

# THE UNIVERSITY OF WARWICK

## Minutes of the meeting of the Steering Committee held on 10 August 2009

Present: Deputy Vice-Chancellor,  
Professor S Bassnett,  
Professor L Bridges,  
Professor M Smith,  
Mr A Bradley

Apologies: Vice-Chancellor, Professor S Bruzzi, Professor R Higgott, Professor K Lamberts,  
Professor R Lindley, Professor H Thomas, Professor M Underwood, Professor M  
Whitby.

In Attendance: Registrar, Deputy Registrar, Finance Director, Director of Estates, Executive Officer  
(Vice-Chancellor's Office), Head of Governance Support Services, Administrative  
Officer (Governance), Associate Dean (Teaching) Warwick Medical School (for item  
801/08-09)

790/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on 27 July be approved.

791/08-09 HEFCE 17 and 15/2009: Amendment to Funding Agreements of 20 July 2009 (minute  
763/08-09 refers)

RECEIVED:

HEFCE Circular Letters 15/2009 and 17/2009 detailing respectively the initial and final  
institutional allocation of additional student places for 2009-10 (SC.594/08-09).

REPORTED: (by the Registrar)

That the specific details regarding the conditions under which the additional student places  
were offered by HEFCE served to reinforce the University's decision to decline the offer for  
120 additional places for 2009-10 as resolved by the Steering Committee at its meeting held  
on 20 July 2009.

792/08-09 Letter of Support for Fair Access Project with Group of 13 (minute 762/08-09 refers)

RECEIVED:

The University's letter of support for the Group of 13 project for Fair Access dated 31 July  
2009 (SC.595/08-09).

793/08-09 UUK I-Note I/2009/071: Fair Access to the Professions Panel (minute 774/08-09 refers)

RECEIVED:

An I-Note announcing the publication of 'Unleashing Aspiration' by the Panel on Fair Access  
to the Professions, together with an initial analysis of the implications for the HE sector  
(SC.596/08-09).

REPORTED: (by the Deputy Registrar)

- (a) That while it was recommended that the University would not respond to the Universities UK call for comments, the University had raised its disappointment about the decision to transform the national Gifted and Talented programme into a softer 'raising aspirations programme'.

(By Professor Bridges)

- (b) That the proposal within the report for a new vocational route to university focused on undergraduate level study and that this did not benefit or take into account the vocational entry opportunities for postgraduate study existing in the sector.

RESOLVED:

That the University not respond to the UUK request for comments on the report.

794/08-09

Car Parking (minute 738/08-09 refers)

REPORTED: (by the Deputy Registrar)

- (a) That following consideration of proposals for the car parking arrangements for 2009/10 by the Steering Committee on 20 July, the differential rates for car parking permits for 2009/10 would be £200 for grades 6-9 and £150 for grades 1a to 5.
- (b) That the other arrangements set out in the paper would proceed, noting that the changes provided an opportunity to gather usage data relating to all members of the University community which would inform the development of the long-term transport strategy.
- (c) That students were encouraged to consider car-sharing from the three main residential areas to reduce the cost of driving to campus, noting that the current cost of a student permit was £540 per annum and that the incoming daily charge had been calculated at £600.

(By the President of the Students' Union)

- (d) That he had concerns that the new arrangements would not disincentivise students from bringing their car onto campus to the extent that the University anticipated under the proposals but that it would reduce the numbers of students able to afford either a permit or the new daily charge.

(By the Registrar)

- (e) That he had met with representatives from Warwick District Council and that they had agreed to raise the University's concerns regarding the inadequate bus services to campus with the bus operators.

RESOLVED:

That the President of the Students' Union provide to the Registrar evidence to support and inform the discussions with bus operators regarding the perceived poor level of service to campus.

795/08-09

IAS Awards

REPORTED: (by the Deputy Vice-Chancellor)

That two new IAS funding awards for 2009-10 were now open for submission, with deadlines for applications in September:

- (i) *The Early Career Vacation School Competition* for funding or co-funding of research-orientated residential workshops at Warwick or at Warwick's conference location in Venice and geared toward early career (PhD or recent postdoctoral) researchers had a deadline of 21 September.
- (ii) *The Incubation Award Scheme* was intended to provide initial funds for identifying and pump-priming new, Warwick-based collaborative research networks that were interdisciplinary or multidisciplinary in their methodology, agenda and personnel had a deadline is 7 September.

