 1987, was appointed a Pro-Chancellor in 1990 and Chair of the Council in 1991.

RESOLVED:

That the Council formally record its deep appreciation for the distinguished contribution of Mr Rhys Williams to the work of the University and its Council during the period of his Chairmanship.

67/01-02 University Financial Plan

CONSIDERED:

- (a) The draft University Financial Plan for the period to 2005/2006 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 (C.35/01-02), together with an oral report from the Vice-Chancellor and the Finance Officer, noting that the following major assumptions and provisions had been incorporated into the Plan:
- (i) forecast future grant settlements from the HEFCE and TTA on the basis of inflation factors in addition to increases in R Grant (£1.2m in 2002/2003) and T Grant (£0.4m in 2002/2003).
  - (ii) annual pay awards of 3.5% and provision for the costs of introduction of a job evaluation scheme in the latter two years of the Plan.
  - (iii) modest growth in HEFCE funded student numbers and some growth in overseas student numbers.
  - (iv) application of safety factors on earned income activities providing a contingency of approximately £1m in 2002/2003, then £1.5m, £2m and £2m in succeeding years.
  - (v) additional growth in research grant and contract income.
  - (vi) additional insurance costs of £350,000 per annum from 2002/2003, in the light of current conditions in the market.
  - (vii) increase in pay costs of £800,000 due to the extra cost of employer's National Insurance contributions from 2003.
  - (viii) savings in non-pay costs arising from the implementation of the new University purchasing strategy.
  - (ix) 15 additional academic posts phased in over two years in departments other than the Warwick Business School and a notional sum of £400,000 per annum for posts in the WBS.
  - (x) £315,000 per annum for an expanded Development Office.
  - (xi) additional IT spending to support the University e-Strategy and procurement of a human resource IT system.

- (xii) £100,000 per annum to facilitate the prosecution of a strategy for the University in North America markets.
  - (xiii) £180,000 per annum to the Library materials budget, including £20,000 per annum for duplicate texts.
  - (xiv) five additional postgraduate research fellowships per year from 2002/2003.
  - (xv) £100,000 increase in the budget for matching funding for research initiatives.
  - (xvi) conditional increases in the block grant to the Students' Union of £150,000 in 2002/03 and £100,000 per annum thereafter.
- (b) A risk analysis, prepared by the Finance Officer and approved by the Joint Council and Senate Strategy Committee, the Finance and General Purposes Committee and the Senate, examining the sensitivity of the financial forecasts (C.35/01-02 {part}).

RESOLVED:

That the draft University Financial Plan to 2006 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 C.35/01-02 and forwarded to the HEFCE.

68/01-02 Appointment of Lay Members of the Council

REPORTED:

- (a) That, with effect from 1 August 2002, there would be up to five vacancies among the lay members of the Council for the period 1 August 2002 to 31 July 2005 occasioned by the expiry of the periods of office of the following four members and the requirement to fill the position which would become vacant when Mr John Leighfield takes up the position of Chair of the Council on 1 August 2002:

Ms M Bell  
 Ms R Carruthers  
 Mr I Caulfield  
 Dr I Nussey

- (b) That the Nominations Committee recommended the following names for appointment to lay membership of the Council for the period 1 August 2002 to 31 July 2005 (C.36/01-02):

Mr I Caulfield  
 Mr J Higgins  
 Ms S J Hobson

- (c) That the Nominations Committee recommended that the two remaining vacancies in lay membership be held open for the present time, it being the intention of the Committee to bring forward further nominations for appointment to the Council at its meeting on 2 October.

CONSIDERED:

The appointment of Mr Caulfield, Mr Higgins and Ms Hobson to membership of the Council for the period 1 August 2002 to 31 July 2005 (Ordinance 3 (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 Caulfield, Mr Higgins and Ms Hobson be appointed to lay membership of the Council for the period 1 August 2002 to 31 July 2005.  
(passed nem con)
- (b) That the two remaining vacancies in lay membership of the Council be held open for the present time.

