

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 27 June 2011

Present: Vice-Chancellor,
Deputy Vice-Chancellor,
Professor S Bruzzi,
Professor A Caesar,
Professor M Finn,
Professor C Hughes,
Professor T Jones,
Professor J Labbe,
Professor M Taylor.
Mr D Stevens.

Apologies: Professor K Lamberts, Professor P Winstanley.

In Attendance: Registrar (from item 729 (j)/10-11 to item 741/10-11), Deputy Registrar, Academic Registrar, Finance Director, Director of Development, Communications and Strategy, Director of Estates, Acting Head of Governance Support Services, Administrative Officer (Governance), Senior Assistant Registrar (Teaching Quality) (for item 729/10-11), Director of Research Support Services (for item 737/10-11), Director of Health and Safety (for item 738/10-11), Senior Assistant Registrar (Space Management and Timetabling) (for item 739/10-11).

728/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 17 June 2011 be approved.

729/10-11 Key Information Set (minute 693/10-11 refers)

RECEIVED:

A paper from the Senior Assistant Registrar (Teaching Quality) outlining the requirements of the Key Information Sets and highlighting the key changes compared to the proposals set out in the consultation paper, together with the outcomes of the HEFCE, Universities UK and GuildHE consultation on the provision of information to the public about higher education (SC.528/10-11).

REPORTED: (by Senior Assistant Registrar (Teaching Quality))

- (a) That the first KISs (aimed at prospective students and their advisors) would be required to be published on institutions' websites by September 2012 (to inform prospective students applying for entry in 2013/14).
- (b) That from 2012/13 (when the University is expecting to be reviewed), QAA institutional review teams would form a judgement on the provision of information by Universities, and it was anticipated that the judgement would be on the basis of *'the completeness, currency, reliability and accessibility'* of the information and the *'usefulness of the information to potential students, employers and the wider public'*.
- (c) That the KIS was expected to be presented using a 'widget' that institutions would be required to embed on their websites 'near other course information', with the information being held in a central place by the coordinating body (HEFCE, HESA, or another body to be determined).

- (d) That in order to respond to the requirements of the 'learning and teaching activities' section, a set of categories would need to be developed to reflect the teaching styles employed at the University, which could then also translate into the three categories outlined for use in the KIS, and subsequently be built into the course and module approval process.
- (e) That the HEFCE was likely to open a consultation for the provision of postgraduate information, following the review of the provision of undergraduate information in 2014.

(by the Academic Registrar)

- (f) That the technical guidance for the system through which the institutionally provided data should be submitted, would be published by the end of September 2011.
- (g) That, while there was the requirement for institutions to indicate in the KIS the fees to be charged, there was clarity that institutions retained the discretion to change this information.
- (h) That it was difficult to predict how the QAA would assess the provision of information by Universities on the basis of the *'usefulness of the information to potential students, employers and the wider public'*.

(by the Chair of the Board of the Faculty of Social Sciences)

- (i) That there was a need for clarity in the roles and responsibilities for the provision of information between the central administration and departments.

730/10-11 Library Update (minute 666/10-11 refers)

REPORTED: (by the Deputy Registrar)

That the University Bookshop had been running a buy-back scheme for the last 5 years.

731/10-11 Speakers for Schools (minute 670/10-11 refers)

REPORTED: (by the Director of Development, Communication & Strategy)

That he had received 11 proposals for nominations to the Speakers for Schools programme and that these would be discussed further with the Vice-Chancellor.

732/10-11 White Paper

REPORTED: (by the Vice-Chancellor)

That the Government's White paper on higher education was expected to be published on 28 June 2011, and that this would be considered at the meeting of the Senate on 5 July 2011.

733/10-11 MSc Finance

REPORTED: (by the Vice-Chancellor)

That the Warwick Business School be congratulated on achieving the position of fifth in the world for pre-experience programmes in the first Financial Times ranking of Masters in Finance programmes.

- 734/10-11 Insider's 2011 Power 100 list
REPORTED: (by the Vice-Chancellor)
That Professor Lord Kumar Bhattacharyya be congratulated on achieving first position in the independent business publisher Insider's new 2011 Power 100 list, noting that three members of the Warwick Business School were also included in the list.
- 735/10-11 University Technology College
REPORTED: (by the Vice-Chancellor)
That SERCO were undertaking a capability study of the University Technology College.
- 736/10-11 Food and Drink
REPORTED: (by the Vice-Chancellor)
That communication regarding the developments in Warwick Food and Drink, intended to improve the service provided on campus, was imminent.
- 737/10-11 EPSRC Funding Offer – Support for the EPSRC Delivery Plan
RECEIVED:
A paper from the Director of Research Support Services regarding an offer from the EPSRC of an additional funding award, to enable the University to position itself to contribute to the EPSRC's Delivery Plan (SC.527/10-11).
REPORTED: (by the Director of Research Support Services)
That there was flexibility in the use of additional funding from EPSRC between categories, with potential for capital expenditure under £10k, particularly if facilities or equipment were shared between institutions.
- 738/10-11 Health and Safety Update
RECEIVED:
A report from the Director of Health and Safety outlining the latest developments in health and safety from the previous 4 months (SC.530/10-11).
REPORTED: (by the Director of Health and Safety)
(a) That the health and safety achievements by the Commercial Group demonstrated that active management could produce significant improvements.
(b) That the number of reportable incidents reported to HSE remained at its lowest for over 3 years.
- 739/10-11 Capital Developments and Space Management Update
RECEIVED:
A report from the Deputy Vice-Chancellor, Director of Estates and the Senior Assistant Registrar (Space Management and Timetabling), outlining recent capital and space developments (SC.531/10-11).

