

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Senate Steering Committee held on 19 January 2015

Present: Professor Sir N Thrift (Vice-Chancellor and President (Chair)), Professor Stuart Croft (Provost) (until item 125/14-15), Professor M Freely (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), Professor T Jones (Pro-Vice-Chancellor (Science, Engineering & Medicine)), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education and Chair of the Board of Graduate Studies)), Professor S Swain (Pro-Vice-Chancellor (Arts and Social Sciences)), Professor P Thomas (Pro-Vice-Chancellor (People and Public Engagement)), Ms C Turhan (President of the Students' Union), Professor P Winstanley (Chair of the Board of the Faculty of Medicine), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).

Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor M Taylor (Dean of the Warwick Business School).

In Attendance: Ms S Black (Assistant Registrar, Governance (Assistant Secretary)), Mr J Breckon (Director of Estates), Ms R Drinkwater (Group Finance Director), Dr M Glover (Academic Registrar), Ms J Horsburgh (Deputy Registrar), Dr D Lamburn (Chair of the Collaborative Flexible and Distributed Learning Sub-Committee) (for item 132/14-15), Ms G McGrattan (Director of Human Resources) (from item 125/14-15), Ms H Pennack (Director of University Marketing) (for item 126/14-15), Mr I Rowley (Director of Development, Communication and External Affairs), Mr K Sloan (Registrar and Chief Operating Officer (Secretary)), Ms Roberta Wooldridge Smith (Deputy Academic Registrar).

Note: *Items marked with an asterisk {*} are classified as restricted, noting that all restricted business is confidential to members and attendees of the Steering Committee.*

117/14-15 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 17 December 2014 be approved.

118/14-15 Assembly Minutes

RECEIVED:

The minutes of the meetings of the Assembly on 11 February 2014 and 28 October 2014.

REPORTED: (by the Registrar and Chief Operating Officer)

(a) That the Steering Committee was being invited to note the minutes in view of the time interval between meetings of the Assembly, noting that should any changes be requested to the minutes at a subsequent meeting of the Assembly, the minutes would be annotated accordingly.

RESOLVED:

That the minutes from the 11 February 2014 and 28 October 2014 meetings of the Assembly be noted.

119/14-15 Chair's Business: Summit to Explore Future of Peaceful Protest at Warwick

REPORTED: (by the Vice-Chancellor and Chair)

- (a) That Warwick's Centre for Human Rights in Practice had announced it would run an independent summit to explore the future of peaceful protest at Warwick, with the full support of both the University and the Students' Union.
- (b) That the Centre for Human Rights in Practice would seek views from all Warwick staff and students prior to holding the summit to examine the relevant issues, with further information being made available via insite shortly.

120/14-15 Chair's Business: Chair of the Faculty of Science

REPORTED: (by the Vice-Chancellor and Chair)

- (a) That the selection process for the role of Chair of the Faculty of Science to serve for an initial period of up to three years, subject to annual renewal by the Faculty, continued following the deadline for nominations and expressions of interest at midnight on Monday 12 January 2015.
- (b) That interviews would be held on 2 February 2015, noting that in the first instance, the post was only open to members of staff of the University.

121/14-15 Chair's Business: Development and Performance Review Scheme

REPORTED: (by the Vice-Chancellor and Chair)

- (a) That a Development and Performance Review (DPR) scheme had been introduced on 8 January 2015 in order to facilitate the streamlining of processes around annual review, Merit Pay and Senior Staff Review and to ensure common timescales.
- (b) That those who wished to be considered for Merit Pay or Senior Staff Review would need to complete the DPR process by 13 March 2015.
- (c) That the scheme would provide the opportunity for all colleagues to talk openly and regularly with their reviewers about their role, contributions, development needs and career aspirations.
- (d) That further details about the DPR scheme were available through the Learning and Development Centre website.

122/14-15 Chair's Business: Changes for Warwick Sport Leadership Team

REPORTED: (by the Vice-Chancellor and Chair)

- (a) That with effect from 5 January 2015, Lisa Dodd-Mayne had joined the University as Director for Sport & Active Community, coming from Wakefield Council where she had responsibility for sport, culture and leisure services.
- (b) That with effect from the same date James Ellis, previously Acting Director for Sport, had taken up a new role as Development Director for Sport and Leisure, working as part of the Business Development Team in the Campus & Commercial Services Group.