69/01-02

Leicester Warwick Medical School

RECEIVED:

A paper setting out the progress made towards the development of a new structure and constitution for the Leicester Warwick Medical School (S.73/01-02) together with an oral report from the Vice-Chancellor.

RESOLVED:

- (a) That the broad conclusions and recommendations of the Report from the Dean's Implementation Group on the development of the Leicester Warwick Medical School on a federal model be approved as set out in paper S.73/01-02, noting that detailed consideration of the recommendations would be undertaken by the relevant bodies at the universities of Leicester and Warwick during the summer vacation and a report on progress brought forward for consideration by the Senate and the Council at their meetings in October.
- (b) That arrangements for recruitment to the post of Clinical Vice-Dean (Warwick) and appointment of an interim Clinical Vice-Dean (Warwick) be initiated during the summer vacation.

70/01-02 Award of Honorary Degrees (minute 42/01-02 refers)

REPORTED (by the Mr R J Williams):

- (a) That Dr Zhou Xioachuan, the Chairman of the China Securities Regulatory Commission, had indicated that he was unable to attend the degree congregations in July 2002 and January 2003 to receive the award of an honorary DSc and that an invitation had therefore been extended to Dr Xioachuan for July 2003 or January 2004.
- (b) That, acting on behalf of the Council and on the recommendation of the Honorary Degrees Committee, he had approved the award of an honorary LLD to Ms Julia Cleverdon, Chief Executive of Business in the Community, on the occasion of the installation of the Chancellor on 19 October 2002.
- (c) That a further nomination for the award of an Honorary DSc was currently under consideration by the Honorary Degrees Committee for award of an honorary degree at the Chancellor's installation ceremony.

RECEIVED:

A copy of the biography of Ms Julia Cleverdon (tabled at the meeting).

71/01-02 Report from the Senate

CONSIDERED and ADOPTED a report from the meetings of the Senate held on 19 June (C.37/01-02) and 3 July 2002 (C.38/01-02).

- (a) Review of the Department of Continuing Education

RESOLVED:

- (i) That the constitutional arrangements for the Centre for Lifelong Learning be approved as set out in paragraphs 29 and 30 of paper S.44/01-02, including the appointment of a Director at professorial equivalent with a Professor Responsible (the Pro-Vice-Chancellor, Region and Widening Participation) to take responsibility for overseeing the work and development of the academic staff of the Centre.
- (ii) That the terms of reference and membership of the Board of Lifelong Learning be revised as proposed in paragraph 29 and Annex C of the review report.
- (iii) That the relocation of staff from the Department of Continuing Education to the Centre for Lifelong Learning and the Institute of Education be approved as recommended in paragraphs 27, 34 and 35 of the review report.
- (iv) That courses co-ordinated by the Centre for Lifelong Learning be embedded in the University's existing teaching quality assurance structures as recommended in paragraph 31 of the review report.

- (v) That the Centre for Lifelong Learning bring forward a rolling annual strategic plan for consideration and approval by the Board of Lifelong Learning and that the Centre be reviewed after a period of five years as recommended in paragraph 32 of the review report.
- (vi) That the Institute of Education assume responsibility for the existing postgraduate programmes and postgraduate students located in Continuing Education as proposed in paragraph 36 of the review report.
- (vii) That an implementation group be established, chaired by Professor Palmer, to work with staff in Continuing Education and the Institute of Education on the detailed implementation of the recommendations of the review report.

(b) Structure and Management of the School of Engineering

RESOLVED:

That, following the Review of the School of Engineering and pending the development of proposals for the strategic development of the School, the current arrangements for the structure and management of the School be continued for a period not exceeding one year to 31 July 2003.

(c) Emeritus Professorship

RESOLVED:

That Professor John Osborne (Department of German Studies) be granted the title of Emeritus Professor in recognition of distinguished service to the University upon his retirement on 30 September 2002.

