

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 8 January 2007

Present: Vice-Chancellor (Chair)  
Professor S Bassnett  
Professor L Bridges  
Professor A Caesar  
Mr B Duggan  
Professor J Jones  
Professor M Luntley  
Professor M Smith  
Professor H Thomas  
Professor M Whitby

Apologies: Professor Y Carter, Professor R Lindley, Professor S B Palmer.

In Attendance: Academic Registrar, Director of Communication, Director of Estates, Director of Finance, Registrar, University Secretary, Interim Director of Information Technology Services, Ms N Snodgrass, for item 212/06-07 the Senior Assistant Registrar (Space Management and Timetabling).

The Vice-Chancellor welcomed Mr D Hindmarsh, Interim Director of Information Technology Services, to the meeting of the Committee.

204/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 11 December 2006 be approved subject to amendment to minute 195/06-07 as follows: (amendments underlined, deletions struck through)

RESOLVED:

That ~~Dr~~ Professor D Grammatopoulos of the Warwick Medical School Sciences Institute be nominated as the University's representative on the Board of Governors of the Warwick Independent Schools Foundation for the period to 30 June 2009 to replace Professor McEldowney.

205/06-07 Higher Education in Further Education Colleges (minute 193/06-07)

REPORTED: (by the Vice-Chancellor)

That the University would not be responding to the HEFCE consultation document 2006/48 on the main elements of the HEFCE's policy for supporting higher education in further education college.

206/06-07 Beacons for Public Engagement: Invitation to Apply for Funds (minute 184/06-07 refers)

REPORTED: (by the Vice-Chancellor and the Pro-Vice-Chancellor {Research})

That a number of potential bid proposals for funding under the HEFCE's Beacons for Public Engagement initiative were currently being developed within the University and that a draft institutional application would be brought forward for consideration by the Steering Committee prior to submission to the HEFCE by the deadline of 14 February 2007.

207/06-07 Review of Target Setting, Recruitment and Admissions: Interim Report  
(minute 187/06-07 refers)

REPORTED: (by the Vice-Chancellor)

That the Student Admissions Office would be examining the extent to which further centralisation of admissions decisions should be pursued by the University and the implications of the University's target of not entering Clearing by 2008/09 and that a report on each of these issues would be brought forward for consideration by the Steering Committee in due course.

208/06-07 2007 New Year Honours

REPORTED: (by the Vice-Chancellor)

That the following members of the University had been awarded honours in the 2007 New Year Honours List:

Professor Howard Dalton (Department of Biological Sciences), Chief Scientific Adviser to the Department for Environment, Food and Rural Affairs (Knighthood)

Professor Muhammad Anwar (Centre for Research in Ethnic Relations) (OBE, for services to Higher Education)

Ms Jenny Hocking (Warwick Business School) (MBE, for services to Higher Education).

RESOLVED:

That the Steering Committee record formally its congratulations to Professor Dalton, Professor Anwar and Ms Hocking on their awards in the New Year 2007 Honours List.

209/06-07 Burst Water Main on Kirby Corner Road

REPORTED: (by the Vice-Chancellor)

That a burst water main on Kirby Corner Road on Saturday 6 January had caused some flood damage to the reception area at University House but that significant and more extensive damage had been averted due to the quick response of members of University staff.

RESOLVED:

That the Steering Committee record its thanks to all those members of staff involved in managing the issues arising from the water main burst for the speed and efficiency of their response.

210/06-07 Priorities for the Spring Term

REPORTED: (by the Vice-Chancellor)

That the following would be pursued and addressed as a matter of priority during the Spring Term 2006/07:

- (a) The consultation on the development of a strategy for the University's future direction and advancement, the outcome of which would be discussed at an extraordinary meeting of the Senate on 7 February prior to consideration of a draft University strategy by the Council at its meeting to be held on 21 March;

- (b) Issues relating to research, including the 2008 RAE, research income and incentivisation, contract research staff and the establishment of a Warwick Institute for Advanced Study;
- (c) The ongoing review of the quality of the student experience at Warwick being overseen by the Pro-Vice-Chancellor (Teaching and Learning), including issues relating to assessment and feedback practices and personal tutoring;
- (d) The need to generate a greater sense of campus community;
- (e) The need to raise the University's profile both nationally and internationally;
- (f) Review and reassessment of the University's financial position and budget in the light of changing priorities and new initiatives.

211/06-07 WBS Quarter-End Report

CONSIDERED:

The 1<sup>st</sup> quarter statement from the Warwick Business School for the financial year 2006/07 (SC.129/06-07) together with an oral report from the Dean of the Warwick Business School.

REPORTED:

(by the Dean of the Warwick Business School)

- (a) That a potential bid from the Warwick Business School under the 2007 round of the ESRC Research Centres Competition was being developed and would be brought forward for consideration by the University in due course.