796/08-09

Collin Ferguson Tribute

REPORTED: (by the Deputy Vice-Chancellor)

- (a) That following the sad and sudden death of Collin Ferguson, Estates Officer (1973 – 1997), the University was holding a tribute event in recognition of his contribution to Warwick.
- (b) That the event would take place on Saturday 26 September at Scarman House from 11.00am, with various speakers commemorating their experiences of working with Collin.
- (c) That colleagues should RSVP to Michele O'Shea in the Deputy Registrar's Office if they wished to attend.

797/08-09

IGGY Summer U

REPORTED: (by the Deputy Registrar)

- (a) That the first IGGY Summer U for 2009 had finished on 8 August 2009 and that the programme had been very successful.
- (b) That the two strategy strands of IGGY and Warwick in Africa had been linked through the funding of three Warwick in Africa students to attend the IGGY Summer U.

798/08-09

Marie Curie Research Institute

REPORTED: (by the Pro-Vice-Chancellor (Research: Science and Medicine))

That discussions surrounding the transfer of five Principal Investigators from the Marie Curie Research Institute to a centre in the Warwick Medical School were continuing and that it was hoped to present an overview of the costs and contractual arrangements at the next meeting of the Steering Committee.

RESOLVED:

That an overview of the transfer be considered at the next meeting of the Steering Committee, noting however that contractual actions would need to be taken forward in the meantime and that the Registrar would consider an appropriate mechanism for progressing these.

799/08-09 Centre for Workforce Intelligence (minute 743/08-09 refers)

REPORTED: (by the Deputy Registrar)

That the University had been approached by four organisations to join bids to develop the Centre for Workforce Intelligence and that it had been resolved that Warwick would not be formally involved at this stage of the commissioning process and would not be a partner in any of the proposed bids, noting that this did not, however, preclude the University from participating in the initiative when opportunities for research arise.

800/08-09 NHS Centre for Involvement

REPORTED: (by the Deputy Registrar)

That, as previously reported to the Committee, the NHS Centre for Involvement located on campus would cease to operation from 31 August 2009 following the completion of the contract with the Department of Health and that no future activity would be pursued, noting that ongoing research work would be transferred to Warwick Business School.

801/08-09 HIEC Preliminary Qualifying Questionnaire

CONSIDERED:

A report from the Associate Dean (Teaching), Warwick Medical School updating the Committee on developments in relation to HIECs and to explain the University's next steps (SC.613/08-09).

REPORTED: (by Associate Dean (Teaching), Warwick Medical School)

- (a) That the most significant risk faced by the University in the completion of the Preliminary Qualifying Questionnaire was the receipt of responses from all 11 partners in time to allow for the questionnaire to be finalised prior to submission by 1 September 2009.
- (b) That nine of the eleven partners had responded, noting that two of the outstanding contributions were from commercial partners who had reservations around divulging sensitive information for inclusion in the questionnaire.
- (c) That there were options for overcoming a lack of response from some partners and that these would be investigated further.
- (d) That it was not clear whether the funding allocated to successful HIECs was on a recurrent basis or whether the funding period would be long enough to allow the partnership to secure its own external funding.

RESOLVED:

That the Preliminary Qualifying Questionnaire be submitted to the Registrar for approval early in the week commencing 24 August 2009 and submitted to the SHA by the deadline of 1 September 2009.

802/08-09 Update to the University's Access Agreement for 2010/11 Entry Students

CONSIDERED:

A paper from the Head of Student Finance setting out proposals for revising the University's level of bursary funding to limit overspend in future years against the Office for Fair Access (OFFA) contract, together with an announcement from OFFA establishing a minimum bursary of 10% of the upper tuition fee limit for 2010/11 (SC.614/08-09).