REPORTED: (by the Deputy-Vice-Chancellor)

- (a) That the £10million of fundraising income (including income from fundraising) for WBS Phase 3b was required by the end of the project, and that discussion between Warwick Business School and the Development Office would be undertaken to establish respective targets.
- (b) That the draft matrix/scoring system to assist with the prioritisation of potential CIF2 funded projects would be considered by the CPARG at its meeting on 29 June 2011.
(by the Director of Estates)
- (c) That he was impressed with the quality of "Bluebell" Residences, and would arrange a site visit for interested committee members.

740/10-11

Updated University Risk Register and Risk Status Summary Report

RECEIVED:

The University's Risk Status Summary Report, together with an overview of the key changes and work undertaken on the University's Risk Management Procedures (SC.529/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That some risk levels had changed as the University moved towards the end of the financial planning process.
- (b) That Risk SA1 "University ability to respond to disaster/calamity which could significantly impair its work or its reputation" had been amended, to reflect the University's ability to respond, rather than the risk itself.
- (c) That Risk Res 1 "Lack of sustained growth in the University's quality and capacity for research, innovation and knowledge transfer" had been increased to red risk status, to reflect the downturn in research funding.
- (d) That there would be further discussion regarding alternative risk models in response to ongoing concern about the consistent number of red risk statuses.
- (e) That there had been good levels of engagement with the departmental risk assessment process, and that further work was underway to identify where risk had already been mitigated, or to highlight items in the risk register to departments.

741/10-11

NHS Future Forum Recommendations to Government

RECEIVED:

The Executive Summary of the NHS Future Forum's recommendations to the Government, together with a UUK summary note (SC.522/10-11).

742/10-11

Qtr 3 End Financial Reports

RECEIVED:

A report setting out the 2010/11 Quarter 3 financial position for academic departments, including WMS and WBS, together with an oral report by the Finance Director (SC.532/10-11).

REPORTED: (by the Finance Director)

That the 2010/11 Quarter 3 report would be considered at Budget Steering Group on 28 June 2011.

- 743/10-11 UK India Research and Education Initiative (UKIERI) Invitation for Bids
- RECEIVED:
- A BIS press release regarding an invitation for proposals for £5million of annual funding for collaborations between the UK and India, in the areas of skills development, innovation partnerships and education (SC.523/10-11).
- REPORTED: (by the Deputy-Vice-Chancellor)
- That the International Committee would play a role in the co-ordination of an expression of interest in response to the invitation for proposals.
- 744/10-11 Estate Management Statistics Annual Report 2010
- RECEIVED:
- The Executive Summary of the Estates Management Statistics Annual Report 2012, together with a summary report from the Director of Estates (SC.524/10-11).
- 745/10-11 University Undergraduate Open Days
- CONSIDERED:
- A paper outlining the proposed dates for future Undergraduate Open Days for the Steering Committee's approval (SC.533/10-11).
- REPORTED: (by the Academic Registrar)
- That largely positive feedback continued to be received for Open Days run on Saturdays, and that the rate of registration for attending Open Days continued to be a good indicator of this satisfaction.
- RESOLVED:
- That the proposed dates for future Undergraduate Open Days were approved, as set out in SC.533/10-11.
- 746/10-11 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 6 July 2011 be approved as set out in the papers circulated for the meeting of the Senate, subject to revisions as agreed in the meeting.
- 747/10-11 Capital Investment Framework (CIF) 2 (minute 566/10-11 refers)
- RECEIVED:
- A letter from the HEFCE confirming that the University had now met the CIF2 conditions (SC.525/10-11).
- 748/10-11 Student Finance Campaign
- RECEIVED:

749/10-11

A UUK press release with full details of the new independent taskforce that had been established to clarify the new student finance arrangements (SC.534/10-11).
Knowledge Transfer Partnerships (minute 484/10-11 refers)

RECEIVED:

A letter from the CEO of the Technology Strategy Board, including a link to its recently published updated Strategy (SC.526/10-11).

JFB/KP/steersshare/minutes/201011/Jun11/27Jun11