

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 21 July 2003

Present: Deputy Vice-Chancellor  
Professor Dyson  
Mr G Jones  
Professor Jones  
Professor McCrae  
Professor Thomas

Apologies: Vice-Chancellor, Professor Bassnett, Professor Easton, Professor Lauder,  
Professor Mullender, Professor Whitby, Administrative Secretary

In Attendance: Registrar, Finance Director, Ms A Goodall, Miss E Clewlow, for item 493/02-03  
Mr P Greatrix, for item 497/02-03 Professor J Dale, for items 501-503/02-03  
Mr D Beaton, for item 508/02-03 Ms F Emery and for item 509/02-03 Mr A Gribbon.

488/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 7 July 2003 be approved.

489/02-03 Mercia Institute of Enterprise (minute 474/02-03 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That he and Professor Hagen had met the Vice-Principal of the University of Birmingham to discuss the Mercia Institute of Enterprise, following which the Vice-Principal had undertaken to brief the West Midlands Higher Education Association on the focus of the Mercia Institute upon its core objectives and offer reports upon its work while highlighting the independent ownership of the Institute.

490/02-03 Length of the Teaching Year (minute 475/02-03 refers)

REPORTED: (by the Registrar)

- (a) That he had written on behalf of the University to the parent of a student addressing concerns raised about the tuition and accommodation fees charged by the University for three full terms in view of the abbreviated nature of the teaching period in the Summer term.
- (b) That the Academic Quality and Standards Committee, at its meeting on 7 July, had asked its members for nominations for appointment to the Group to be established to examine the issue of the duration of the teaching year in more detail.

491/02-03 International Children's Games 2005 (minute 477/02-03 refers)

REPORTED: (by the Registrar)

- (a) That he had written to the Chief Executive and Town Clerk of the City of Coventry expressing the University's concern at the use of its name in promotional literature for the International Student Games without prior permission but indicating that the University would wish, in principle, to participate in the hosting of the Games.

- (b) That a meeting with the relevant representatives of the City to discuss the University's potential involvement in the Games would take place on 30 July, prior to which the Registrar and the Directors of Sport and Warwick Hospitality would meet to discuss the University's position and ascertain the likely impact of hosting the Games on University conference income.

492/02-03 Languages for Export Awards (minute 480/02-03 refers)

REPORTED: (on behalf of Professor Whitby)

That Professor Caesar was taking soundings within the language departments with a view to bringing forward nominations for the regional stage of the Educational Institutions category of the Languages for Export Campaign's Language Service awards.

493/02-03 Lakeside Residences (minute 464/02-03 refers)

REPORTED: (by the Registrar and the Director of Student and Ancillary Services)

- (a) That a petition had been received from the residents of Lakeside residences on the impact of continuing construction work to complete the new Heronbank residences and on issues of personal safety in the surrounding area to which the Director of Student and Ancillary Services had responded in a letter setting out the actions being taken by the University to address the points raised.
- (b) That no agreement with PrimeLiving had been reached for the occupancy of rooms at Liberty Park by Warwick students for the academic year 2003/2004, nor was it expected that any accommodation would be required in the light of the current projected student intake in October 2003.
- (c) That Coventry University had expressed an interest in developing a joint strategy for residential accommodation.

RESOLVED:

That the Group established to consider issues relating to the potential provision of landscaping, social space and the future location of the University Nursery in relation to the new Lakeside residences be chaired by Professor Bassnett until the expiry of her term of office as Pro-Vice-Chancellor on 30 September when she would be succeeded by the incoming Chair of the Campus Life Committee.

494/02-03 CHeSS

REPORTED: (by the Deputy Vice-Chancellor)

That he had received a memorandum from the Vice-Dean of the Warwick Medical School and Associate Dean (Research) of the Warwick Business School setting out the timetable for the transfer of the Centre for Health Services Studies from the Warwick Business School to the Warwick Medical School by January 2004 subject to the preparation of a viable academic plan by CHeSS by 3 September 2003.