- (c) That Lisa would lead the Warwick Sport Team and report to Mike Roberts, Director for Campus Services & IT, while James would continue to work with the Warwick Sport Team on specific projects, reporting to Bob Hogg, Business Development Director.

123/14-15 Chair's Business: Staff Awards

REPORTED: (by the Vice-Chancellor and Chair)

- (a) That the winners of the inaugural Staff Awards 2015 had been announced at a gala dinner on 16 January 2015.
- (b) That the event had highlighted the breadth of contribution from staff across all areas to the University's success.

RESOLVED:

- (a) That the Staff Award winners and commendees be congratulated on their achievement.
- (b) That the thanks of the Committee be extended to all staff involved in the successful organisation of the Staff Awards.

124/14-15 New Year's Honours for Professor Nigel Thrift

REPORTED: (by the Registrar and Chief Operating Officer)

That Professor Nigel Thrift, Vice-Chancellor and President, had been awarded a knighthood in the 2015 New Year's Honours List for services to higher education.

RESOLVED:

That the warm congratulations of the Committee be extended to Professor Sir Nigel Thrift on his knighthood.

125/14-15 *California Update

CONSIDERED:

A paper presenting a proposal in response to the opportunity to establish a University presence in California (SC.56/14-15 {Restricted}).

RESOLVED:

That the draft proposal to establish academic and student activity and presence in California be noted, as set out in paper SC.56/14-15 {Restricted}.

126/14-15 University Brand

CONSIDERED:

A paper outlining the implementation plan for the refreshed University Brand (SC.57/14-15), together with an oral update and presentation by the Director of University Marketing.

REPORTED: (by the Director of University Marketing)

- (a) That the final brand design had been determined further to consultation with the University community.
- (b) That the draft brand identity guidelines (appended to the paper), required finalisation prior to wider circulation, noting that it was intended that Warwick imagery would be integrated into the final version.
- (c) That exploratory work had commenced with some of the sub-brands, with a view to bringing them visually closer to the University.
- (d) That it was proposed to roll out the refreshed brand across a 12-month period from late Spring/ early Summer 2015.
- (e) That workshops were being held with departments to understand the full implications of the timing of the brand launch on their current activity.
- (f) That 'brand ambassadors' located in departments across the University would continue to act as key facilitators and supporters of internal engagement with the implementation process.
- (g) That highly visible communications, such as the menu bar on the University website, would be switched over on the launch date, with other top level sections of the website being changed either at that point or shortly following the launch.
- (h) That External Affairs web pages would be created, providing full guidelines, toolkits and support information.
- (i) That the implementation plan, appended to the paper, set out the list of risks and planned mitigation regarding the launch.
- (j) That a paper outlining the estimated costs of implementation was due to be considered by the Administrative and Professional Services Group in due course.
- (k) That elements of the new brand, not including the logo, could be used in the transitional period as required, including on white hoardings around building developments on campus.
- (l) That work was ongoing with the Purchasing Department around Quality Control and new suppliers.
- (m) That where re-orders of stationery, for example, were required pre-launch, small print runs should be ordered.

RESOLVED:

- (a) That the refreshed University brand be approved.
- (b) That the implementation plan for the refreshed University Brand, as set out in paper SC.57/14-15, be noted.

127/14-15 Senate Business

CONSIDERED:

The items of business for the meeting of the Senate to be held on 28 January 2015.

REPORTED: (by the Registrar and Chief Operating Officer)

That due to the business of the January Senate being significant, the proposal on the reform of the Steering Committee would be remitted to the meeting of the Senate in March, which would allow opportunity for further engagement with academic colleagues.

RESOLVED:

That the items of business for the meeting of the Senate to be held on 28 January 2015 be approved, as set out in the papers circulated for consideration by Senate Steering.

128/14-15 Education Report

CONSIDERED:

A paper briefing the Committee on matters relating to Education (SC.58/14-15).

RESOLVED:

- (a) That a review of impact of Director of Student Experience posts would take place at a time to be determined.
- (b) That the Academic Quality and Standards Committee would lead on framing recommendations on the potential focus and timing of the Institutional Teaching and Learning Review.
- (c) That the Education Report (S.58/14-15) be noted.

129/14-15 Risk Management Policy

CONSIDERED:

A paper setting out the draft new University Risk Management Policy (SC.59/14-15).

