

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 28 June 2010

- Present: Vice-Chancellor,  
Professor L Bridges,  
Professor A Caesar,  
Professor C Hughes,  
Professor K Lamberts,  
Professor P Winstanley  
Mr A Bradley.
- Apologies: Deputy Vice-Chancellor, Professor S Bruzzi, Professor R Higgott, Professor M Taylor,  
Director of Estates.
- In Attendance: Registrar, Deputy Registrar, Academic Registrar, Professor S Palmer, Finance  
Director, Director of Development, Communications and Strategy, Head of  
Governance Support Services, Executive Officer (VC's Office), Administrative Officer  
(Governance), Director of Management Information and Planning (for item 636/09-  
10), Director of the International Office (for item 637/09-10), Director of HR (for item  
638/09-10) and Senior Assistant Registrar (Space Management and Timetabling) (for  
item 639/09-10).

628/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 21 June 2010 be approved.

629/09-10 HEFCE Review of Teaching Funding: University Response (minute 610/09-10 refers)

REPORTED: (by the Registrar)

That the University's response to the HEFCE Review of Teaching Funding would now be submitted to HEFCE and UUK.

630/09-10 I/2010/045: Outcomes of the Emergency Budget June 2010 (minute 607/09-10 refers)

RECEIVED:

An information note from UUK presenting initial analysis of the Emergency Budget as related to higher education (SC.431/09-10).

REPORTED: (by the Vice-Chancellor)

- (a) That the specific cuts to higher education funding would remain unclear until the Comprehensive Spending Review had concluded in October 2010.
- (b) That the real terms cut of 25 per cent to non-protected departmental budgets, including the Department of Business, Innovation and Skills, would translate to an estimated £3.7bn from the HE and Science budgets.

(By the Finance Director)

- (c) That the University had received a revised Grant letter for 2009/10 informing of an in-year initial reduction of £187k to the Teaching Grant and that the in-year cut to the Teaching Grant totaled £20.8M sector-wide, together with a reduction of £30M to the Capital Investment Framework for Teaching budget.

- (d) That, despite not being a public sector body, the University had received a letter regarding the 'online engagement programme' whereby public sector workers could suggest where the Government's savings should be made, noting that the University was not required to participate.

631/09-10 Mr Ken Sloan, Deputy Registrar

REPORTED: (by Vice-Chancellor)

- (a) That, after almost 14 years at the University, Mr Ken Sloan would step down from the role of Deputy Registrar on 3 September 2010 to take up the position of Director for Universities and Higher Education at SERCO.
- (b) That during the period of his appointment at SERCO, Ken would retain a role in the development of the International Gateway for Gifted Youth (IGGY).
- (c) That the Academic Registrar, Ms Nicola Owen, would take up the position of Deputy Registrar from 4 September 2010 and that the role of Academic Registrar would be advertised internally in due course.

632/09-10 BITC 2010 Sustainable Travel Award

REPORTED: (by the Vice-Chancellor)

That Warwick had won the inaugural Regional Excellence Award for Sustainable Travel at the annual Business in the Community Awards, receiving praise for its car sharing schemes, its cycling infrastructure improvements, its commitment to purchasing low-carbon and alternative-fuelled vehicles and its park and ride scheme for open days.

633/09-10 Students' Union Summer Party

REPORTED: (by the Vice-Chancellor)

That the Students' Union would be hosting its inaugural Summer Party on campus on 29 June 2010 on the field by University House.

634/09-10 Advantage West Midlands (AWM)

REPORTED: (By the Vice-Chancellor)

- (a) That it had been announced that AWM was required to make in-year savings of £41M and so the Agency would be consulting with partners on the impact that passing on these cuts would have on current or planned projects.

(By the Finance Director)

- (b) That it was expected that University projects with AWM would experience a £2-3M reduction in funding and that Warwick intended to negotiate robustly.

635/09-10 Institutional HESES Audit

REPORTED: (by the Academic Registrar)

- (a) That the HESES Audit Team had visited the University between 21 and 23 June 2010 and that the initial feedback was positive with the formal outcomes expected in August 2010.
- (b) That the main finding was final non-completion had been overstated which, whilst positive, might have implications for the University's position in the contract range.

636/09-10

National League Tables

RECEIVED:

A paper from the Director of Management Information and Planning providing the results of, and analysis on, The Independent/Complete University Guide, The Times Good University Guide and League Table, The Guardian League Table and the THE "Table of Tables" (SC.418/09-10).

REPORTED: (by the Director of Management Information and Planning)

- (a) That the University had achieved the following positions in the recently published national league tables:

	2009	2010
The Independent/CUG	6 <sup>th</sup>	7 <sup>th</sup>
The Times GUG	6 <sup>th</sup>	8 <sup>th</sup>
The Guardian	4 <sup>th</sup>	3 <sup>rd</sup>

- (b) That, acknowledging that universities had limited influence on league table results, it would be damaging for Warwick's reputation and ability to attract students and funding to fall outside the top ten.

