

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 25 June 2012

Present: Vice-Chancellor,  
Deputy Vice-Chancellor,  
Professor A Caesar,  
Professor S Croft,  
Professor C Hughes (from item 567 (c)/11-12),  
Professor J Labbe,  
Professor S Swain,  
Professor M Taylor,  
Professor P Thomas,  
Professor P Winstanley (from item 571 (b)/11-12),  
Mr L Bøe.

Apologies: Professor T Jones.

In Attendance: Registrar, Deputy Registrar, Academic Registrar, Director of Finance and Financial Strategy, Director of Development, Communications and Strategy, Director of Estates, Head of Corporate Governance, Head of Governance Support Services, Executive Officer (VC's Office), Assistant Registrar (Institutional Review), Administrative Officer (Governance), Director of Health and Safety (for item 567/11-12), Senior Assistant Registrar (Space Management and Timetabling) (for item 568/11-12).

563/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 11 June 2012 be approved.

564/11-12 BIS Survey of UK Civil Nuclear Energy Research Capability (minute 516/11-12 refers)

RECEIVED:

The University's response to the BIS Survey of UK Civil Nuclear Energy Research Capability (SC.388/11-12, revised 2)

REPORTED: (by the Vice-Chancellor)

That, following consideration of the Steering Committee by correspondence, he had taken Chair's Action on behalf of the Steering Committee to approve the University's response to the BIS Survey of UK Civil Nuclear Energy Research Capability, set out in SC.388/11-12, revised 2, and that it was submitted to BIS prior to the deadline of 20 June 2012.

565/11-12 2011/12 Annual Risk Management Report

REPORTED: (by the Head of Corporate Governance)

That, following consideration of the Steering Committee by correspondence, the VC had taken Chair's Action on behalf of the Steering Committee to approve a revised version of the 2011/12 Annual Risk Management Report as set out in SC.390/11-12, revised, and that this report was attached to the Risk Management Report to the Audit Committee (paper SC.393/11-12, minute 570/11-12 refers).

566/11-12 Interim Widening Participation Strategic Statement 2012/13

REPORTED: (by the Vice-Chancellor)

That, following consideration of the Steering Committee by correspondence, he had taken Chair's Action on behalf of the Steering Committee to approve the University's Interim Widening Participation Strategic Statement 2012/13, as set out in SC.389/11-12, revised, and that it had been submitted to the HEFCE prior to the deadline of 22 June 2012.

567/11-12 Health and Safety Update

RECEIVED:

A report from the Director of Health and Safety, with an Update and Forward Plan for health and Safety, including an oral report (SC.391/11-12).

REPORTED: (by the Director of Health and Safety)

- (a) That the Health and Safety team were looking to capture good examples of changing attitudes and achieving improvements in health and safety within departments, in order to communicate this good practice.
- (b) That approaches taken by the Director of the Commercial Group to change the culture of its staff had led to significant improvements in overall performance, as well as health and safety culture specifically.
- (c) That the common approach used in the management of health and safety by departments would continue, enabling departments to recognize and respond effectively to emerging risks.
- (d) That the Risk Management Information Systems would also help to empower staff to capture and share key information relating to significant hazards in their department.

(by the Registrar)

- (e) That the Health and Safety Executive Committee had commended the Commercial group on its shift in approach towards health and safety.
- (f) That academic members of the Health and Safety Executive Committee had recognised the value of sharing more widely the approaches taken by the Director of the Commercial Group that have led to significant improvements in health and safety culture and performance in the Commercial Group.
- (g) That the presentation given by the Commercial Group to the Health and Safety Executive Committee would be delivered at a future Heads of Department Forum.

568/11-12 Capital Developments and Space Management

CONSIDERED:

A paper outlining recent capital and space developments (SC.392/11-12).

REPORTED: (by the Acting Senior Assistant Registrar (Space Management & Timetabling))

- (a) That a decision on the selection of a site for a new large lecture theatre was still pending, in the light of further discussion around potential future models of teaching at Warwick.
- (b) That the Capital Planning and Accommodation Review Group had established a working group to consider space issues relate to the Humanities Building.

(by the Director of Estates)

- (c) That the Mechanochemical Cell Biology Building was completed within budget in February 2012.
- (d) That work to advance the £13.361m CIF2 programme of improvements and refurbishments across campus had commenced.
- (e) That potential bids for capital funding included refurbishment of Coventry House and improvements to University House Café, Library Café and the first floor of Rootes Building.

RESOLVED:

That the gratitude of the Steering Committee be recorded to Mr Gareth Bennett for his work, noting that this was the last meeting of the Steering Committee that he would attend given his change in role.

569/11-12

Quarter 3 End - ARC

RECEIVED:

A report setting out the 2011/12 Q3 financial position for academic departments, including WMS and WBS, together with an oral report (SC.399/11-12).

REPORTED: (by the Academic Registrar)

- (a) That the Income Summary Statement showed a positive favourable variance against forecast for the Operating Surplus.
- (b) That Warwick Business School, the School of Law and the Departments of Economics and Mathematics had performed particularly well against forecast, as had the School of Life Sciences, noting that they were managing their deficit well.