RESOLVED:

- (a) That the proposal to change the University's Access Agreement for 2010/11 to reduce the level of award for 2010/11 entry students from £1800 per annum to £1500 per annum be approved as set out in SC.614/08-09.
- (b) That the revision to the Access Agreement be registered with OFFA by the deadline of 18 August 2009, subject to further consideration of the feasibility of increasing the level of awards in 2010/11 should an underspend situation arise and committing to do so as part of the change to the Access Agreement.

803/08-09 UUK Response to IUSS Report on 'Students and Universities'

RECEIVED:

An email from Universities UK presenting its response to the Innovation, Universities, Science and Skills (IUSS) Select Committee report into students and universities, together with an I-Note summarising the reports key recommendations (SC.599/08-09).

REPORTED: (by the Pro-Vice-Chancellor (Campus and Community))

- (a) That the response by UUK was dismaying and that the initial reporting had not shown the sector in a positive light.
- (b) That the report and its recommendations displayed a strategy to move the higher education sector towards a culture of Ofsted – style quality and standards agency.

(By the Deputy Registrar)

- (c) That there was a dislocation between evidence of the student experience from other streams such as the National Student Survey and the issues raised in this area within the report.

804/08-09 HEFCE 19/2009: REF Pilot – Impact Assessment

CONSIDERED:

A letter from HEFCE inviting expressions of interest from HEIs to participate in a pilot to inform proposals for assessing the impact of research in the Research Excellence Framework (REF) (SC.623/08-09).

RESOLVED:

That the University confirm to HEFCE its interest in participating in the pilot by the submission date of 28 August 2009.

805/08-09 HEFCE 16/2009: Demonstrating the Public Benefits of Higher Education

CONSIDERED:

A HEFCE call for participants for a pilot programme and micro-studies that would aid in the improvement of methods of describing, measuring and disseminating information about the public benefits of higher education (SC.597/08-09).

REPORTED: (by the Registrar)

- (a) That the programme was a result of the Wellings Review into intellectual property and research benefits, noting that there had been no sector consultation on the Review itself.
- (b) That the University could produce a very convincing micro-study into social, community and cultural aspect of the public benefits of HE but it was not clear what the University would gain by doing so.

RESOLVED:

That the University include an explicit statement to its next HEFCE Annual Monitoring Statement to address the issues raised in the Wellings Review, in opposed to participating in the pilot programme or completing a micro-study.

806/08-09 UUK I-Note I/2009/072: HEFCE Consultation on Review of Teaching Funding

CONSIDERED:

An I-Note informing of the recent HEFCE consultation (HEFCE 25/2009) on proposals to withdraw funding from targeted allocations as part of a wider review of achieving targets for efficiency savings within the sector (SC.618/08-09).

RESOLVED:

That the Director of Management Information and Planning review the proposals once the HEFCE documentation was received and compile a draft response for consideration at a future meeting of the Steering Committee with an aim to submitting a response by 30 September 2009.

807/08-09 Advantage West Midlands: Stakeholder Survey

RECEIVED:

The University's response to the Advantage West Midlands (AWM) annual survey of stakeholders and partners to obtain views on their performance over the previous financial year submitted electronically on 6 August following consultations with the senior management team and members of the Regional Affairs Group (SC.620/08-09).

808/08-09 Advantage West Midlands: Procurement Brief

RECEIVED:

A paper presenting a draft procurement brief for a tender for consultancy services to develop an evaluation framework and the methodology for all aspects of the AWM Science City project which the University had been invited to review prior to publication (SC.622/08-09).

REPORTED: (by the Pro-Vice-Chancellor (Research: Science and Medicine))

- (a) That it was advantageous for the University to engage with AWM at the early stages of the tender process to ensure that the evaluation methodology would not become overly burdensome.
- (b) That the Science City package comprised of long term projects and that the University had advised AWM that it might be too soon to evaluate the impact of the projects effectively.

