

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 6 June 2016

Present: Professor T Jones (Provost (Chair)), Professor A Clarke (Chair of the Board of the Faculty of Medicine), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Mr Isaac Leigh (Students' Union President) (for items 304/15-16 to 308/15-16), Professor M Shipman (Chair of the Board of the Faculty of Science), Mr K Sloan (Registrar and Chief Operating Officer), Professor C Sparrow (Academic Member of the Senate), Professor S Swain (Pro-Vice-Chancellor (External Affairs)).

Apologies: Professor S Croft (Vice-Chancellor and President), Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Professor P Thomas (Pro-Vice-Chancellor (Research)), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).

In Attendance: Mrs E Birch (Head of Governance Services (Assistant Secretary)), Mr J Breckon (Director of Estates), Dr G Carden (Director of Strategic Planning and Analytics) (for item 308/15-16), Ms S England (Programme Director, Keeping Campus Moving) (for item 307/15-16), Dr M Glover (Academic Registrar), Ms J Horsburgh (Deputy Registrar (Secretary)), Mr S Lloyd (Senior Assistant Registrar (Space Management & Timetabling)) (for item 310/15-16), Ms G McGrattan (Director of Human Resources), Ms S Moore (Committee Support Administrator (Governance) (Assistant Secretary)).

304/15-16 Minutes

RESOLVED:

That the minutes of the meeting held on 31 May 2016 be approved.

305/15-16 Warwick Conferences: Best Anticipated Launch Award

REPORTED: (by the Provost)

(a) That at the Conference and Hospitality Show (CHS) Awards on 25 May 2016, Warwick Conferences took home the 'Best Anticipated Launch' award for its new £5.3m venue, which was set to open this autumn, noting that the new dedicated meeting venue would offer 650sqm of contemporary and highly flexible event space.

(b) That Warwick Conferences was also recognised with highly commended awards for 'Best Day Delegate – 24 Hour Rate' and 'Best Large Conference/Exhibition Space'.

RESOLVED:

That Warwick Conferences be congratulated on their achievement.

306/15-16 National Societies Awards

REPORTED: (by the Students' Union President)

That at the National Societies Awards held on 4 June 2016, Warwick Tap won the 'Most Improved Society' category and Warwick Law Society were runners up in the 'Best Academic Society' category.

RESOLVED:

That the Warwick Tap and Warwick Law Societies be congratulated on their successes.

307/15-16 Car Parking Strategy

RECEIVED:

A presentation on the car park build strategy (SC.134/15-16).

REPORTED: (by the Programme Director, Keeping Campus Moving)

- (a) That the strategy set out a five-year plan to develop car parking on the campus and was to be presented to the next meeting of the University Estate Committee.
- (b) That of the 5,421 maximum spaces allowable on campus under the Section 106 Agreement, 4,770 spaces were currently provided on campus.
- (c) That of those 4,770 spaces, 3,963 were actively managed, 807 were available for visitors, conferences and accommodation, noting that a further 333 spaces were located on the Science Park (and therefore were outside of the Section 106 Agreement).
- (d) That to reduce the number of vehicles on university roads, which would decrease congestion, large multi-storey car parks were proposed to be created around the campus periphery.
- (e) That it was predicted that demand would increase to c.5900 spaces by 2020, noting that the plan included c.700 spaces which were likely to be required following the opening of the National Automotive Innovation Centre (NAIC).
- (f) That as a general trend, the supply of spaces was currently close to capacity during the autumn and spring terms, but eased during the summer term.
- (g) That, given the increasing need for dedicated coach parking, Car Park 2 would become a coach park, noting that:
  - (i) There were specific requirements relating to coaches and parking.
  - (ii) An average of 12 coaches per day were on campus with a peak of 42 per day in the last year.
  - (iii) Without dedicated space, coaches had been parking on pavements and had blocked the smooth operation of the scheduled bus services.
- (h) That previous surveys had revealed that Car Park 7 was at the end of its life and that significant spend would be required to extend its operational life,

noting that a further survey would be conducted to ascertain whether a further year's operation would be economically viable.

- (i) That additional spaces would be created in Car Park 16 (University House) following the demolition of Toar Cottage and the proposed construction of a multi-storey car park at this location during summer 2018.
- (j) That the future of Car Park 9 would be determined by the outcome of the Westwood master-planning exercise.
- (k) That the surface car park at Gibbet Hill would be replaced by a multi-storey car park as part of the Gibbet Hill master plan work.
- (l) That the University was in discussion with Coventry City Council about the potential to increase the Section 106 Agreement by.
- (m) That although car parking space supply was predicted to exceed demand across the campus for much of 2018 and 2019, the spaces would not necessarily be in the required location, noting that in particular this would apply to Gibbet Hill.
- (n) That mitigation for the loss of spaces during developments on the Gibbet Hill campus was being considered, including options such as shuttle buses from other car parks.
- (o) That there was low sign-up to the car share scheme, with approximately 300 members of staff enrolled, noting that few used the scheme on a daily basis.
- (p) That the student car share scheme 'take-a-mate' had a higher usage rate.
- (q) That car parking was part of a larger coherent strategy, which included improvements to cycling and bus provision.

(by the Director of Estates)

- (r) That short-term interventions to alleviate the likely Gibbet Hill car parking constraints would be identified in due course.