(by the Deputy Vice-Chancellor)

- (c) That overall underspend was due to a number of vacancies that were yet to be filled, and that steps to address this were being considered.
- (d) That more realistic assumptions about the time taken to recruit to vacancies were being included in the ARC planning process, to allow decisions to be taken on a more considered basis.

(by the Registrar)

- (e) That staff/student ratios, as well as budgetary requirements, would be impacted by not maintaining recruitment of academic staff in line with the increase in student numbers.

570/11-12

Risk Management Report to Audit Committee

CONSIDERED:

The full Risk Management Report for the next meeting of the Audit Committee, including a report of key issues discussed at the last two meetings of the Operational Risk Management Group (ORMG) in addition to the revised Annual Report (SC.393/11-12).

REPORTED: (by the Head of Corporate Governance)

- (a) That the risk management report to the Audit Committee was intended to give assurance on the effective operation of risk management at the University and focused on evidence of greater engagement in the risk management process and greater dynamism in the identification and assessment of risks on the risk register.
- (b) That the report to the Audit Committee recommended the development of a risk management strategy to articulate the overarching aims, objectives and structures of risk management.
- (c) That it was also recommended that the development of procedures and methodologies that underpin this strategy be delegated to the Steering Committee as advised by the Operational Risk Management Group.
- (d) That should the Audit Committee endorse this approach, the Steering Committee and the Council would be invited to consider the University Risk Management Strategy in the Autumn term 2012 following further development over the summer.

RESOLVED:

- (a) That the Risk Management Report to the Audit Committee be approved.
- (b) That issues relating to the differential recruitment of students, to staff recruitment and to staff: student ratios be more explicitly reflected in the next iteration of the Risk Register.
- (c) That a draft revised University Risk Register be considered by the Steering Committee at its meeting scheduled for 2 July 2012, following consultation with risk holders and prior to the termly report to Council on 11 July 2012.

571/11-12

Senate Business

RESOLVED:

That the comments and recommendations of the Steering Committee on the items of business for the meeting of the Senate to be held on 4 July 2012 be approved as set out in the papers circulated for the meeting of the Senate, subject to revisions as agreed in the meeting, noting in particular the following;

Report from the Academic Quality and Standards Committee

- (a) That the Steering Committee approved the Pro-Vice-Chancellor for Education and Student Experience's recommendation to change the title of "Warwick Community Agreement" to "Warwick Community Statement" within the Academic Quality and Standards Committee report to the Senate.
- (b) That the provisional Learning and Teaching Strategy be recommended to the Senate for in principle approval as set out in AQSC.70/11-12 (revised), with a view to further development and refinement over the summer and a final version to be brought to the Senate, as approved by the Pro-Vice-Chancellor for Education and Student Experience on behalf of the Academic Quality and Standards Committee, for approval at its meeting in October 2012.

572/11-12

Executive Officer (Vice-Chancellor's Office)

REPORTED: (by the Vice-Chancellor)

That it was the final meeting of Steering Committee that Ms Eliza Gaffney would be attending prior to her maternity leave.

- 573/11-12      Leamington Residents General Meeting
- REPORTED: (by the President of the Students' Union)
- That he and Trevor Seeley would be sending representatives to the Leamington Residents General Meeting scheduled for Wednesday 27 June, at the Salvation Army on Chapel Street, Leamington Spa from 6pm.
- 574/11-12      Warwick Student Arts Festival
- REPORTED: (by the President of the Students' Union)
- That the annual Warwick Student Arts Festival would take place on campus from 24 – 27 June 2012.
- 575/11-12      Sabbatical Societies Officer Portfolio
- REPORTED: (by the President of the Students' Union)
- That Silkie Cragg, the Sabbatical Societies Officer for 2012/13, would be undertaking the International portfolio within the role.
- 576/11-12      Ofqual Consultation on A Level Reform
- REPORTED:
- That the University's response to the Ofqual Consultation on A Level Reform would be overseen by Katharine Gray, Senior Assistant Registrar (Teaching Quality) or Andrew Higgins (Director of Student Admissions and Recruitment), and be considered by the Steering Committee prior to the submission deadline of 11 September 2012.
- 577/11-12      UCEA Consultation on the Tier 2 Codes of Practice and updating the Tier 2 NQF6+ Occupation List
- REPORTED:
- That the University's response to the UCEA Consultation on the Tier 2 Codes of Practice and updating the Tier 2 NQF6+ Occupation List would be compiled and submitted by the HR Team, and be received by the Steering Committee for information after the submission deadline of 13 July 2012.
- 578/11-12      UCEA Consultation on amendments to the Medical Profession (Responsible Officers) 2010 Regulations
- REPORTED:
- That the University's response to the UCEA Consultation on amendments to the Medical Profession (Responsible Officers) 2010 Regulations would be overseen by Wendy Coy (School Secretary, Warwick Medical School), and be considered by the Steering Committee prior to the submission deadline of 13 July 2012.