(By the Pro-Vice-Chancellor (Student Experience))

- (c) That the results of the National Student Survey were included in the measures of league tables and that the University was driving improvement on the area recorded as the source of most student dissatisfaction, feedback on assessment, noting that there were plans to increase the accessibility to students of feedback and actions undertaken from previous NSS exercises.
- (d) That consideration was being given to implementing a set of commitments and expectations for what students might expect from their departments and the University.

637/09-10

Points Based System: Highly Trusted Sponsor Status

RECEIVED:

The draft University application to the UKBA Highly Trusted Sponsor Scheme, together with a clarification note from the Registrar (SC.424/09-10).

REPORTED: (by the Director of the International Office)

That the University, along with a number of other institutions, were at risk of non-compliance with the target percentage of visa letters and Confirmation of Acceptance for Studies (CAS) issued over the last 12 months to students who had failed to enrol within one month of the course start date and that it was difficult to specify how many students with a Warwick-issued visa letter or CAS had used these to obtain entry clearance to the UK.

RESOLVED:

That the University's application form be revised prior to submission to the UKBA to remove the percentage of visa letters and Confirmation of Acceptance for Studies (CAS) issued over the last 12 months to students who had failed to enrol within one month of the course start date but that the UKBA be referred to the explanation in the covering letter.

638/09-10 Human Resources Update

CONSIDERED:

A paper from the Director of Human Resources on progress on key activities within Human Resources including the Learning and Development Centre (SC.429/09-10).

REPORTED: (by the Director of HR)

- (a) That the redesign of the UPS had been completed following the approval of the Steering Committee and the UPS Trustee and that the scheme was being valued.
- (b) That, following the recent departures of Paul Stephenson and Chris McClelland, she would be supported by Jane Hodge as sole Deputy Director and Geraldine Mills with a focus on the Life Sciences initiative, it being noted a review of the structure would be conducted over the summer with a view to confirming any substantial changes for the start of 2010/11.

(By the Chair of the Board of Graduate Studies)

- (c) That the internal review of HR processes and procedures relating to the management of formal disciplinary and grievance cases was welcome but that following this, support and training should be given to Heads of Department on the revised system.

RESOLVED:

That clarification be sought from RCUK regarding the level of final year of Roberts Funding for post-doctoral researchers.

639/09-10 Capital Developments and Space Management

RECEIVED:

A paper from the Chair of CPARG, Director of Estates and the Senior Assistant Registrar (Space Management and Timetabling) providing an update on recent capital and space developments, including a status report on major projects (SC.428/09-10).

REPORTED: (by the Chair of CPARG)

That most of the current major projects were within budget, noting that the extent of AWM funding for some was unclear due to the substantial cuts to be made within AWM.

RESOLVED:

That the paper be revised in line with discussions at the meeting prior to any further distribution.

640/09-10

University's Risk Identification and Assessment for Summer 2010

CONSIDERED:

A paper from the Incoming Senior Assistant Registrar (Governance, Risk and Continuity) on the University's risk identification and assessment for Summer 2010, including the full risk register and status of the risks (SC.430/09-10).

REPORTED: (by the Head of Governance Support Services)

That there were no major changes to the risk register and the status against each risk at this stage but that further consideration would be given, particularly following the outcomes of the Comprehensive Spending Review due to conclude in October 2010.

RESOLVED:

That the Incoming Senior Assistant Registrar (Governance, Risk and Continuity) review the status of risk F6 (Inability to meet AWM agreed outputs) following forthcoming project meetings with AWM to take into account the anticipated reduction in funding.

641/09-10

Review of Vetting and Barring Scheme

RECEIVED:

Documentation from UUK and UCEA regarding the recent ministerial announcement on a review of the Vetting and Barring Scheme, which had been due for implementation on 26 July 2010 (SC.425/09-10).

REPORTED: (by the Deputy Registrar)

That the Government planned to retain the Criminal Records Bureau (CRB) part of the scheme with a new application form being launched on 26 July 2010 and that a further review of the CRB scheme would be undertaken by the Government with any changes being implemented in September 2011.

642/09-10

UUK I/2010/041: Higher Education Business and Community Interaction Survey 2008/09

RECEIVED:

An Information Note presenting summary results of the 2008/09 Higher Education Business and Community Interaction Survey (SC.423/09-10).

643/09-10

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 7 July 2010 be approved as set out in the papers circulated for the meeting of the Senate, noting that in relation to item 11(g) (paper S.43/09-10) the proposal to establish the Warwick Manufacturing Group as a department within the Faculty of Science would be circulated to the Boards of the Faculties of Arts, Medicine and Social Sciences for consultation with a view to feedback being reported to the meeting of the Senate, and that the progress report on the implementation of the recommendations of the Harris Report would be circulated to the Steering Committee and the Senate simultaneously.

644/09-10 International Student Recruitment Review

RECEIVED:

The executive summary of a recent review conducted by the International Office reporting on and analysing international student recruitment at Warwick (SC.427/09-10).

645/09-10 UUK PB/2010/012:Spotlight Magazine – 2012 Olympic and Paralympic Games

RECEIVED:

A copy of Podium's latest edition of Spotlight magazine, including case studies of Further and Higher Education engagement with the London 2012 Olympic and Paralympic Games (SC.417/09-10).

JFB/jf/steersshare/minutes2009-10/Jun10/28Jun10