RESOLVED:

- (a) That Professor Dyson, with support as appropriate from within the Finance Office, liaise with the Director of CHeSS to articulate clearly the need for the production of an academic plan and its role in determining the future of the Centre and report back to the Committee at its next meeting.
- (b) That the Finance Office make the appropriate adjustments to the devolved budgets of the Warwick Business School and the Warwick Medical School to provide for the continued support of the Centre for Health Service Studies by the Warwick Business School until January 2004.

495/02-03 HEFCE Staff Recruitment Incentives (minute 315/02-03 refers)

REPORTED: (by the Deputy Vice Chancellor)

That he had received a circular letter 19/2003 from the HEFCE on the outcome of consultation and institutional funding allocations for the operation of the 'golden hellos' staff recruitment incentive scheme.

RESOLVED:

That the letter be circulated for consideration by the Steering Committee at a future meeting on the University's position with regard to the scheme.

496/02-03 QAA Review of Foundation Degrees

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the broadly positive feedback from the QAA on its recent review of the Foundation Degree in Community Enterprise and Development validated in the University, it being noted that that levels of recruitment to and local support for the degree required further monitoring.

497/02-03 WMS Devolved Budget

CONSIDERED:

The financial plan for the Warwick Medical School for the academic years 2003/2004 to 2006/2007 together with a report on the Financial Plan from the Academic Enterprise Group (SC.245/02-03) and oral reports from the Finance Director and the Vice-Dean of the Warwick Medical School, noting that:

- (a) WMS was liaising with the Communications Office to highlight and promote the progress being made in the development and expansion of the School.
- (b) The financial information generated from the transparency model would be further used to inform the School's identification of its own strategic priorities and management of the portfolio of its activities.

RESOLVED:

- (a) That the proposed investment priorities for the Warwick Medical School for the academic years 2003/2004 to 2006/2007 together with the allocation of the available funding to support the following priorities be approved as set out in paper SC.245/02-03 subject to adjustment by the Finance Office to reflect the continued support of the Centre for Health Service Studies by the Warwick Business School until the assumed later transfer date for CHeSS of January 2004:
  - (i) To obtain independent degree awarding powers for the MBChB programme by 2006.
  - (ii) To achieve a grade 5 or equivalent in the next research assessment exercise.
  - (iii) To grow CPD activities using the model provided by the Centre for Primary Health Care as a template.
- (b) The principles for the operation of the devolved financial arrangements, agreed by the Steering Committee at its meetings on 21 and 28 October 2002 in relation to the devolved budget of the Warwick Business School be applied to the devolved budget of the Warwick Medical School.

- (c) That the School bring forward for consideration by the Committee at a future meeting a fully-developed research strategy against which to plan its recruitment priorities.
- (d) That the feasibility be explored of bringing forward investment in academic posts currently scheduled to take place in the academic years 2005/2006 and 2006/2007 to the academic year 2004/2005 in support of the School's strategic objectives for research, to be funded from unallocated funds in the School's budget and, if necessary, from the School's Development Reserve while maintaining fiscal neutrality over the five year period covered by the Plan.
- (e) That the Warwick Business School liaise with the Warwick Medical School to inform consideration of the further potential refinement of the University model for cost allocation and to explore the potential for collaboration in provision of executive training for the NHS.
- (f) That the Group established to draft the University's bid for its institutional allocation from the HEFCE of capital funding for learning and teaching and IT for 2004-2006 be asked to draft a project submission for the use of the earmarked HEFCE capital grant of c.£1 million to develop further facilities for the undergraduate programme of the Warwick Medical School.
- (g) That the incoming Vice-Dean of the Warwick Medical School, Professor Carter, be invited to bring forward a plan for the School's administrative structure in order to provide support in the areas most appropriate for its proposed future development.