(by the Group Finance Director)

- (s) That the car parking developments outlined in the strategy were included in the draft Capital Plan, noting that they would be funded by an additional loan and by the additional income associated with the increase in spaces available.
- (t) That the University subsidised particular bus routes to ensure their operation.

(by the Registrar)

- (u) That the car parking changes communication plan was on the agenda of the PULSE Engagement Group.
- (v) That Coventry City Council was aware of the pressure on the University to increase car parking spaces to allow for the expansion of its activities.
- (w) That a collaborative car share scheme such as 'Uber' might be interesting to consider, noting that the associated app was not yet available in this area.

(by the Chair of the Faculty of Medicine)

- (x) That a more integrated health and wellbeing strategy for wayfinding would be welcomed.
- (y) That an economic incentive could be an option to consider to encourage staff to make use of alternative, more sustainable travel arrangements.

(by the Provost)

- (z) That car parking was a subject of particular concern in the Pulse Survey.
- (aa) That the projected increases in staff and student numbers over the next five years would be used to inform the forecasted supply and demand of car parking spaces.

RESOLVED:

That the car park build strategy, as presented (SC.134/15-16), be noted.

308/15-16 \*Complete University Guide League Table Analysis

RECEIVED:

A presentation on the Complete University Guide league table analysis (SC.135/15-16 {restricted}).

RESOLVED:

That the Complete University Guide league table analysis (SC.135/15-16 {restricted}), be noted.

309/15-16 \*International Student Barometer Results

CONSIDERED:

A report on the International Student Barometer autumn wave 2015 results (SC.136/15-16 {restricted}).

RESOLVED:

- (a) That it be noted that from the autumn 2015 wave of the SB/ISB, the data would be imported into the University's warehouse and used in dashboards, as was the case for other student satisfaction surveys (NSS, PTES and PRES).
- (b) That the SB/ISB data be used to provide KPIs for many of the University's campus and commercial services and support services including the Students' Union, with a view to improving student engagement, driving up student satisfaction and ensuring Warwick leads the field in student experience.
- (c) That the frequency of the SB/ISB survey be reduced from two waves every two years to one wave (autumn) every two years, to shift the focus from data gathering to implementation of student experience improvements.

310/15-16 \*Report from the Capital Space and Amenities Group

CONSIDERED:

A report on the business of the Capital, Space and Amenities Group (SC.137/15-16 {restricted}).

RESOLVED:

- (a) That the report on the business of the Capital, Space and Amenities Group (SC.137/15-16 {restricted}), be noted.
- (b) That the Senior Assistant Registrar (Space Management & Timetabling) liaise with the Chaplaincy regarding faith considerations around gender-neutral toilet facilities.

311/15-16 Annual Report on Equality and Diversity

CONSIDERED:

A report on progress on key equality and diversity activities during 2015/16 (SC.138/15-16).

REPORTED: (by the Director of Human Resources)

- (a) That extensive effort was made at both institutional and departmental levels to submit Athena SWAN submissions.
- (b) That Athena SWAN had changed its criteria for submissions, with the result that submissions were becoming more challenging to write and more difficult to achieve.
- (c) That the first submission date for the Race Charter Mark was July 2016, noting that the University might defer submission until February 2017.
- (d) That the Disabled Student Allowance (DSA) Working Group had received input from many different services across the University, noting that it had investigated a number of actions to mitigate the impact on students of the changes to the availability of the DSA.
- (e) That three equality-related policies had been reviewed and revised in consultation with a number of key stakeholders: the Disability Policy, the Diversity and Inclusion Policy, and the Trans and Gender Reassignment Policy.
- (f) That a number of network groups met on a regular basis, noting that consideration should be given as to how to communicate the good work undertaken by these groups.

(by the Deputy Registrar)

- (g) That the University Council would consider the three equality-related policies, along with the proposed equality objectives 2016-2020 at its meeting in July 2016.

(by the Registrar)

- (h) That the three revised equality-related policies should be amended to consistently refer to both staff and students.
- (i) That the launch of the role model guide had been a positive event, noting that this was an example of a student-led piece of work.

(by the Academic Representative of the Senate)

- (j) That Equality and Diversity reports to the Committee should include data and trends which could be used to engage members of staff in departments, noting that these were reported in the Academic Yearbook.

RESOLVED:

- (a) That the Annual Report on Equality and Diversity (SC.138/15-16), be noted.
- (b) That the Disability Policy (SC.138/15-16, Appendix A), be noted.
- (c) That the Diversity and Inclusion Policy (SC.138/15-16, Appendix B), be noted.
- (d) That the Trans and Gender Reassignment Policy (SC.138/15-16, Appendix C), be noted.
- (e) That the Equality Objectives 2016-2020 (SC.138/15-16, Appendix D), be noted.
- (f) That a summary of statistics, trends and headline figures be provided as part of the July 2016 Equality and Diversity report to the Council.

312/15-16

Draft response to the QAA Consultation on the Subject Benchmark Statement for Communication, Media, Film and Cultural Studies

CONSIDERED:

A paper setting out the draft response to the QAA consultation on the subject benchmark statement for communication, media, film and cultural studies (SC.139/15-16).

RESOLVED:

That the draft response for submission to the QAA by the deadline of 10 June 2016, as set out in SC.139/15-16, be approved.

As at 16 June 2016