

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 25 July 2016

- Present: Ms R Drinkwater (Group Finance Director (Chair)), Professor A Clarke (Chair of the Faculty of Medicine), Professor S Gilson (Chair of the Faculty of Arts), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Faculty of Social Sciences), Mr I Leigh (President of the Students' Union) (from item 358/15-16), Professor M Shipman (Chair of the Faculty of Science), Professor L Young (Academic Vice-President).
- Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor S Croft (Vice-Chancellor and President), Professor T Jones (Provost), Professor J Palmowski (Academic Vice-President), Mr K Sloan (Registrar and Chief Operating Officer), Professor C Sparrow (Academic Member of the Senate), Professor S Swain (Pro-Vice-Chancellor (External Affairs)), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- In Attendance: Mrs E Birch (Head of Governance Services (Secretary)), Ms S Black (Assistant Registrar (Governance)) (Assistant Secretary)), Mr J Breckon (Director of Estates), Ms L du Plessis (Associate Director (Communications)) (for item 358/15-16), Dr M Glover (Academic Registrar), Mrs P Glover (Secretary to Council), Ms S Moore (Committee Support Administrator (Governance) (Assistant Secretary)).

357/15-16 Minutes

RESOLVED:

That the open minutes of the meeting held on 11 July 2016 be approved.

358/15-16 *EU Referendum Outcome: Communications Plan (minute 347/15-16 refers)

CONSIDERED:

A report providing an overview of communication plans put in place for Warwick staff, prospective and current students following the UK's vote to leave the European Union (EU) (SC.165/15-16 {restricted}).

RESOLVED:

- (a) That the HEFCE Post-EU Referendum Survey return be brought to a future meeting of the Steering Committee.
- (b) That the report providing an overview of communication plans put in place for Warwick staff, prospective and current students following the UK's vote to leave the European Union, as set out in SC.165/15-16 {restricted}, be noted.

359/15-16 *Warwick International Foundation Programme Update (minute 351/15-16 refers)

CONSIDERED:

A report on developments regarding the Warwick International Foundation Programme (WIFP) (SC.166/15-16 {restricted}).

RESOLVED:

- (a) That the thanks of the Committee be extended to the WIFP Team and the Pro-Vice-Chancellor (Teaching and Learning) who, with short-notice and tight timescales, had ensured the logistics for the relocation of the programme were completed, enabling the course to begin at Warwick in October 2016.
- (b) That an update on WIFP intake figures be circulated to the Steering Committee.
- (c) That the WIFP be established as a new, cross-discipline academic department during 2016/17 within the Faculty of Social Sciences.

360/15-16 Summer Degree Congregations 2016

REPORTED: (by the Group Finance Director)

- (a) That thousands of students had been awarded their degrees during the highly successful degree congregations held the previous week.
- (b) That the ceremonies also recognised distinguished honorary graduates from a wide range of areas, as well as the winners of the Warwick Awards for Teaching Excellence and the Outstanding Student Contribution Awards.

RESOLVED:

That the sincere thanks of the Committee be extended to all the staff who contributed to the smooth running of the degree ceremonies.

361/15-16 In memoriam: Professor V. F. Perkins

REPORTED: (by the Group Finance Director)

- (a) That the University was deeply saddened by the news that Professor V.F. Perkins, co-founder of the Department of Film and Television Studies, passed away on Friday 15 July 2016.
- (b) That details of the funeral and other memorial arrangements would be communicated via insite once available.

RESOLVED:

That the sincere condolences of the Committee be extended to the Perkins family.

362/15-16 Warwick in California

REPORTED: (by the Group Finance Director)

That the first senior academic appointment to the Warwick in California partnership had recently been announced, with Professor Seán Hand appointed as Dean of the Warwick in California Graduate School, noting that he would shortly move to California to take up the role.

363/15-16 Chancellor's Commission Report: Our Place in the Region

REPORTED: (by the Group Finance Director)

- (a) That the Chancellor's Commission had released its report providing the University and partners with a number of practical ideas for increasing impact and partnership with Coventry, Warwickshire and the Midlands.
- (b) That the Commission articulated a number of initiatives for the Government to consider as it progressed its plans outlined in the Higher Education and Research White Paper, 'Success as a Knowledge Economy' published in May 2016.

(by the Director of Estates)

- (c) That the Director of External Affairs and his team were considering next steps following the publication of the report, which would be communicated in due course.

(by the Secretary to Council)

- (d) That, due to the timing of its release, the University Council would consider the report at an upcoming meeting.

364/15-16 Conference Awards 2016

REPORTED: (by the Group Finance Director)

- (a) That Warwick Conferences had won the prestigious Best Conference Venue Customer Service award at the Conference Awards held on 1 July 2016.
- (b) That the Awards, organised by The Global Conference Network and launched in 2013, commended the contributions made by professional conference organisers to their business sectors and the best solutions providers for the conference industry.

RESOLVED:

That Warwick Conferences be congratulated on their award.

365/15-16 Steering Committee Membership

REPORTED: (by the Group Finance Director)

- (a) That whilst Professor Colin Sparrow had given his apologies for the current meeting, it was noted that it would have been his last meeting in his capacity as Academic Member of the Senate.
- (b) That this was Mr Isaac Leigh's last meeting in his capacity as President of the Student's Union.

RESOLVED:

- (a) That Professor Colin Sparrow be thanked for his contribution to the Committee in his capacity as Academic Member of the Senate.

- (b) That Mr Isaac Leigh be thanked for his contribution to the Committee in his capacity as President of the Students' Union.

366/15-16 HEFCE Changes to Memorandum of Assurance and Accountability

CONSIDERED:

A report on the changes to the Memorandum of Assurance and Accountability (MAA) which would become effective from 1 August 2016 (SC.168/15-16 {restricted}).

REPORTED: (by the Group Finance Director)

- (a) That the changes reflected the HEFCE's new approach to ensuring effective risk management, control and governance in the providers it funded.
- (b) That the MAA required institutions to have effective arrangements in place in order to provide assurance that the institution complied with the mandatory requirements relating to audit and financial reporting.
- (c) That Heads of Departments should be made aware of the changes, particularly in relation to the Research Integrity Concordat.
- (d) That the changes ensured financial approvals were delegated at the appropriate levels.

(by the Secretary to Council)

- (e) That the HEFCE undertook an annual assessment of institutional risk, noting that it was desirable not to be designated as 'at higher risk'.
- (f) That the MAA ensured institutions managed their activities in order to remain sustainable and financially viable, noting that the revisions conveyed more explicitly institutions' responsibilities in relation to student experience and student outcome.

RESOLVED:

- (a) That the report on the changes to the Memorandum of Assurance and Accountability, effective from 1 August 2016, as set out in SC.168/15-16 {restricted}, be noted.
- (b) That the Chairs of the Faculty Boards communicate the changes to the Memorandum of Assurance and Accountability, particularly in relation to the Research Integrity Concordat, to the Heads of Departments within their faculties.

367/15-16 *Report from the Fees Working Group

CONSIDERED:

A paper presenting a proposal from the Department of History of Art to amend the fees for the Diploma in History of Art course from 2017/18 onwards (SC.169/15-16 {restricted}).

RESOLVED:

That the proposal from the Department of History of Art to amend the fees for the Diploma in History of Art course from 2017/18 onwards, as set out in SC.169/15-16 {restricted}, be approved.

368/15-16 *Financial Performance of Campus and Commercial Services Group

RESOLVED:

That the financial performance of the Campus and Commercial Services Group departments at Quarter 3 2015/16, as set out in SC.170/15-16 {restricted}, be noted.

As at 9 September 2016