RECOMMENDED: (to the Finance and General Purposes Committee)

- (a) That under the new arrangements for the devolution and monitoring of finances for the Warwick Medical School, the following principles be applied
  - (i) That the proposed Turnover Tax on gross revenue from the Warwick Medical School, excluding recharge income, be set at 4%.
  - (ii) That 3% of the gross revenue of the Warwick Medical School be allocated to a Development Reserve to support capital investment, new initiatives and to cover contingencies.
- (b) That the Warwick Medical School Financial Plan for 2003/2004-2006/2007 be approved, noting the actions recommended by the Steering Committee.

498/02-03 Select Committee Report on the Future of Higher Education

RECEIVED:

Extracts from the Select Committee Report on the Government White Paper on the Future of Higher Education together with the response to the Report from Universities UK (SC.246/02-03).

499/02-03 University Corporate Plan

CONSIDERED:

The University's mission statement and draft University Corporate Plan for the period 2003 to 2006 (SC.247/02-03).

REPORTED: (by the Registrar)

That the final version of the Corporate Plan would be adapted for publication on Insite and circulated widely throughout the University community.

## RESOLVED:

- (a) That the University's Corporate Plan be approved as set out in paper SC.247/02-03 subject to amendment along the lines discussed during the meeting, and that members of the Committee submit any further comments and suggestions to the Administrative Secretary by 23 July for incorporation into the Plan prior to its submission to the HEFCE.
- (b) That the implications of the increase from 14% to 16% in the employer's pension contribution rate to the University of Warwick Pension Scheme from 2003/2004 be incorporated into the devolved budgets for the Warwick Medical School and the Warwick Business School.
- (c) That an analysis of the risk of a similar increase in the employer's pension contribution to the USS Pension Scheme be incorporated into the development of the next Financial Plan.

500/02-03 Annual Monitoring Statement

## CONSIDERED:

The University's draft Annual Monitoring and Corporate Planning Statements for submission to the HEFCE (SC.248/02-03).

## RESOLVED:

That the University's Annual Monitoring and Corporate Planning Statements be approved as set out in paper SC.248/02-03 subject to minor amendment along the lines discussed during the meeting and that members of the Committee forward any further comments and suggestions to the Administrative Secretary by 23 July for incorporation prior to submission of the Statements to the HEFCE.

501/02-03 Warwick Leadership Programme

## CONSIDERED:

Proposals for the development of a Warwick Leadership Programme (SC.239/02-03) together with an oral report from the Director of Personnel Services.

## RESOLVED:

That the proposals for the development of a Warwick Leadership Programme be approved as set out in paper SC.239/02-03 subject to amendment to incorporate consideration of diversity issues in the identification of personnel to participate in the Programme.

502/02-03 Merit Pay (minute 476/02-03 refers)

## CONSIDERED:

Feedback from the general meeting of the Warwick branch of the Association of University Teachers on the proposal to introduce merit pay for University staff (SC.249/02-03) together with an oral report from the Director of Personnel Services.

## RESOLVED:

That the Director of Personnel Services undertake further negotiations with AUT on the proposal to introduce merit pay for University staff with scope to explore the advantage to be gained from the incorporation into the scheme of an informal mechanism for the award in exceptional circumstances of accelerated increments at a level financially neutral to the operation of the scheme as a whole.

503/02-03 National Pay Negotiations

## CONSIDERED:

An update 03/22 from the Universities and Colleges Employers Association on national pay negotiations and new pay structures (SC.241/02-03) together with oral reports from the Registrar and the Director of Personnel Services.

## RESOLVED:

That the imminent report on the conclusion of national pay negotiations and new pay structures be brought forward for consideration by the Committee at its next meeting to inform further discussion of the University's relationship to the Universities and Colleges Employers Association.

504/02-03 West Midlands Economic Strategy (minute 459/02-03 refers)

## CONSIDERED:

A revised draft University response to the Advantage West Midlands' consultation draft of the West Midlands Economic Strategy (SC.251/02-03).

## RESOLVED:

That the University's response to the Advantage West Midlands' consultation draft of the West Midlands Economic Strategy be approved as set out in paper SC.251/02-03, subject to further amendment to the covering letter along the lines discussed at the meeting, prior to its submission to Advantage West Midlands.

