

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 15 December 2003

Present: Deputy Vice-Chancellor (Chair)  
Professor Carter  
Professor Dyson  
Professor Easton  
Professor Jones  
Mr R Jones  
Professor McCrae  
Professor McFarlane  
Professor Thomas  
Professor Whitby

Apologies: Vice-Chancellor, Professor Mullender, Ms A Goodall.

In Attendance: Registrar, Administrative Secretary, Finance Director, Director of Student and Ancillary Services, Director of Personnel Services, Director of Communication, Miss E Clewlow, for item 148/03-04 onwards Academic Registrar, for item 151/03-04 Director of the International Office and the Senior International Liaison Officer.

140/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 8 December 2003 be approved.

141/03-04 Future Funding of Higher Education (minute 137/03-04 refers)

RESOLVED:

That the Academic Registrar be asked to model the potential costs of implementing a bursary scheme similar to that proposed by the University of Cambridge.

142/03-04 Regional Issues

RECEIVED:

An oral report from Professor Dyson on the following issues which were discussed during the recent meeting of regional Pro-Vice-Chancellors:

The Mercia Institute of Enterprise.  
Collaborative HEIF2 bids.

143/03-04 Director of IT Services

REPORTED: (by the Registrar)

- (a) That the University had accepted the resignation of Mr Phil Martin from the post of Director of IT Services with effect from 31 December 2003.
- (b) That a Group consisting of the following had been established to consider the recruitment of a new Director of IT Services:

Deputy Vice-Chancellor  
Registrar  
Acting Registrar  
Deputy Registrar.

- (c) That Ms Rosemary Gilmore would serve as the Acting Director of IT Services until a new Director of IT Services had been appointed.

- (d) That the Deputy Registrar and the Financial Controller were liaising with the relevant departments regarding the future development of the Passive Network Cabling Project; it being noted that networking projects currently in hand, including University House, would proceed as planned.

144/03-04 WMS Financial Report

CONSIDERED:

The first quarterly statement on the devolved budget of the Warwick Medical School for 2003/2004 (SC.80/03-04) together with an oral report from the Vice-Dean of the Warwick Medical School noting a revised forecast outturn for the year as a result of higher than forecast fee income and an upturn in research income.

RESOLVED:

- (a) That the first Quarterly Statement on the devolved budget of the Warwick Medical School for 2003/2004 be received and noted.
- (b) That future quarterly statements from the Warwick Medical School include information on WMS's fee income from overseas students.

145/03-04 WBS Financial Report

CONSIDERED:

The first quarterly statement on the devolved budget of the Warwick Business School (SC.82/03-04) together with an oral report from the Dean of the Warwick Business School noting a revised forecast operating surplus largely as a result of under-recruitment to the full-time MBA programme.

REPORTED:

That a Group had been established to work with CHeSS to resolve the issues surrounding the Centre's planned transfer to the Warwick Medical School.

RESOLVED:

- (a) That the first Quarterly Statement on the devolved budget of the Warwick Business School for 2003/2004 be received and noted.
- (b) That the Finance Director and the Dean of the Warwick Business School draft an addendum to the rules for the operation of devolved budgets to provide guidance on the decision-making process for determining overheads on research projects for consideration by the Committee at a future meeting.

146/03-04 Framework Agreement

CONSIDERED:

A proposal from the Deputy Vice-Chancellor for the establishment of a Group to review the Framework Agreement (SC.85/03-04) together with an oral report from the Director of Personnel Services on the progress of negotiations between the Universities and Colleges Employers' Association and the Trades Unions regarding a two year pay settlement linked to modernisation of human resources practices in universities.

## RESOLVED:

That a Group with the following membership be established to review the Framework Agreement with a view to bring forward a report for consideration by the Steering Committee early in the new year:

Deputy Vice-Chancellor (Chair)  
 Professor Dyson  
 Professor Bassnett  
 Acting Registrar  
 Finance Director  
 Director of Personnel Services  
 Director of Commercial Enterprises

147/03-04 Higher Education Innovation Fund

## RECEIVED:

An invitation from the HEFCE 2003/58 to apply for funds from the Higher Education Innovation Fund Round 2 (SC.84/03-04) together with an oral report from Professor Jones on the steps being taken by the University to formulate and prioritise potential individual and collaborative bids for submission.

148/03-04 Freedom of Information Publication Scheme

## CONSIDERED:

A draft University publication scheme for submission to the Office of the Information Commissioner under the terms of the Freedom of Information Act 2000 (SC.81/03-04) together with an oral report from the Assistant Registrar (Planning).