(by the Director of Finance)

- (b) That the Finance Office was in the process of reviewing the cost drivers for the calculation of central service charges and that a report on amendments to these drivers would be brought forward for the information of the Steering Committee if applicable.

RESOLVED:

- (a) That the 1<sup>st</sup> quarter statement for the WBS Devolved Budget for the financial year 2006/07 and the variations between revised forecast and original budget be noted and approved as set out in paper SC.129/06-07.
- (b) That target research grant and contract income for the Warwick Business School for the financial year 2006/07 be retained at £3.6m and not £3.4m as proposed in the Quarter End Report.

212/06-07 Space Management and Capital Development Update

CONSIDERED:

A paper providing an update on the progress of implementation of the University Capital Plan and strategic matters relating to space management and capital development, including provision of postgraduate research student space and future space requirements for the Faculty of Social Studies (SC.143/06-07) together with oral reports from the Director of Estates, the Chair of the Faculty of Social Studies and the Senior Assistant Registrar (Space Management and Timetabling).

REPORTED:

(by the Director of Estates)

- (a) That Phase II of the Millburn House refurbishment project had now commenced.

(by the Senior Assistant Registrar {Space Management and Timetabling})

- (b) That all Heads of Departments would be contacted in the week commencing 15 January to obtain up-to-date data on space allocation in departments including postgraduate research space, the number of PGR students and PGR space requirements within each department with a view to ensuring the accuracy of the data set out in Annex A of paper SC.143/06-07 on postgraduate research student space provision.

RESOLVED:

- (a) That the proposal set out in section 1(b) of paper SC.143/06-07 for the conversion of existing rooms within the Social Studies and Humanities buildings to Faculty-wide interdisciplinary PGR work areas be approved in principle and that fully costed proposals be submitted to the next meeting of the Finance and General Purposes Committee for consideration.
- (b) That the proposed extension to the Ramphal Building to address the space pressures in the Social Studies Building identified in paper SC.143/06-07 be supported and that the Pro-Vice-Chancellor (Campus and the Community), the Director of Estates and the Senior Assistant Registrar (Space Management and Timetabling) draw up detailed proposals for the proposed extension for consideration in the 2007 financial planning round as part of the University's Capital Plan.
- (c) That it be noted that the agreed process for considering outline proposals for new capital developments was as follows:
- (i) for suggestions and initial proposals to be referred, in the first instance, to the Pro-Vice-Chancellor (Campus and the Community) and the Director of Estates for consideration and where deemed to be appropriate, development by the Space Management Group.
  - (ii) for developed proposals to be forwarded by the Space Management Group to the Steering Committee and the Financial Plan Sub-Committee of the Finance and General Purposes Committee for consideration and potential inclusion in the University's forward Capital Plan as part of the University's annual financial and strategic planning process.

213/06-07

Research Income (minutes 182/06-07 and 197/06-07 refer)

CONSIDERED:

A report on the current portfolio of research activity and income for the University for the first quarter of the financial year 2006/07 and implications for the 2006/07 research income forecasts and budgets (SC.137/06-07) together with an oral report from the Pro-Vice-Chancellor (Research).

RESOLVED:

That the Pro-Vice-Chancellor (Research) and Research Support Services, in consultation with the Registrar and the Director of Finance, review the existing arrangements and examine and develop proposals for addressing the issues raised in discussion at the meeting concerning the management of research projects and project expenditure profiles, it being recognised that the allocation of additional resources might be necessary to effect changes which required more detailed scrutiny or monitoring of research projects.

- 214/06-07      2007 Leverhulme Early Career Fellowships
- RECEIVED:
- A copy of a letter from the Leverhulme Trust inviting applications for the 2007 Leverhulme Early Career Fellowships (SC.141/06-07).
- 215/06-07      2007 Royal Society Medals and Awards
- RECEIVED:
- A copy of a flyer from the Royal Society inviting nominations for the 2007 Royal Society Medals, Awards, Prizes and Prize Lectures (SC.139/06-07).
- 216/06-07      Academic Credit in Higher Education in England: Final Report of the Burgess Group
- RECEIVED:
- UUK Information Note I/06/134 on the publication of the final Report from the Measuring and Recording Student Achievement Group (the Burgess Group) on national arrangements for the use of academic credit in higher education in England together with a copy of the final Report from the Burgess Group (SC.140/06-07).
- 217/06-07      Leitch Review of Skills and HEFCE Employer Engagement Strategy
- CONSIDERED:
- UUK Information Note I/06/137 inviting UK HEIs to submit comments on the final Report of the Leitch Review of Skills "Prosperity for All in the Global Economy: World-Class Skills" to inform the UUK response to the Review together with the executive summary of the Report and a copy of a letter from the Vice-Chancellor to the Chief Executive of the HEFCE setting out the University's comments on the HEFCE's Employer Engagement Strategy (SC.131/06-07).
- RESOLVED:
- That the Pro-Vice-Chancellor (Teaching and Learning), in consultation with appropriate colleagues, prepare the draft University response to the final Report of the Leitch Review for consideration by the Steering Committee prior to submission to UUK by the deadline of 31 January 2007.
- 218/06-07      Dearing Review of Languages: University Response (minute 155/06-07 refers)
- RECEIVED:
- A report providing information on current language outreach activities within the University in the context of the Dearing Review of Languages and the HEFCE Strategic Development programme "Routes into Languages" and setting out proposals for the possible enhancement of language outreach activity at Warwick (SC.130/06-07).
- 219/06-07      HE Business and Community Interaction Survey (HEBCIS) 2004/05, 2005/06
- CONSIDERED:
- A report on the University's draft response to the 2006 Higher Education Business and Community Interaction Survey (HEBCIS) incorporating data for 2004/05 and 2005/06 and the implications of the outcome of the HEBCIS on the University's allocation of funding under Round 4 of the Higher Education Innovation Fund together with a copy of HEFCE circular letter number 24/2006 (SC.144/06-07).

