

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 26 September 2005

Present: Deputy Vice-Chancellor (Chair)  
Professor S Bassnett  
Professor L Bridges  
Professor A Caesar  
Professor Y Carter  
Professor J Jones  
Professor R Lindley  
Professor M Luntley  
Professor M Smith  
Ms K Stark  
Professor M Whitby

Apologies: Vice-Chancellor, Professor I Lauder, Professor H Thomas.

In Attendance: Academic Registrar, Acting Director of Finance, Director of Academic and Student Affairs, Director of Communication, Director of Estates, Director of Personnel, Registrar, University Secretary, Mrs H E Blunt, Ms N Snodgrass, for item 7/05-06 the Head of Internal Audit, for item 8/05-06 the Director of Administration (Academic) of the Warwick Manufacturing Group.

1/05-06 Minutes

RESOLVED:

That the minutes of the meeting held on 19 September 2005 be approved subject to:

- (a) the addition of Ms K Stark in the list of members present at the meeting.
- (b) the amendment of minute 672/04-05 as follows: (amendment underlined, deletion struck through):

RESOLVED:

That the draft University response to the ~~Department of Health~~ DfES consultation be approved as set out in paper SC.436/04-05 for submission to the DfES by 5 October 2005.

- (c) the amendment of minute 673/04-05 as follows: (amendment underlined, deletion struck through):

RESOLVED:

That consideration of the consultation paper be deferred until the next meeting of the Committee on 26 September and that the Head of Student ~~Recruitment and Admissions~~ and Widening Participation be invited to attend the meeting for discussion of this item.

2/05-06 Post-Qualification Applications (minute 673/04-05 refers)

REPORTED:

(by the Deputy Vice-Chancellor)

- (a) That consideration of the consultation paper 'Improving the Higher Education Applications Process' would be deferred to the meeting of the Steering Committee to be held on 3 October.

(by the Academic Registrar)

- (b) That the Head of Student Admissions and Widening Participation would not be able to attend the meeting of the Committee on 3 October for discussion of this item.

3/05-06 Visit of the Director-General for Higher Education (minute 674/04-05 refers)

REPORTED: (by the University Secretary)

That the Vice-Chancellor and Deputy Vice-Chancellor would be away from the University on 5 October and that the Pro-Vice-Chancellor (Teaching and Learning) had therefore been asked to host the visit of the Director-General for Higher Education on this date.

RESOLVED:

That the University Secretary forward the programme for the visit of the Director-General on 5 October to the Pro-Vice-Chancellor (Teaching and Learning).

4/05-06 Coming-Up Weekend

RECEIVED:

An oral report from the Director of Academic and Student Affairs on the arrangements for the reception and enrolment of students during Coming-Up Weekend.

REPORTED: (by the Registrar)

That a number of incoming students were currently sharing rooms on campus but that it was expected that this situation would be resolved in due course.

RESOLVED:

That the Steering Committee record its thanks to all those members of staff who had contributed to the success of Coming Up Weekend for new students and their families.

5/05-06 Accommodation and Capital Development Issues

CONSIDERED:

A paper prepared by the Pro-Vice-Chancellor (Campus and the Community), Director of Estates and the Assistant Registrar (Space Management and Timetabling) on strategic issues relating to the campus development plan, capital developments and accommodation (SC.02/05-06) together with an oral report from the Director of Estates.

REPORTED:

(by the Director of Estates)

- (a) That the completion of Phase 1 of the refurbishment of the Social Studies Building had been delayed and that this had resulted in several academic staff offices and teaching rooms not being available for the beginning of the Autumn Term..
- (b) That immediate steps had been taken over the weekend to resolve the situation and that the affected spaces had now been restored to operable state.
- (c) That the Registrar and the Director of Estates would be conducting a comprehensive inquiry into the Social Studies refurbishment project.

- (d) That a structural weakness within Car Park 7 had been identified during a routine maintenance inspection and that temporary closure of this car park of around two weeks in duration was necessary in order that remedial work might be undertaken.
- (e) That plans for a social facility at Heronbank Residences were currently under development by the University Development Plan Architect.
- (f) That a review of the University's Estates Strategy and related committee structure was currently being undertaken.

