

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 23 April 2018

- Present: Professor S Croft (Vice-Chancellor and Chair), Professor A Clarke (Chair of the Faculty of Medicine), Professor C Constable (Representative of the Senate), R Drinkwater (Group Finance Director), Professor C Ennew (Provost), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor P Roberts (Chair of the Faculty of Arts), R Sandby-Thomas (Registrar), Professor M Shipman (Chair of the Faculty of Science), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), H Worsdale (President of the Students' Union).
- Apologies: Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- In Attendance: Dr S Ball (Couch Perry Wilkes) (for item 215/17-18), P Blagburn, (Assistant Director (Outreach) (for item 213/17-18), S Emms (Project Director and Masterplan Lead, BDP Consulting) (for item 215/17-18), D Gibbons (Programme Manager Estates) (for item 215/17-18), K Gray (Senior Assistant Registrar (Teaching and Quality)) (for item 213/17-18), Dr R Hutchins (Director of Strategy and Policy), C Lewis (Head of Strategic Programmes and Governance (Estates)) (for item 215/17-18), L McCleary (Assistant Secretary), G McGrattan (Director, People Group), C Nielsen (BDP Consulting) (for item 215/17-18), B Pithouse (Head of Institutional Resilience) (for item 214/17-18), R Roke (Director of Strategic Programme Delivery and Secretary), I Rowley (Director of Development, Communication and External Affairs), P Rust (Steer Davies Gleave) (for item 215/17-18), S Tuersley (Acting Secretary to Council), Dr C Twine (Academic Registrar), D Wilson (BDP Consulting) (for item 215/17-18), R Wooldridge Smith (Deputy Academic Registrar) (for item 213/17-17).

Note: Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

204/17-18 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 19 March 2018 be approved, subject to the following amendments:

[Additions underlined, deletions ~~struck through~~ (rev. 23 April 2018) and ~~struck through~~ (rev. 21 May 2018)]

197/17-18 *Report from the Budget Steering Group

[Exempt information not included]

- 205/17-18 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.
- 206/17-18 In Memoriam: D Davis
- REPORTED: (by the Chair)
- That Di Davis, Accounts Payable Clerk in the Finance Office passed away on the morning of Saturday, 14 April 2018, after a spell in hospital.
- RESOLVED:
- That the sincere condolences of the Steering Committee be extended to Di's family.
- 207/17-18 European Teaching and Research Collaborations
- REPORTED: (by the Chair)
- That Warwick had launched two major teaching and research collaborations with Universities in Paris and Brussels, part of a wider strategy for the formation of an EU Funded European University Network.
- 208/17-18 Provost Chris Ennew appointed to HEFCW Council
- REPORTED: (by the Chair)
- That the Higher Education Funding Council for Wales (HEFCW) had welcomed the appointment of new members to its Council, which included Provost Chris Ennew, who would take up this role at the end of April 2018.
- 209/17-18 Professor Laura Green appointed to BBSRC
- REPORTED: (by the Chair)
- That Professor Laura Green, Deputy Pro-Vice-Chancellor (Research) had been appointed to the Council of the Biotechnology and Biological Sciences Research Council (BBSRC).
- 210/17-18 Student Barometer Results 2017
- REPORTED: (by the Chair)
- That the Student Barometer Results 2017 had been made available on insite, noting that a report on the results would be considered at a future meeting of the Steering Committee.

211/17-18 Award for Careers and Skills

REPORTED: (by the Chair)

That Warwick had been awarded the University Careers Services Best Practice Award by the Global University China Career Union for the institution's support of students who were seeking their first graduate role in China.

212/17-18 New Scholarship Programme in Artificial Intelligence

REPORTED: (by the Chair)

That a generous donation by Warwick alumnus, Jonathan Feuer, had resulted in the creation of a prestigious new scholarship programme which would create a group of academically brilliant and world leading MPhil/PhD researchers who would go on to have careers in the field of AI.

213/17-18 *Draft Application to the Office for Students for Registration

CONSIDERED:

The University's draft application to the Office for Students (OfS) for registration (SC.88/17-18 {restricted}).

