

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 5 June 2017

- Present: Professor C Ennew (Chair), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Faculty of Arts), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor D Leadley (Academic Member of the Senate), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor J Palmowski (Academic Vice-President), Mr L Pilot (President of the Students' Union), Professor M Shipman (Chair of the Faculty of Science).
- Apologies: Professor S Croft (Vice-Chancellor), Professor Aileen Clarke (Chair of the Faculty of Medicine), Ms R Sandby-Thomas (Registrar), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), Professor P Thomas (Pro-Vice-Chancellor (Research)), Professor L Young (Academic Vice-President).
- In Attendance: Dr G Carden (Secretary), Ms K Dixon (Administrative Office (Governance) and Assistant Secretary), Dr M Glover (Academic Registrar), Ms P Glover (Secretary to Council), Ms G McGrattan (Director, People Group), Revd K Pearson (Chaplain) (for item 357/16-17), Mr J Phillips (Director of Health and Safety) (for item 356/16-17), Ms R Wooldridge Smith (Deputy Academic Registrar and Assistant Secretary to Senate).

348/16-17 Minutes

RESOLVED:

That the open and restricted minutes be approved subject to the following amendments:

340/16-17 *Records Management Policy

CONSIDERED:

The draft University Records Management Policy (SC.128/16-17), {restricted}.

RESOLVED:

That the University Records Management Policy be approved in principle, subject to the revisions requested by the Steering Committee, and ~~pending~~ noting discussions with the Audit and Risk Committee and the Research Committee.

349/16-17 Conflicts of Interest

REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

350/16-17 New Role for Academic Registrar

REPORTED: (by the Chair)

That Dr Mike Glover had been appointed to the post of Director of Planning and Council Secretariat at the University of Oxford and was due to take up his new role in September; the Committee congratulated Mike on his new appointment at Oxford and thanked him for fifteen years of service at the University.

351/16-17 Royal Society of Chemistry Prize

REPORTED: (by the Chair)

That Professor Greg Challis, from the Chemistry Department, had won the Royal Society of Chemistry *Interdisciplinary Prize* for 2017 and that the Committee congratulated him on his award.

352/16-17 New Academic Director Appointments

REPORTED: (by the Chair)

That Dr Andy Clark and Dr Will Curtis had been appointed as Academic Directors for Education and would be championing undergraduate studies across the University and developing new and existing external partnerships respectively.

353/16-17 *Senate Business

RECEIVED:

The Business of Senate at its meeting of 14 June 2017.

RESOLVED:

That the business of Senate be noted.

354/16-17 *Equality and Diversity Update

CONSIDERED:

An update on the University's Equality and Diversity achievements, progress and future priorities (SC.138/16-17) {restricted}.

355/16-17 Minutes of the Meeting of Assembly held on 12 May 2017

CONSIDERED:

The minutes of the meeting of Assembly held on 12 May 2017 (SC.139/16-17).

RESOLVED:

That the minutes of the meeting of Assembly held on 12 May 2017 be approved.

356/16-17

*Health and Safety Update

(i) Action Progress Report

RECEIVED:

A report on the progress made by the University against the actions identified in the previous Health and Safety reports to Steering Committee (SC.136/16-17) {restricted} .

RESOLVED:

That the Action Progress Report be noted.

(ii) Health and Safety Report for the period January to April 2017

CONSIDERED:

A report on Health and Safety matters for the period January to April 2017 (SC.136/16-17) {restricted}.

357/16-17

Annual Chaplaincy Report

RECEIVED:

An annual update on the development and recent activities undertaken by the Chaplaincy (SC.137/16-17).

REPORTED: (by the Reverend Kate Pearson)

- (a) That the role of Chaplaincy Coordinator had been extended to a full time post, which had resulted in a significant improvement in the running of the Chaplaincy.
- (b) That the Reverend Dr Stuart Jennings had announced his retirement commencing in August, and that whilst work was in place to oversee the appointment of his successor, the level of provision and the nature of position may change.
- (c) That there was a need for a health and wellbeing space review, as the Campus currently provided good facilities for Christian, Jewish and Islamic faiths, but that there was inadequate provision for other faiths – including a lack of appropriate space for meditation and prayer, and more generally, a lack of meeting space.
- (d) That there were forthcoming plans to review the Chaplaincy Advisory Group, but it was noted that this would require support and engagement from the wider University community.
- (e) That the Chaplaincy was working towards moving into becoming a Multi-Faith Chaplaincy, which positively supported Multi-Faith working, with an advisory group being established to support and supervise this.
- (f) That the Chaplaincy aimed to define its role in student wellbeing, by identifying the distinct areas in which it was involved, such as offering spiritual expertise and guidance, as well as individual discussion sessions that potentially affect how many students require the use of University counselling services.

(by the Academic Registrar)

- (g) That the University's Week Zero would have a key focus on wellbeing and as such the contribution of the Chaplaincy in the preparation and planning for this would be welcomed.

(by the President of the Student Union)

- (h) That the student body recognised the Chaplaincy's significant contribution to wellbeing on Campus, and that formal thanks were extended to Reverend Kate Pearson and the wider Chaplaincy team for their work.

(by the Director, People Group)

- (i) That the Committee wished to formally thank Reverend Dr Stuart Jennings for his work with the University.

(by the Chair)

- (j) That the requirement for additional, appropriate spaces for spiritual and general wellbeing on Campus would be recommended to Senate for consideration.
- (k) That the Chaplaincy should communicate their discussions on the proposed advisory group to Steering, for their advice and support regarding implementation.

RESOLVED:

That the Annual Chaplaincy Report be noted.

As at 15 June 2017