809/08-09 Advantage West Midlands: IT Proposal

REPORTED: (by the Pro-Vice-Chancellor (Research: Science and Medicine))

- (a) That a full proposal for IT services had been submitted to AWM as part of the collaborative package of seven projects between the universities of Warwick and Birmingham,
- (b) That AWM had commissioned a consultancy report into how the proposal would interface with other parts of the package and the impact it might have for the region.
- (c) That AWM had subsequently commissioned a consultancy report into the hardware aspects of the proposal by the University of Cardiff to establish whether the proposed hardware solution would be suitable for that the hardware proposal had raised wider issues about impact which the initial consultancy report should have addressed.
- (d) That he was due to meet with AWM this week to establish how the proposal would be taken forward in the light of the consultancy reports.

810/08-09 International Institute for Product and Service Innovation –Digilab 2 (IIPSI) (minute 739/08-09 refers)

REPORTED: (by the Finance Director)

- (a) That as resolved by the Committee at its meeting of 20 July 2009, further work had been undertaken on the major bid proposal for an International Institute for Product and Service Innovation.
- (b) That Advantage West Midlands (AWM) had confirmed that the requirements of ERDF funding committed the capital asset to continue in the same activity for 20 years.
- (c) That the current proposal would require £4million of University funds for the building but that, at this stage, no approval for a University contribution had yet been secured from Finance and General Purposes Committee.
- (d) That in addition it was believed, following consultations with AWM, that several aspects of the proposed use of the building would not be eligible for ERDF funding which raised a significant issue given that the funding package currently offered was based on an estimate of 100% eligibility for ERDF funding.
- (e) That colleagues from the Warwick Manufacturing Group (WMG) leading the development of the bid were currently defining the proposed use of the space including running costs and potential revenue, as well as considering the re-profiling the estimated spend and duration of the build.

RESOLVED:

- (a) That the Steering Committee record its ongoing concerns regarding the proposal, particularly the requirement to use University funds to support the capital, the risk that an even larger funding gap could appear, and the restrictions placed on the building's use for 20 years.
- (b) That a subgroup, to include at least one of the DVC and the PVC for Research (Science & Medicine) and one of the Registrar and the Finance Director, consider WMG's proposal for the usage of the floor area of Digilab 2, prior to any decision being taken on whether to submit the bid noting that WMG had advised that the bid needed to be submitted within ten days.

811/08-09 Low Carbon Vehicle Technology Programme (minute 630/08-09 refers)

REPORTED: (by the Finance Director)

- (a) That the programme had been subject to retrospective contract changes with regards to the calculation of overheads using ERDF methodology instead of the initial TRAC EU scheme which set overheads at 60%.
- (b) That the changes raised issues around the viability of those projects affected, some of which were already underway.

RESOLVED:

That the Finance Director continue to investigate the impact of the change and inform members of the Committee of any significant issues.

812/08-09 JISC Strategy 2010/12

CONSIDERED:

The JISC draft strategy document for 2010/12 and invitation to UK HE and FE institutions, membership bodies and key partners to input into the strategy's development (SC.609/08-09).

RESOLVED:

That the JISC strategy be circulated to the Librarian and Director of IT Services and members of the Information Policy and Strategy Committee for comment prior to responding by the submission deadline of 24 September 2009.

813/08-09 Innovation, Universities, Science and Skills (IUSS) Select Committee: Evidence Check

CONSIDERED:

A call from the IUSS Select Committee commissioning work to assess the Government's use of evidence in policy-making in preparation for the creation of the Science and Technology Committee on 1 October 2009 (SC.621/08-09).

RESOLVED:

That the University would not respond to the call.

814/08-09 UUK Report: The UK Doctorate – Opportunities and Challenges

CONSIDERED:

The foreword and summary chapter of a UUK report into postgraduate research provision (SC.600/08-09).

REPORTED: (by the Deputy Vice-Chancellor)

- (a) That the report was timely given the recent announcement by the Secretary of State of Business, Innovation and Skills of a review into postgraduate provision in the UK to be led by Professor Adrian Smith, the Director General of Science and Research and that the review would report in early 2010.

(By the Chair of the Board of Graduate Studies)

- (b) That the recommendations within the report were conservative.

RESOLVED:

That the Chair of the Board of Graduate Studies review the recommendations and identify any actions for the University in light of the report.

815/08-09 UUK I-Note I/2009/068:Modernising Scientific Careers – Genetics Pilot

CONSIDERED:

An I-Note announcing a Department of Health invitation to tender for the development and delivery of the curriculum for the Scientific Training Programme element of the Genetics Pilot hosted by the NHS West Midlands (SC.598/08-09).

