

UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 9 February 2004.

Present: Professor Palmer (in the Chair)
Professor Carter
Professor Dyson
Professor Easton
Mr R Jones
Professor J Jones
Professor McCrae
Professor Mullender
Professor Whitby

Apologies: Vice-Chancellor, Professor Lauder, Professor MacFarlane, Professor Thomas, Finance Director, Academic Registrar, Ms E Clewlow.

In Attendance: Acting Registrar, Director of Personnel Services, Director of Communication, University Secretary, for item 223/03-04 Ms K Hughes, for item 229/03-04 the Librarian, for item 230/03-04 Acting Director of IT Services.

220/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 2 February 2004 be approved.

221/03-04 HRI (minute 215/03-04 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That steps were being taken to set up a Working Group of Growers' representatives and University staff to act as an interim advisory and liaison group for HRI pending the full establishment of the Warwick HRI Advisory Board.

222/03-04 University Governance Structures (minute 209/03-04 refers)

REPORTED:

That membership of the Group established to review departmental governance structures had now been confirmed and that there would be close liaison and exchange of information between this Group and that established to conduct a wider review of the University's academic structures and governing instruments.

223/03-04 Institutional Audit Briefing Visit (minute 212/03-04 refers)

RECEIVED:

An oral report from Professor Whitby on the Institutional Audit Briefing Visit conducted between 3 and 5 February and the outline programme for the Institutional Audit Visit to be held between 1 and 5 March.

RESOLVED:

That the thanks of the Committee be extended to the Senior Assistant Registrar (Quality) and all those members of staff involved in the extensive and thorough preparatory work undertaken for the Briefing Visit.

224/03-04 HEIF 2

CONSIDERED:

A report on the preparation of the University's HEIF 2 Application incorporating project synopses and indicative budgets (SC.122/03-04, tabled at the meeting)

RESOLVED:

That Research Support Services continue to develop the project proposals outlined for incorporation in the University's HEIF 2 Application taking into account the points made at the meeting, in particular the reduction in scale of the CPD and Enterprise Education proposals, and that a written report on the progress of the development of the Application be made to the next meeting of the Committee.

225/03-04 Student Case

RECEIVED:

An oral report from the Acting Registrar on recent press coverage relating to a first year student who had been subject to University disciplinary procedures after having been caught using cannabis whilst resident on campus.

REPORTED:

That any external or internal enquiries received by members of the Committee concerning the case be referred to the University Press Officer, Mr Peter Dunn.

226/03-04 Academic Recruitment Processes

REPORTED: (by the Vice-Chancellor)

- (a) That a working group had been established with the following membership and terms of reference to review and consider continuous improvements to the University's arrangements and procedures for the recruitment of academic staff :

Professor Palmer (Chair)
Professor Bridges
Professor Devereux
Professor Dyson
Professor Hinton
Professor Rand
Deputy Director of Personnel Services
Ms J Rawlinson (Secretary)

- (b) That the working group would consider improvements to the current arrangements for the recruitment of academic staff in the context of the following issues:
- (i) The need to sustain and improve the quality of academic staff appointed to University posts.
 - (ii) Improving efficiency and responsiveness to market requirements.
 - (iii) Enhancing the University's reputation as an employer of choice.
 - (iv) Ensuring the University meets its stated commitments and legal obligations for Equal Opportunities.
 - (v) Ensuring that the University maintains and adopts best practice in its appointment procedures.

RESOLVED:

That a further two members of staff be appointed to the Group to reflect the interests of the Medical School and to facilitate a greater balance of gender interests.

227/03-04 Higher Education Academy

REPORTED:

That the HEFCE had recently called for expressions of interest in appointment to Board membership of the Higher Education Academy.

RESOLVED:

That the University Secretary circulate further information on the HE Academy to all members of the Committee with a view to discussion of potential University nominees at the next meeting on 16 February.

228/03-04 Eighteenth Century Collections On-Line

REPORTED:

That a demonstration of Eighteenth Century Collections On-Line (ECCO), recently purchased by the University with the support of the Committee, would be held at hourly intervals between 11am and 3pm on 17 February in the University Library.

229/03-04 G5 Group

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the establishment of the G5 group of universities as reported in 'The Higher' on 6 February 2004.

RESOLVED:

That the views of the non 'G5' members of the Russell Group be canvassed on the position to be taken by Russell Group in the light of the 'G5' announcement.

230/03-04 Library Strategy

CONSIDERED:

A paper prepared by the Librarian setting out the key strategic issues for the University Library (SC.116/03-04) together with an oral report from the Librarian highlighting the following proposed key priorities for the Library over the next five year planning period:

- (a) Strategic purchasing of materials
- (b) Extending the service delivery model introduced for the Learning Grid
- (c) Improving the utilisation of staffing and space resources
- (d) Addressing space provision and building issues

RESOLVED:

That the key priorities for the Library highlighted by the Librarian be supported and presented to the Information Policy Strategy Committee at its next meeting and developed for incorporation within the coming financial and strategic planning round.

231/03-04 IT Strategic Issues

RECEIVED:

A paper prepared by the Acting Director of IT Services outlining current IT developments, strategic issues for ITS, key areas of joint planning with the Library and the review being undertaken of Groupwise reliability (SC.117/03-04) together with an oral report from the Acting Director of IT Services.

RESOLVED:

That the Acting Director of ITS explore the issues raised at the meeting regarding electronic communication and the accessibility and distribution of information to all staff by e-mail in consultation with the Director of Personnel Services.

232/03-04 Rewarding and Developing Staff 2

CONSIDERED:

HEFCE Circular 'Rewarding and Developing Staff in Higher Education- round 2' requesting submission of a revised University HR Strategy together with an oral report from the Director of IT Services (SC.119/03-04).

RESOLVED:

That the Group established to oversee the implementation of the HE Framework Agreement for HR advise the Director of Personnel Services on the revision of the University's current HR Strategy for consideration by the Steering Committee prior to its submission to the HEFCE.

233/03-04 Students' Union Elections

RECEIVED:

An oral report from the President of the Union of Students on the outcome of the elections for Union Sabbatical Officers positions for the academic year 2004/05.

RESOLVED:

That the President provide a summary and biography of the Union Sabbatical Officers for 2004/05 for the next meeting of the Committee.

cec\ec\steer-share\9feb04mins
19/2/04