

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 2 July 2007

Present: Vice-Chancellor (Chair)
Professor S B Palmer
Professor L Bridges
Professor A Caesar
Professor Y Carter
Mr B Duggan
Professor J Jones
Professor R Lindley
Professor M Luntley
Professor M Smith
Professor H Thomas

Apologies: Professor S Bassnett, Professor M Whitby.

In Attendance: Academic Registrar, Director of Communication, Director of Finance, Director of Estates, Registrar, University Secretary, Vice-Chancellor's Executive Officer, President Elect, Students' Union, Ms H Sinclair, for item 557/06-07 the Community Relations Manager, for item 558/06-07 the Director of HR, for item 559/06-07 the University Librarian, for item 560/06-07 the Interim Director of IT.

The Steering Committee welcomed Mr Joe Kirby, incoming President of the Students' Union, to his first meeting of the Committee.

551/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 25 June 2007 be approved.

552/06-07 Closure of UNSW Asia (minute 531/06-07 refers)

RECEIVED:

A paper prepared by the International Office on the impact on the University's Singapore interests of the closure of the University of New South Wales campus in Singapore (SC.420/06-07).

553/06-07 Warwick School of Government Project Task Force

REPORTED: (by the Vice-Chancellor)

That he had approved the establishment of a task force with internal and external membership to take forward the launch of the Warwick School of Government project.

554/06-07 Closure of 'Fopp' Retail Outlet

REPORTED: (by the Registrar)

(a) That the music retailer 'Fopp' had gone into receivership and had closed all its stores on Friday 29 June 2007, including the store in the Warwick Arts Centre, and that the University was awaiting the outcome of financial assessment by the administrators Ernst and Young.

(b) That it was likely that the store would remain closed during Degree Congregation week.

RESOLVED:

That steps be taken to identify a means by which the appearance of the frontage of the 'Fopp' retail unit could be changed such that it did not appear vacant or unused during Degree Congregation week.

555/06-07 Appointment of Professor Colin Blakemore

REPORTED: (by the Vice-Chancellor)

That the University had secured the services of Professor Colin Blakemore, currently Chief Executive Officer of the Medical Research Council, on 0.1 time contract and that Professor Blakemore would take a leading role in advising the University on the development of its capacity in Neuroscience.

556/06-07 Brown Government Appointments

CONSIDERED:

A list of Cabinet Ministers and Regional Ministers appointed by the incoming Prime Minister together with a statement on the immediate changes being made to Government Departments including the abolition of the Department for Education and Skills and the Department for Trade and Industry and the establishment of a Department for Children, Schools and Families and a Department of Innovation, Universities and Skills (SC.411/06-07 {revised}).

557/06-07 Community Affairs

CONSIDERED:

A report on the recent survey of community involvement at the University carried out by the regional affairs consultancy Urban Communications and commissioned by the University's Regional Affairs Group (SC.412/06-07).

RESOLVED:

- (a) That the report on the Community Involvement Survey be welcomed and the steps being taken by the Communications Office to raise the profile of community involvement within the University.
- (b) That the full report from Urban Communications be made available to members of the Steering Committee and a copy be forwarded to the Russell Group who were currently conducting their own research into community involvement in Higher Education.

558/06-07 HR Issues

CONSIDERED:

A report on progress on key activities within Human Resources, the Centre for Academic and Professional Development and Safety and Occupational Health including the Framework Agreement implementation plan, preparations for the RAE 2008, review of recruitment practices, HR metrics, data cleansing and long service awards, academic and non academic staff development and progress on health and safety initiatives (SC.403/06-07).

REPORTED: (by the Director of HR)

That, following his arrival in the spring, he had undertaken an initial review of the structures in the Personnel Office and an initial restructuring of the HR

department would be announced to members of the Department the following day with a view to streamlining processes in HR.

RESOLVED:

That future updates on HR issues circulated for consideration by the Steering Committee include disaggregated staff data as far as possible in order to provide metrics for academic and non-academic staff.

