

## THE UNIVERSITY OF WARWICK

### Open Minutes of the Meeting of the Steering Committee held on 3 April 2017

- Present: Professor C Ennew (Provost (Chair)), Professor A Clarke (Chair of the Faculty of Medicine, from item 271/16-17), Ms R Drinkwater (Group Finance Director), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor D Leadley (Academic Member of the Senate), Mr L Pilot (President of the Students' Union), Professor M Shipman (Chair of the Faculty of Science), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- Apologies: Professor Stuart Croft (Vice-Chancellor and President), Professor S Gilson (Chair of the Faculty of Arts), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor J Palmowski (Academic Vice-President), Ms R Sandby-Thomas (Registrar), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).
- In Attendance: Mr J Breckon (Director of Estates, from item 272/16-17), Dr G Carden (Director of Strategic Planning & Analytics, for item 282/16-17), Dr M Glover (Academic Registrar), Mrs P Glover (Secretary to Council), Ms J Horsburgh (Strategy Director (Secretary)), Mrs J Hughes (Head of Information and Operations, Student Careers & Skills, for item 283/16-17), Ms G McGrattan (Director, People Group, from item 272/16-17), Mrs E Morrison (Projects Officer (Strategic Programme Delivery) (Assistant Secretary)), Mr J Philips (Director of Health & Safety, for item 279/16-17), Mr I Rowley (Director of Development, Communications and External Affairs, from item 272/16-17), Miss E Tew (Assistant Registrar (Governance)).

#### 265/16-17 Minutes

##### RESOLVED:

That the open and restricted minutes of the meeting held on 20 March 2017 be approved.

#### 266/16-17 Conflicts of Interest

##### REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

#### 267/16-17 In Memoriam – Professor Mark Rodger

##### REPORTED: (by the Chair)

That the University was deeply saddened by the news that Professor Mark Rodger, from the Department of Chemistry, had passed away on Thursday 23 March 2017, noting that a well-attended memorial service had been held on 1 April and that a service would be held in Sydney in due course.

RESOLVED:

That the Steering Committee offered its sincere condolences to Professor Alison Rodger and the family.

268/16-17 The Oculus Official Opening

REPORTED: (by the Chair)

- (a) That HRH the Princess Royal had attended campus on Thursday 30 March 2017 to officially open the new Oculus Teaching and Learning Building, having laid the foundation stone at the start of construction.
- (b) That her programme had included touring the building with the VC and civic dignitaries to view the facilities, and meeting staff and student representatives, after which HRH had unveiled a plaque to commemorate her visit and the official opening.
- (c) That the Vice-Chancellor had congratulated the wide range of colleagues who had contributed to the realisation of the Oculus Building and that congratulations were also given by Simon Swain to the cross functional group who had organised the Royal visit and worked to ensure that the building and the surrounding areas were looking immaculate.

269/16-17 Awards Success for CCSG

REPORTED: (by the Chair)

- (a) That Warwick Conferences had won gold for the best strategic/creative development of a new brand at the Transform Awards on Thursday 30 March, and furthermore that they had also won silver for best use of a visual property, and bronze for best use of typography, as well as receiving commendations for best implementation of a brand project, and best visual identity for travel, leisure and tourism.
- (b) That the awards were a global celebration of brand development, reputation management and rebranding, and were extremely competitive.

RESOLVED:

That the congratulations of the Committee be extended to the Warwick Conferences team on a well-deserved win.

270/16-17 Article 50

REPORTED: (by the Chair)

That Article 50 had been triggered on Wednesday 29 March 2017 which began the formal process of the UK leaving the European Union.

271/16-17 Higher Education and Research Bill

REPORTED: (by the Chair)

- (a) That peers had voted for international students not to be treated as economic migrants, and that if finally agreed it would compel the Education Secretary to ensure that no undergraduate or postgraduate student, who had received an offer to study at a British university, be treated for public policy purposes as a long-term migrant to the UK for the duration of their studies.
- (b) That the third reading of the Higher Education and Research Bill in the Lords had been postponed until 4 April 2017, after parliament had been suspended on 22 March 2017 following the terrorist incident at Westminster.

272/16-17 Widening Access Funding Decisions

REPORTED: (by the Chair)

That funding for the four-year national collaborative outreach programme (NCOP) would remain at £60 million per calendar year for the first two years of the programme and that HEFCE was to discontinue its formula-based widening access targeted allocation, worth £54 million in 2016-17, as part of a government-led drive to encourage universities to make their own financial arrangements for supporting disadvantaged students.

273/16-17 Office for Students

REPORTED: (by the Chair)

That Michael Barber began his tenure as Chair of the OfS on Monday 3 April and that an announcement regarding the appointment of the CEO was expected shortly.

274/16-17 Apprenticeship Levy

REPORTED: (by the Chair)

That the apprenticeship levy, which had been announced by the Government in 2015, would come into force on 6 April 2017 and payments would begin in May, noting that the levy was designed to increase the number and quality of apprenticeships.