RESOLVED:

That the Committee note that the Warwick Medical School had decided that it lacked the clinical expertise necessary to respond to the invitation and would therefore not express an interest by the deadline of 19 August 2009.

816/08-09 British Transplant Games

REPORTED: (by the Deputy Registrar)

- (a) That the University had hosted the Westfield Health British Transplant Games between 30 July and 2 August 2009.
- (b) That the organising charity, Transplant UK, had had some initial concerns regarding swine flu and its prevalence in the Midlands but the event had continued with no recorded cases.

817/08-09 Higher Education and Collaboration in Global Context: Building a Global Civil Society

RECEIVED:

A report commissioned by the Prime Minister assessing the history the history of UK/US higher education partnership, recommending developments which the partnership should undertake and making a case for centrality of higher education in the global context (SC.619/08-09).

REPORTED: (by the Registrar)

That the Vice-Chancellor had been a member of the group behind the report and that he might wish to raise some further points at the next meeting of the Committee.

818/08-09 Next Meeting of the Committee

REPORTED: (by the Registrar)

That the next meeting of the Steering Committee would be held on 7 September 2009, noting that an electronic circulation of items to be received for information only might be necessary over the summer.

819/08-09 University Response to the QAA/UUK/GuildHE Survey on the implementation of the HE credit framework for England

RECEIVED:

The University's response to the QAA/UUK/GuildHE Survey on the implementation of the HE credit framework for England submitted by the deadline of 31 July 2009 (SC.601/08-09).

- 820/08-09 University Response to DCLG Consultation on Houses in Multiple Occupation and Possible Planning Responses
- RECEIVED:
- The University's contribution to the UUK response to the Department of Community and Local Government consultation on houses in multiple occupation and possible planning responses, and (ii) the Rugg Review of the private rented sector submitted on 24 July 2009 (SC.602/08-09).
- 821/08-09 New Advisory Panel on New Industry, New Jobs, Universities and Skills
- RECEIVED:
- A press release from the Department of Business, Innovation and Skills announcing a new advisory panel on new industry, new jobs, universities and skills (SC.603/08-09).
- 822/08-09 UUK I-Note I/2009/075: Analysis of the Consultation on the UKRIO Draft Code of Practice
- RECEIVED:
- A summary from UUK analyzing the recent consultation on the UK Research Integrity Office's draft Code of Practice for Research (SC.617/08-09).
- 823/08-09 HEFCE HE – Business Community Interaction Survey 2007-08
- RECEIVED:
- The executive summary of a HEFCE report analysing the results of the 2008 Higher Education – Business and Community Interaction Survey for UK higher education institutions, referring to the 2007-08 academic year (SC.604/08-09)
- 824/08-09 International Partnerships: A Legal Guide for UK Universities
- RECEIVED:
- The foreword and executive summary of an International Unit setting out the key legal aspects to international partnerships for UK universities covering themes such as laying the groundwork, due diligence and troubleshooting (SC.608/08-09).
- 825/08-091 UK I-Note I/2009/074: IUSS Report into Science and Engineering Policy
- RECEIVED:
- An I-note informing members of the publication of the Innovation, Universities, Science and Skills( IUSS) select committee enquiry into science and engineering policy and UUK's response to those recommendations (SC.605/08-09).
- 826/08-09 Europe Unit E/09/06: UK Arrangements for Academic credit and the European Credit Transfer and Accumulation System (ECTS)
- An E-Note providing updated guidance for the UK higher education (HE) sector on the relationship between UK arrangements for the award of academic credit and the European Credit Transfer and Accumulation System (ECTS) (SC.606/08-09).

827/08-09

Europe Unit E/09/07: UK MEPs and European Parliament Committees

RECEIVED:

An E-note updating the Committee on the results of the UK elections to the European Parliament on 4 June, and the appointment of UK Members of the European Parliament (MEPs) to European Parliament committees (SC.607/08-09).

Kms/jf/steersshare/minutes2008-09/Aug09/10Aug09