REPORTED: (by the Deputy Registrar)

- (a) That it was intended that the revised policy would replace the University's current risk management policy.
- (b) That the proposed oversight role of the Steering Committee across all types of risk would be subject to the further consideration by the Senate of the proposal to reform the Steering Committee, to be remitted to the meeting of the Senate in March.
- (c) That the draft new University Risk Management Policy would be presented to the Audit Committee and the Senate prior to final approval by the Council.

RESOLVED:

That the draft Risk Management Policy be noted.

130/14-15 *Summary of Financial Performance Q1 2014-15

CONSIDERED:

A paper providing a summary of the University financial performance in the first quarter of the financial year 2014/15 (SC.60/14-15 {Restricted}).

RESOLVED:

That the University financial performance in Quarter 1 2014/15 be noted as set out in paper SC.60/14-15 {Restricted}.

131/14-15 *Capital Plan Update

CONSIDERED:

A paper setting out the revised capital development plan against the University's strategic aims (SC.61/14-15 {Restricted}).

RESOLVED:

That the Capital Plan Update be noted as set out in paper SC.61/14-15 {Restricted}.

132/14-15 Proposed Collaboration between the Centre for Lifelong Learning and the Oxford Coaching and Mentoring Group

CONSIDERED:

A paper detailing a proposed collaboration between the Centre for Lifelong Learning (CLL) and Oxford Coaching and Mentoring Group (the OCM group) (SC.62/14-15).

REPORTED: (by the Chair of the Collaborative Flexible and Distributed Learning Sub-Committee)

- (a) That the proposed collaboration was being brought to the Steering Committee for consideration in principle, on the recommendation of the Chairs of the relevant committees.
- (b) That the proposal related to the validation of two modules, noting that the University did not as a matter of policy usually, validate courses or modules offered by other Higher Education providers.
- (c) That potential risks of the collaboration were being managed appropriately through the risk assessment aspects of the course approval process for courses with collaborative provision.
- (d) That the proposal was aligned with CLL's strategic plans, which included the development of a range of programmes, including collaborations such as this one.

(by the Registrar and Chief Operating Officer)

- (e) That while the potential for income stream expansion was noted, it would be important to look at such collaborations as a point of principle.

(by the Pro-Vice-Chancellor (Teaching and Learning))

- (f) That it would be advisable for CLL to consider the development of such relationships at a strategic level rather than on a case-by-case basis.

(by the Academic Registrar)

- (g) That the Academic Resourcing Committee was due to consider a draft refreshed strategy document from CLL, noting that this would provide an opportunity for CLL to align such proposals with its future strategy.

(by the Pro-Vice-Chancellor (People and Public Engagement))

- (h) That such opportunities provided good examples of business engagement.

(by the Pro-Vice-Chancellor (Postgraduate and Transnational Education and Chair of the Board of Graduate Studies))

- (i) That certain outcomes of the Graduate School Review also related to the wider issues around consideration of such proposals.

RESOLVED:

- (a) That the proposal be referred back to CLL for further consideration and positioning as part of its draft refreshed strategy.
- (b) That the Director of Development, Communication and External Affairs refer the proposal to the Business Relations Executive Directorate for consideration as an example of business engagement.

133/14-15

*Counter-Terrorism and Security Bill and Draft Response to Prevent Duty Consultation

RECEIVED:

A paper presenting the draft guidance on the Counter-Terrorism and Security Bill, together with the supporting analyses from the Russell Group and UUK and consultation questions (SC.63/14-15 {Restricted}).

RESOLVED:

- (a) That members of the Steering Committee apprise the Deputy Registrar, as appropriate, of any further views with respect to the consultation questions set out within paper SC.63/14-15 {Restricted}.
- (b) That the Deputy Registrar be requested to draft an institutional response to UUK, to be circulated to the members of the Steering Committee prior to submission (by the deadline of 21 January 2015) for inclusion in UUK's response to the consultation process, with final approval to be given on behalf of the Steering Committee by the Vice-Chancellor.

134/14-15 *TATA Advanced Steel Research Hub – UKRPIF Bid

RECEIVED:

A summary paper regarding the submission, made on 9 January 2015, of a full proposal to HEFCE UK Research Partnership Investment Fund (UKRPIF) in collaboration with Tata Steel, together with the Major Projects Checklist (SC.64/14-15).

135/14-15 National Student Survey - Testing to Inform the Design of a New NSS

RECEIVED:

A letter from HEFCE (SC.64/14-15) providing further details about the plans for testing to inform the design of a new National Student Survey (NSS), noting that the main NSS 2015 would run in the normal way and that no action was required as a result of the letter.

As at 05 February 2015