(by the Dean of the Warwick Medical School)

- (g) That the periodic review of the Medical School Building and the Medical Teaching Centre had now been completed and had highlighted the continuing space constraints on the Gibbet Hill campus.

RESOLVED:

- (a) That the report on strategic issues relating to capital developments and accommodation be noted.
- (b) That the nomenclature of the Physics and Chemistry Nuclear Magnetic Resonance Centre to be located in Millburn House be revised along the lines proposed at the meeting.
- (c) That the review report of the Social Studies Refurbishment Project be submitted to the Steering Committee for consideration in due course.

6/05-06

Renaming of Senate House

RESOLVED:

That members of the Committee forward any suggestions for the proposed new name for Senate House to the University Secretary for report to the Committee at a future date.

7/05-06

Risk Management

CONSIDERED:

A paper prepared by the Head of Internal Audit on the identification of significant risks for the University for the academic year 2005/06 (SC.09/05-06) together with oral reports from the Deputy Vice-Chancellor, Registrar and Head of Internal Audit.

RESOLVED:

- (a) That, subject to amendments along the lines discussed at the meeting, paper (SC.09/05-06) on the identification of significant risks for the University for 2005/06 be approved for submission to the Council for consideration at its meeting on 28 September 2005.
- (b) That any proposals for revisions to the University's risk management process arising from meetings of the Senior Officers' Group be brought forward for consideration by the Steering Committee in due course.

8/05-06 Medical Research Council Institutional Discipline Bridging Award

CONSIDERED:

A draft expression of interest from the Warwick Medical School and the Warwick Manufacturing Group for the Medical Research Council Institutional Discipline Bridging Award (SC.08/05-06) together with oral reports from the Dean of the Warwick Medical School and the Director of Administration (Academic) of the Warwick Manufacturing Group.

RESOLVED:

- (a) That the draft expression of interest from the WMS and WMG for the MRC Institutional Discipline Bridging Award be approved for submission to the MRC by the deadline of 30 September 2005, on the understanding that further revisions would be made to the document prior to submission.
- (b) That all significant bids for research funding be centrally co-ordinated through the relevant Faculty and Departmental contacts in Research Support Services prior to consideration by the Steering Committee.

9/05-06 Position Statement on Managing Risks of Misuse Associated With Grant Funding Activities

CONSIDERED:

UUK Information Note I/05/132 on the joint position statement issued by the Medical Research Council, the Wellcome Trust and the Biotechnology and Biological Sciences Research Council on managing the risks of misuse associated with grant-funded activities in the biosciences (SC.07/05-06).

RESOLVED:

That UUK I-Note I/05/132 (paper SC.07/05-06) be referred to the Research Ethics Committee for consideration at its next meeting.

10/05-06 Deferred Flexible Fees in Wales

RECEIVED:

UUK Information Note I/05/125 on recent developments regarding tuition fees in Wales for the academic year 2006/07 and changes to the fees system to be implemented from 2007/08 (SC.06/05-06).

11/05-06 Membership and Constitution of the Institute of Health

CONSIDERED:

Proposed amendments to the membership and constitution of the Institute of Health (SC.10/05-06).

RESOLVED:

That the Chair of the Board of the Faculty of Social Studies and the University Secretary review the proposed constitution of the Institute of Health to take into account the points raised at the meeting regarding the appointment of Co-Directors with a view to a revised proposal coming forward to a future meeting of the Committee after consultation with the Directors of the Institute.

12/05-06 Senate Business

RESOLVED:

That the comments and recommendations of the Steering Committee on items of business for the meeting of the Senate to be held on 28 September 2005 be as set out in the papers circulated for the meeting of the Senate.

13/05-06 Keynote Address at UUK Annual Conference 2005: Professor Drummond Bone

RECEIVED:

A copy of the speech delivered by the President of Universities UK at the UUK Annual Conference 2005 held in London on 14 and 15 September 2005 (SC.05/05-06).

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