275/16-17 Chair of the Russell Group

REPORTED: (by the Chair)

That Anton Muscatelli, Principal of the University of Glasgow, had been appointed the next Chair of the Russell Group and that he would replace Sir David Greenaway, Vice Chancellor of the University of Nottingham, who was stepping down in September.

276/16-17 West Midlands Mayoral Elections

REPORTED: (by the Chair)

- (a) That an election was to be held on the 4th May 2017 to elect the first West Midlands mayor and that Warwick was working with West Mids Elects to provide support for four public debates and in support of the election process.
- (b) That there were a number of tickets available for staff and students for each debate, which could be requested from External Affairs.

277/16-17 Coventry wins £1.5million from Great Places funding

REPORTED: (by the Chair)

That Coventry had been awarded just under £1.5million from the Arts Council England and Heritage Lottery Fund to stage a programme of events celebrating the heritage and communities of Coventry.

278/16-17 Recent attacks in Canley area

REPORTED: (by the Chair)

- (a) That the University was very concerned about reports of recent attacks against University students, staff and visitors in the local area.
- (b) That the University was working with the police to enhance security and gather additional intelligence.
- (c) That Wellbeing Support Services and the Students' Union were providing support for those affected, and furthermore that a new shuttlebus service would be introduced from 10 April 2017 to support travel in the area.

RESOLVED:

That any incidents should be reported immediately to Security Services.

279/16-17 \*Health and Safety Update

RECEIVED:

A Health and Safety Update from the Director of Health and Safety (SC.107/16-17 {restricted}).

RESOLVED:

- (a) That the report from the extraordinary meeting of Audit Committee and the external review by the British Standards Institution would be brought to Steering Committee in due course.
- (b) That the update be noted.

280/16-17 \*Report from the Academic Resourcing Committee

RECEIVED:

A report covering the key business of the Academic Resourcing Committee from the meetings of the Group held during term two (SC.108/16-17 {restricted}).

RESOLVED:

That the update be noted.

281/16-17 Institutional Teaching and Learning Review

RECEIVED:

An oral update from the Pro Vice Chancellor (Education) on the Institutional Teaching and Learning review.

REPORTED: (by the Pro Vice Chancellor (Education))

- (a) That since the last update to the Steering Committee a series of Faculty engagement meetings had taken place to share best practice amongst departments and look at quality enhancement across the themes identified in the ITLR reports, and that these meetings had been well attended.
- (b) That the engagements were designed to generate recommendations for the University on how to address key areas, such as assessment and feedback, employability, and wellbeing, and that the main findings from these meeting reports would be used to inform the ARC and APSG planning rounds.
- (c) That the ITLR Steering Group was in the process of generating an action plan and that an update report on this would be brought to the Senate Steering Committee meeting on 5 June 2017.
- (d) That a thank you event for everyone involved in the ITLR process had been held on 24 March and had been attended by 170 people, noting that the Vice Chancellor, Provost and Pro Vice Chancellor (Education) had all given an address to those in attendance.
- (e) That whilst APSG departments had been involved in the Faculty engagement meetings, a separate process should also be considered to ensure a consistent response to ITLR outcomes across departments.

(by the Chair)

- (f) That the ITLR had produced some extremely useful findings and that momentum should be maintained to ensure that outcomes were addressed.

RESOLVED:

- (a) That the update on the Institutional Teaching and Learning Review be noted.
- (b) That the Pro-Vice-Chancellor (Education) and the Academic Registrar be asked to raise the question of engagement mechanisms for APSG departments at the next ITLR Steering Group meeting to ensure that the best possible feedback was provided to departments.

282/16-17 \*QS Rankings by Subject

RECEIVED:

A presentation on the QS Rankings by subject area (SC.109/16-17 {restricted}).

RESOLVED:

- (a) That the Director of Strategic Planning & Analytics would investigate if it was possible to purchase the employer survey data from the QS Ranking.
- (b) That the data would be analysed in more depth with an update report to come back to the Steering Committee in due course.
- (c) That the presentation be noted.

283/16-17 \*Draft Response to DLHE Consultation

CONSIDERED:

The University's response to the DLHE Consultation (SC.110/16-17 {restricted}).

RESOLVED:

- (a) That the response should make it clear that there was an error in data capture surrounding staffing costs.
- (b) That the University's response to the DLHE Consultation be approved for submission following the suggested amendments from the Committee.

284/16-17 \*Draft Response to General Medical Council Consultation (GMC) on a proposed Medical Licensing Assessment

CONSIDERED:

The University's response to the GMC Consultation on a proposed Medical Licensing Assessment (SC.111/16-17 {restricted}).

RESOLVED:

That University's response to the GMC Consultation on a proposed Medical Licensing Assessment outlining its concerns be approved for submission as set out in SC.111/16-17 {restricted}.

As at 12 April 2017