72/01-02 Report from the Finance and General Purposes Committee

(a) Meeting of the Finance and General Purposes Committee held on 21 May 2002

CONSIDERED and ADOPTED a report from the postal meeting of the Finance and General Purposes Committee held on 21 May 2002 (C.39/01-02).

(b) Meeting of the Finance and General Purposes Committee held on 5 July 2002

CONSIDERED:

An oral report from the Treasurer on the meeting of the Finance and General Purposes Committee held immediately before the meeting of the Council, selected papers relating to specific items of business on the agenda of the meeting (C.40/01-02) and the Committee's receipt of reports and resolutions on the following matters:

- (i) the report from the Earned Income Group noting that the forecast out-turn for the year was approximately £1m higher than originally projected (FGPC.65/01-02 {part}).
- (ii) the report from the Budget Steering Group, noting a revised forecast surplus of £4m (FGPC.66/01-02 {part}).
- (iii) the report from the Working Group on the Residential Account on the rent levels agreed for student residences in 2002/2003 (FGPC.69/01-02 {part}).
- (iv) a report on Students' Union Finances noting that the unsatisfactory financial position of the Union was being addressed with the assistance of Mr Martin Angle and through the appointment of new staff within the Union (FGPC.74/01-02).
- (v) an oral report from the Treasurer on the decision of the Committee, following a triennial review, to maintain the contributions to the University of Warwick Pension Fund at the level of 14%.
- (vi) the report of the meetings of the Estimates and Grants Committee on 13 March, 7 May and 6 June 2002 (FGPC.67/01-02 {part}).
- (vii) a report on the agreement of the Committee to the extension of the University's banking contract with Nat West until December 2003 with tenders for future provision being invited in Spring of that year (FGPC.77/01-02).
- (viii) a report on the introduction of new arrangements for the award of merit pay for senior university staff (FGPC.82/01-02).
- (ix) an analysis of the University's cash position as at June 2002 (FGPC.83/01-02).

(a) Biotechnology Phase 4

RESOLVED:

That the decision of the Committee to release a sum of up to £500k to meet the shortfall in funding for the Biotechnology Phase 4 building project, as set out in paper FGPC.76/01-02, be endorsed.

(b) Financing of the New Student Residences and the Medical School Building

CONSIDERED:

A report on the financing of Phase II of the Lakeside Residences noting that the University had secured a loan for the residences and the Medical School building projects at a better than anticipated rate of interest and agreement had been reached to proceed with the initial



stages of building work for the new residences in anticipation of conditional planning approval being received in August 2002 (FGPC.68/01-02 {part}).

RESOLVED:

That the recommendation of the Finance and General Purposes Committee that a loan of £23.775m for the Lakeside Residences and Medical School building projects be approved and that the Treasurer be empowered to act on behalf of the Council in finalising and agreeing the terms of the loan.

73/01-02 Report from the Audit Committee

CONSIDERED and ADOPTED a report from the meeting of the Audit Committee held on 24 June 2002 (C.41/01-02).

RECEIVED:

The Annual Report from the Chair of the Audit Committee for the academic year 2001/2002.

74/01-02 Report from the Careers Advisory Board

CONSIDERED and ADOPTED the report of the Careers Advisory Board for the academic year ended September 2001 on the First Destination Survey relating to students graduating in Summer 2001 (C.42/01-02) together with an oral report from the Director of the Careers Advisory Service.

75/01-02 Report from the Capital Projects Committee

CONSIDERED and ADOPTED a report from the postal meeting of the Capital Projects Committee held in June 2002 (C.43/01-02) together with an oral report from the Chair of the Capital Projects Committee.

76/01-02 Report from the Equal Opportunities Committee

CONSIDERED and ADOPTED a report from the meeting of the Equal Opportunities Committee on 22 May 2002 (C.44/01-02).