RESOLVED:

- (a) That the University's draft HEBCIS return be approved for submission to the HEFCE by the deadline of 15 January as set out in paper SC.144/06-07 on the understanding that the final return would be subject to any amendments required to ensure the accuracy of the submitted financial data.
- (b) That the Registrar investigate the feasibility of incorporating information on credit-bearing CPD provision by the University into the University's HEBCIS return.

220/06-07 Meetings of the Steering Committee

REPORTED: (by the University Secretary)

- (a) That the next meeting of the Steering Committee would be held at the Warwick Business School on 15 January 2007 and that details of the arrangements for this meeting would shortly be circulated to all Steering Committee members and attendees.
- (b) That the meeting of the Steering Committee on 12 March 2007 would be held at Warwick HRI Wellesbourne.

221/06-07 Midlands Physics Consortium

REPORTED: (by the Chair of the Board of the Faculty of Science)

That the HEFCE, at its Board meeting held in December, approved the release of £3.9m in funding for Phase I of the proposed Midlands Physics Consortium and that a meeting with the HEFCE to discuss potential funding for Phase II of the Consortium would be held on 15 January.

RESOLVED:

That the Steering Committee record its congratulations to the Head of the Department of Physics and all members of staff involved in the successful bid proposal.

222/06-07 Health Committee Report on NHS Deficits

RECEIVED:

A Parliamentary press release on the publication by the House of Commons Health Committee of a report on financial deficits in the National Health Service together with the executive summary of the Health Committee Report (SC.135/06-07).

223/06-07 Science and Technology Committee Evidence Session: Cooksey Review

RECEIVED:

UUK Information Note I/06/136 inviting all UK HEIs to submit written evidence to the Science and Technology Committee Evidence Session to be held with Sir David Cooksey to examine the means by which optimum institutional arrangements for the new single fund for health research might be implemented together with the response from the Council of Heads of Medical Schools to the Science and Technology Committee (SC.145/06-07).

REPORTED: (by the Registrar)

- (a) That the University had conveyed to the Council of Heads of Medical Schools (CHMS) its support for the CHMS submission to the Science and Technology Committee Evidence Session with Sir David Cooksey and that it was the University's intention not to submit a separate response to the Science and Technology Committee.

- (b) That clarification was currently being sought as to whether the £50m in infrastructure development funding provided for in the Department of Health Research and Development budget for 2006-07 would be allocated to all UK medical schools or new medical schools only and that he would report back to the Steering Committee on this issue in due course.

224/06-07 Education and Skills Select Committee Inquiries: Russell Group Responses  
(minute 179/06-07 refers)

RECEIVED:

The Russell Group responses to the House of Commons Education and Skills Select Committee inquiries into the future and purpose of the higher education sector and the Bologna Process (SC.136/06-07 and SC.138/06-07).

225/06-07 2006 Pre-Budget Report

RECEIVED:

UUK Information Note I/06/135 on the main implications for higher education in the 2006 Pre-Budget Report (SC.133/06-07).

226/06-07 Gowers Review of Intellectual Property

RECEIVED:

The foreword and executive summary of the final Report from the Gowers Review of Intellectual Property (SC.134/06-07).

227/06-07 European Charter for Researchers and Code of Conduct for Researcher Recruitment: UUK/RCUK Gap Analysis Report

RECEIVED:

UUK Information Note I/06/131 on the joint publication by UUK and RCUK of a report mapping the European Charter for Researchers and Code of Conduct for Researcher Recruitment against existing legislation, guidelines and good practice in the UK together with a copy of the UUK/RCUK Report (SC.132/06-07).

228/06-07 Wolfson Foundation CURL Library Programme: Draft University Submission  
(minute 190/06-07 refers)

RECEIVED:

The final outline proposal to the Wolfson Foundation for funding under the second round of the Wolfson Library Programme for University libraries in membership of the Consortium of University Research Libraries (CURL) to support the development within the Library of a flagship postgraduate research support facility (SC.146/06-07).