## REPORTED:

That the resource implications of meeting the requirements of the Freedom of Information Act were being evaluated in the context of the consideration currently being given to the University's overall approach to legal compliance issues.

## RESOLVED:

- (a) That the University publication scheme produced in accordance with the terms of the Freedom of Information Act 2000 be submitted to the Office of the Information Commissioner as set out in paper SC.81/03-04 subject to the establishment of:
  - (i) A sliding scale of charges to cover the cost of producing hard-copy documents.
  - (ii) A clear procedure for labelling and categorisation of committee papers to indicate items of business which fall outside the scope of the Freedom of Information Act.
- (b) That minutes and agendas of committees listed in Section 1.2 of the Publication Scheme for the academic year 2002/2003 onwards be made publicly available via Insite, with the exception of the minutes of the Building Committee which will be withheld for one year prior to publication.
- (c) That the Finance Director undertake further discussions with the Assistant Registrar (Planning) regarding the position of the University's subsidiary companies with respect to the Freedom of Information Act.

149/03-04 Postgraduate Application Fee

## CONSIDERED:

A report from the Student Recruitment and Admissions Office on the implementation of the Postgraduate Application Fee (SC.86/03-04) together with an oral report from the Chair of the Board of Graduate Studies noting that a paper addressing the issues raised by the Senate at its meeting on 1 October 2003 including a full cost analysis of the postgraduate application fee would be brought forward for consideration by the Steering Committee at a future meeting.

## REPORTED:

That, during the current academic year, the Warwick Manufacturing Group was including the postgraduate application fee as part of its programme fees with a view to reviewing the impact of the introduction of the postgraduate application fee at the end of the first year of its operation in the expectation that the fee would be introduced as a separate fee in a manner consistent with the rest of the University during the academic year 2004/2005.

150/03-04 AC21 International Forum 2006

## CONSIDERED:

A proposal that the University host the third International Forum of AC21, an international consortium of universities, in 2006 (SC.79/03-04) together with an oral report from the Senior International Liaison Officer.

## RESOLVED:

That the International Office be asked to bring forward further details of the forthcoming AC21 International Forum being hosted by the University of Sydney in order to inform the Committee's consideration of the extent of the organisational and academic commitment required of a host for the International Forum.

151/03-04 Group on Decision-Making Structures

## REPORTED:

That this item would be brought forward for consideration at the next meeting of the Committee when the Vice-Chancellor would be present.

152/03-04 AGM of the e-Learning Holding Company

## RECEIVED:

An oral report from Professor Whitby of the recent Annual General Meeting of the e-Learning Holding Company.

## RESOLVED:

That further exploration be undertaken of the extent of common feeling among the 94 Group and the Russell Group in favour of pressing for greater scrutiny of the e-Learning Holding Company's use of public funds.

153/03-04 Schedule of Steering Committee Business

## RESOLVED:

That the schedule of Steering Committee business for the remainder of the academic year 2003/2004 be approved as set out in paper SC.83/03-04 subject to the incorporation by the Administrative Secretary of any further comments from members of the Committee.

154/03-04 Membership of the Equal Opportunities Committee

RESOLVED: (on behalf of the Senate)

That Dr Pamela Lowe of the Warwick Medical School be appointed as the representative of the research staff to replace Dr Rebecca Stewart on the Equal Opportunities Committee.

155/03-04 Registrar

REPORTED: (by the Deputy Vice-Chancellor)

That this was the last meeting of the Committee which would be attended by Dr Jonathan Nicholls as University Registrar.

REPORTED: (by the Registrar)

That he wished to convey his thanks to the University for the farewell dinner held in his honour on 12 December.

RESOLVED:

That the Committee record its sincere gratitude to Dr Nicholls for his longstanding and valuable contributions to the work of the Steering Committee.

156/03-04 Car Parking

RECEIVED:

An oral report from the Director of Student and Ancillary Services on the need to re-evaluate car-parking arrangements for staff and students working at Gibbet Hill in view of the increased pressure upon available car parking space.

RESOLVED:

- (a) That from the beginning of the Spring Term 2004, Car Park 2 be reserved solely for Gibbet Hill parking-permit holders it being noted that this arrangement should be communicated widely throughout the University community and kept under review in the coming term.
- (b) That further consideration be given during the Spring Term to the University's wider transport and car parking strategy.