University Equal Opportunities Policy and Action Plan

RESOLVED:

That the University Equal Opportunities Policy be approved in principle as set out in paper EOC.19/01-02 (revised) subject to further consideration of the presentation of the report as discussed at the meeting and noting that the Policy would be subject to regular review by the Equal Opportunities Committee.

77/01-02 Appointment of Members of the University Court

CONSIDERED:

A paper prepared by the Registrar concerning the appointment of members of the University Court for the period 1 August 2002 to 31 July 2005 (C.46/01-02).

RESOLVED:

That the following members of the Court be re-appointed to serve for the period 1 August 2002 to 31 July 2005:

Lady Valerie Owen  
Lady Christabel Watson

78/01-02 Constitution of the Union of Students

CONSIDERED:

Proposals for revisions to the Constitution of the Students' Union (S.68/01-02).

RESOLVED:

That the proposed revisions to the Constitution of the Students' Union be approved, in accordance with Ordinance 24, as set out in paper S.68/01-02 notwithstanding the fact that the proposed revisions had not been approved by the requisite quorum of students voting in a Union referendum.

79/01-02 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 22 March 2002 (C.47/01-02).

REPORTED (by the Pro-Chancellor):

That Professor R Beacham and Dr H Denard (School of Theatre Studies) had won three new research grants totalling £308,00 in support of their work creating virtual reality models of historical theatres, and that Professor Beacham had also received a 21<sup>st</sup> Century Achievement Award and medal in the 'Computerworld honours' for achieving outstanding progress for society through visionary use of information technology.

80/01-02 University Whistle-blowing Policy

CONSIDERED:

The adoption of a University Whistle-blowing policy recommended for approval by the Financial and General Purposes Committee and the Audit Committee (C.48/01-02).

RESOLVED:

That the University Whistle-blowing policy be approved as set out in paper C.48/01-02.

81/01-02 Amendments to University Ordinances

CONSIDERED:

For the first time, proposed amendments to University Ordinances as set out in paper C.49/01-02.

RESOLVED:

That, for the first time, proposed amendments to the following University Ordinances be approved as set out in paper C.49/01-02:

Ordinance 6: Constitution of the Board of the Faculty of Social Studies

Ordinance 8: Governing the Board of the Institute of Education

Ordinance 14: Degrees and Diplomas

82/01-02 Amendments to University Regulations

CONSIDERED:

Proposed amendments to University Regulations as set out in paper C.50/01-02.

RESOLVED:

That proposed amendments to the following University Regulations be approved as set out in paper C.50/01-02:

9 Regulations for First Degrees

17 Regulations Governing Examiners for Higher Degrees

20 Regulations Governing the Postgraduate Certificate in Education

21 Regulations Governing Open Studies Certificates.

83/01-02 Annual Operating Statement

CONSIDERED:

The University Annual Operating Statement for the academic year 2001/2002 (S.65/01-02).

RESOLVED:

That the University Annual Operating Statement for the academic year 2001/2002 be approved for submission to the HEFCE as set out in paper S.65/01-02.

84/01-02 University Committee Timetable and Term Dates

RECEIVED:

A proposed schedule of committee dates for 2002/2003 and the term dates for 2012/2013 (S.66/01-02).

RESOLVED:

That the annual meeting of the University Court for 2002/2003 be held on Friday 6 June 2003.

85/01-02 Register of Members' Interests

RECEIVED:

A copy of the Register of Interests of Members of the University Council for the academic year 2001/2002 (C.51/01-02)

REPORTED:

That the University would be writing to each of those members of the Council who would continue to serve in 2002/2003 to update existing information on their interests.

RESOLVED:

- (a) That additional guidance be provided to all members of the Council on the relevant and appropriate information to be included in Register of Interest declarations.
- (b) That the Group established to conduct the Effectiveness Review of the Council be requested to consider the issue of appropriate guidance on the Register of Interest declarations of Council members as part of the review process.