505/02-03 OST/DTI Consultation on Sustainability of University Research

## RECEIVED:

A letter from the Vice-Chancellor of the University of Oxford on behalf of the Russell Group responding to the OST/DTI consultation on the Sustainability of University Research (SC.242/02-03), it being noted that the University's institutional response to the OST/DTI consultation would express support for the position taken by the Russell Group.

506/02-03 HEFCE Guidance on Mergers

## RECEIVED:

An invitation 18/2003 to comment upon the HEFCE's proposed guidance on proposals for mergers between educational institutions (SC.243/02-03).

507/02-03 Postgraduate Application Fee

## CONSIDERED:

Advice provided by the University's lawyers on the proposed introduction of an application fee for taught postgraduate courses (SC.250/02-03) together with an oral report from the Chair of the Board of Graduate Studies.

## RESOLVED:

That the introduction of an application fee payable by all taught postgraduate applicants from 2003/2004 onwards be approved in principle it being noted that detailed proposals for the level and implementation of the fee would be brought forward for consideration by the appropriate University bodies prior to the start of the admissions cycle in the academic year 2003/2004.

508/02-03 Midlands Hub for Research Students

## CONSIDERED:

A proposal that the University participate in the proposed regional hub for research students acting as the lead institution for the first three years of activity (SC.240/02-03) together with an oral report from the Assistant Registrar (Graduate School).

## RESOLVED:

- (a) That the University's participation in the proposed regional hub for research students acting as the lead institution for the first three years of activity be approved as set out in paper SC.240/02-03 with the Assistant Registrar (Graduate School) taking on the role of hub champion.
- (b) That efforts be made to include a wider range of HE institutions, including Coventry University, in the establishment of a Midlands hub for research students.

509/02-03 Chinese Fellowships

## CONSIDERED:

A proposal to establish a scheme to offer visiting fellowships for Chinese scholars as a means to develop closer ties with potential partner institutions in China (SC.235/02-03) with an oral report from the Director of the International Office.

## RESOLVED:

That the scheme to offer visiting fellowships for Chinese scholars be approved in principle as set out in paper SC.235/02-03 to be financed from within the budget of the International Office and through departmental contributions.

510/02-03 Third Leg Activities

## CONSIDERED:

A proposal from the Registrar to review the University's 'Third Leg' activities and their interface with Research Support Services (SC.252/02-03).

## RESOLVED:

That a review of the University's 'Third Leg' activities and their interface with Research Support Services with terms of reference as set out in paper SC.252/02-03 be undertaken by the end of October 2003 by a group with the following membership to report back to the Steering Committee in the first instance:

Deputy Vice-Chancellor (Chair)  
Registrar  
One or two external advisers  
Senior academic representation  
Mr M Wright (Secretary).

511/02-03 City of Coventry Ambassadors

## CONSIDERED:

An invitation from the City of Coventry Ambassadors Group to propose projects for incorporation in a 'roadmap' for the cultural development of the City of Coventry (SC.244/02-03).

REPORTED: (by the Registrar)

That Professor Bassnett is an Ambassador for the City of Coventry.

RESOLVED:

That the Registrar clarify the focus of the City of Coventry Ambassadors Group at a meeting with senior civic officials on 23 July and explore, if appropriate, the potential for submission of a scheme by the Arts Centre.

512/02-03

CRER

REPORTED:

That a Group consisting of the following had been established by the Estimates and Grants Committee to review the Centre for Race and Ethnic Relations in order to identify means by which the successful contract research activity of the Centre might be sustained:

Deputy Vice-Chancellor (Chair)  
Chair of the Board of the Faculty of Social Studies  
Chair of the Board of Graduate Studies  
Academic Registrar (Secretary).

513/02-03

President of the Students' Union

REPORTED:

That this was the last meeting of the Committee for Mr Greg Jones whose term of office as President of the Students' Union had come to an end.

RESOLVED:

That the Committee record its thanks to Mr Jones for his invaluable work in maintaining links between the Steering Committee and the Students' Union and offer its best wishes for the success of his future studies at the University of Bristol.