559/06-07 Library Issues

CONSIDERED:

A report on current developments and issues of concern for the Library including the Physics open access publishing initiative, the review of support for academic staff in retaining IPR in publications, the Library physical remodelling project 2007, the award of Wolfson Foundation funding to support the development of a Research Exchange facility and an update on the Institutional Repository (SC.413/06-07).

REPORTED: (by the Director of Finance)

That, at the point at which the Wolfson bid was prepared and submitted, the Finance and General Purposes Committee resolved that matched funding for the Wolfson project would be provided by the University from SRIF funds and the University centrally and that this had been included in the Financial Plan.

RESOLVED:

That information regarding the support offered to staff through subscribing to the Authors' Licensing & Collecting Society be made available to staff in order to assist them in securing fair reward for the copying, broadcasting or recording of their work.

560/06-07 IT Issues

RECEIVED:

A paper on current developments and issues of concern in IT including an update on Groupwise & Exchange email migration, email architecture and Exchange availability, an update on network design review, an update on incident management, the e-learning showcase day and improving efficiency of IT incident resolution (SC.409/06-07) together with an oral report from the Interim Director of IT.

REPORTED: (by the Registrar):

That a recruitment search agency had been engaged to assist in the identification of a permanent appointment to the position of Director of ITS.

561/06-07 EPSRC Science and Innovation Awards: 2nd Stage Bid for Analytical Science

CONSIDERED:

The draft University submission for the establishment of a Centre for Analytical Science in the fourth round of the EPSRC Science and Innovation Award Scheme (SC.414/06-07).

RESOLVED:

That further information regarding the financial implications of the bid to the EPSRC for the establishment of a Centre for Analytical Science be brought forward for consideration by the Steering Committee at its meeting on 16 July 2007 and prior to the closing date of 30 July 2007.

562/06-07 National Teaching Fellowship Scheme Individual Awards

RECEIVED:

A copy of a letter from the Higher Education Academy notifying the University of the award of National Teaching Fellowship Scheme Individual Awards for 2007 to Dr Jonathan Neelands, Professor Ed Peile and Dr Mike Neary (SC.415/06-07).

563/06-07 Senate Business

RECOMMENDED:

That Professors J W Gardner, S Lamb and N F R Crafts be appointed as members of a working group on the arrangements for the appointment of Pro-Vice-Chancellors.

RESOLVED:

- (a) That the comments and recommendations of the Steering Committee on the items of business to be considered at the meeting of the Senate to be held on 4 July 2007 be approved as set out in the papers circulated for the meeting of the Senate.
- (b) That the University Secretary provide further information regarding the necessity for Wednesday starts to the Summer term in academic years 2010/2011 and 2013/2014.
- (c) That the Committee Timetable be revised to include two meetings of the International Committee each term.

564/06-07 Honorary Graduates and Orators

RECEIVED:

A report on the arrangements for honorary graduates and the platform party for the degree ceremonies to be held between 16 and 20 July 2007 (SC.416/06-07).

565/06-07 Steering Committee Schedule 2007/08

CONSIDERED:

The schedule of meetings for the summer vacation and the academic year 2007/2008 and the proposed timetable of policy issues for discussion for the Steering Committee (SC.404/06-07).

RESOLVED:

That members of the Steering Committee bring forward any comments regarding the schedule of meetings and timetable of policy issues for meetings of the Steering Committee for the summer vacation and the academic year 2007/2008 to the next meeting of the Steering Committee on 9 July 2007.

566/06-07 Response to Research Information Network Consultation: Stewardship of Digital Data (minute 572/06-07 refers)

RECEIVED:

The final University response to the Research Information Network Consultation on Stewardship of Digital (SC.417/06-07).

567/06-07 AHRC Regional Meetings (minute 550/06-07 refers).

RECEIVED:

The University's response to the proposals from the Arts and Humanities Research Council (AHRC) to trial a series of regional meetings (SC.419/06-07).

568/06-07 Times Higher Education Supplement Awards

RECEIVED:

A list of University submissions to the 2006/2007 Times Higher Education Awards in the categories lifetime achievement, young researcher of the year, business initiative of the year, outstanding contribution to innovation and technology, excellence and innovation in the arts and outstanding contribution to sustainable development (SC.418/06-07).

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