REPORTED: (by the Senior Assistant Registrar (Teaching Quality))

- (a) That all Higher Education Institutions (HEIs) would be required to register with the OfS in order to maintain access to public funding and to allow their students to access the student loans system, with a deadline for application by 30 April 2018 for institutions with early UCAS deadlines.
- (b) That documents in Annexes A - D of SC.88/17-18 {restricted} would need to be submitted in order to register with the OfS, noting that the University was not required to submit financial and quality assurance conditions by the application deadline, as these had previously been provided to HEFCE through the Annual Provider Return.
- (c) That the OfS registration was the first time that a Student Protection Plan (SPP) had to be submitted for review, noting that the OfS could potentially request that further information be included within the SPP, for example a compensation policy.
- (d) That in relation to the SPP, the University was required to reflect on the risk of students being unable to finish their degrees and the mitigations and mechanisms in place to manage such risks.
- (e) That further clarification was being sought on whether the SPP should be inclusive of validated degrees, noting also that the SPP was subject to review by the Director of Legal and Compliance Services.
- (f) That academic continuity should be considered in the context of the risks to degree completion, particularly the ability to deliver material components of courses.

(by the Assistant Director (Outreach))

- (g) That the Access and Participation Plan (APP) had been considered by the Widening Participation Committee, and would be further edited prior to submission to the OfS.

[Exempt information not included]

- (i) That the APP prioritised looking at gaps in the student experience, assessing how to respond effectively and why these gaps occurred.
- (j) That the Student Advisory Panel would be progressing with the Students' Union, President elect as co-chair, noting that this would be a working group considering a nuanced review of different students' experience at Warwick.

[Exempt information not included]

(by the Provost)

[Exempt information not included]

(by the Registrar)

[Exempt information not included]

(by the Group Finance Director)

- (p) That the University of Warwick Science Park Foundation provided funding opportunities for students that were care leavers.

(by the Academic Registrar)

- (q) That the move in focus from access to the full student life-cycle should be noted.

(by the Deputy Academic Registrar)

- (r) That the self-assessment on guidance on consumer protection law set out actions that the University had taken as well as planned future action to ensure compliance.

[Exempt information not included]

(by the Acting Secretary to Council)

- (u) That the University was required to set out how the governing instruments upheld the principles of public interest, detailed in annex D, and to confirm that the University had adequate and effective management and governance in place.
- (v) That much of the information included in the submission regarding University management and governance had been reported in previous HEFCE submissions or was in the public domain.

(by the Chair)

[Exempt information not included]

- (x) That thanks be extended to all of those involved in compiling the OfS registration application, noting the volume of work required in a short time frame.

RESOLVED:

- (a) That the draft documents presented as Annexes A to D of SC.88/17-18 {restricted} be approved on behalf of the Council for Submission to the OfS by the deadline of 30 April 2018.
- (b) That the Vice-Chancellor be remitted to approve, on behalf of the Steering Committee, any further versions of the draft submission produced subsequent to the meeting of the Steering Committee to incorporate any changes requested at the meeting and any final changes as required on editing or late facts.

214/17-18 *Travel Policy Update (minute 72/17-18 refers)

CONSIDERED:

An update on the University's Travel Policy (SC.89/17-18 {restricted}).

REPORTED: (by the Head of Institutional Resilience)

- (a) That work had been undertaken to further develop the policy following feedback from members of the Steering Committee at its meeting on 20 November 2018.
- (b) That whilst a risk assessment would not now be required for UK travel, a risk assessment would be required for overseas travel where an FCO warning was in place, noting that a prepopulated risk assessment would be available online.
- (c) That a direct line of communication was being established with the University Travel Management Companies in order to share travel itineraries, if required.
- (d) That travel itineraries would only be required to be provided to a home department for travel within the UK or when travel had not been booked with the University's travel management companies.

(by the Group Finance Director)

- (e) That terminology on section B, travel Itinerary, should be amended to include the wording, "unless requested to do so" after "...they are not required to provide details of their trip to their home department".

(by the Chair of the Faculty of Science)

- (f) That the policy and related procedures were now much more practical and it was therefore more likely that individuals and departments would be able to comply with the policy.

RESOLVED:

That the Travel Risk Management Policy and associated processes and procedures be approved as set out in SC.89/17-18 {restricted}, subject to the minor amendment to wording proposed at the meeting.

215/17-18

*Campus Masterplan

CONSIDERED:

The University Masterplan Strategic Brief (SC.90/17-18 {restricted}), together with a presentation from BDP Consulting, the lead Masterplan Consultant.

REPORTED: (by the Programme Manger (Estates))

- (a) That a process had commenced to develop a new University campus masterplan, as the current masterplan was due to expire shortly.
- (b) That a masterplan brief had been developed and an experienced masterplan team had been recruited following a robust process.

[Exempt information not included]

(by S Emms, Architect and Director, BDP)

[Exempt information not included]

(by members and attendees of the Steering Committee)

[Exempt information not included]

RESOLVED:

That the report on progress of the Masterplan refresh as set out in SC.90/17-18 {restricted} and the presentation from BDP Consulting be noted.

As at 30 April 2018