

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Tuesday 30 October 2012

Present: Professor A Caesar (Chair), Ms S Bennett, Ms A Chowcat, Mr J Entwistle, Professor C Hughes, Dr C Jenainati, Professor J Labbe, Mr S Lamb, Dr D Lamburn, Professor R Leng, Professor A Reeve, Dr J Robinson, Professor P Thomas

Apologies: Professor N Holdsworth, Professor N Johnson, Dr J Kidd, Professor S Swain, Dr P Taylor

In attendance: Ms K Gray, Mr R McIntyre, Dr L Meadows

1/12-13 Terms of Reference, Constitution and Membership

RESOLVED:

- (a) That the terms of reference, constitution and membership of the Committee for 2012-13 be approved as set out in Paper AQSC 1/12-13, noting that Professor N Holdsworth of the School of Theatre, Performance and Cultural Studies would serve as a representative of the Senate from the Faculty of Arts.
- (b) That the new members of the Committee be welcomed.

2/12-13 Teaching Quality Team

REPORTED:

(by the Senior Assistant Registrar (Teaching Quality):

- (a) That the roles of the Faculty Board Secretaries for the Faculties of Arts, Social Sciences and Sciences had been relocated to the Teaching Quality team as part of a wider move of academic governance to the Academic Office.
- (b) That Laura Meadows, Martin Mik and Ruth Cooper had been appointed to the three roles of Assistant Registrar (Learning and Teaching) to serve as Faculty Board Secretaries, to provide enhanced project management support to the Faculty Chairs and to support institution-wide projects to support the enhancement of the student experience.

3/12-13 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act

2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4/12-13 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 20 June 2012 be approved.

5/12-13 Matters arising

- (a) Warwick Community Agreement (minute 122/11-12 referred)

REPORTED:

- (i) That at its meeting on 20 June 2012 the Committee considered the draft Warwick Community Agreement (Paper AQSC.101/11-12), noting that the comments received as set out in Paper AQSC.101/11-12 had not yet been reflected in the current draft and recommended (to the Senate) that the Warwick Community Agreement be approved, subject to further amendments being made in light of comments received and in discussion with representatives of the Students' Union, and approved by the Chair on behalf of the Committee.

- (ii) That, at its meeting on 4 July 2012 it was reported to the Senate:

(by the Pro-Vice-Chancellor for Education and Student Experience)

- (A) That the Students' Union had been widely consulted in the creation of the Warwick Community Statement.

(by Professor R Ball)

- (B) That the title of "community" encompassed more than what appeared to be included within the current remit of this statement, for example, alumni and external partnerships, and that the title should be revised to reflect the statement's current remit, or the statement widened to encompass Warwick's full community.

- (C) That the reference to “normally” within the University’s Learning and Teaching aims to provide timely feedback to students did not seem necessary.

(by the President of the Students’ Union)

- (D) That he was pleased with the content of the Warwick Community Statement, however, he also did not believe the term “normally” within the University’s Learning and Teaching aims to provide timely feedback to students was necessary.

(by the Registrar)

- (E) That the term normally in this context could be removed, noting that it was the University’s intention to provide timely feedback to students unless there were exceptional circumstances.

And it was resolved (by the Senate):

That the Warwick Community Statement be approved as set out in Paper AQSC.101/11-12 (revised 2), subject to further amendments being made in light of comments received and in discussion with representatives of the Students’ Union, and approved by the Chair on behalf of the Academic Quality and Standards Committee and the Vice-Chancellor on behalf of the Senate.

- (iii) That the Warwick Community Statement had been amended in light of comments and further discussions with the Students’ Union, including the renaming of the document as the Warwick Student Community Statement, and approved by the Vice-Chancellor on behalf of the Senate, together with the President of the Students’ Union, as set out in Paper AQSC.101/11-12 (revised 3)

(by the Students’ Union Education Officer):

- (iv) That Sabbatical Officers had received a positive response from students on the introduction of the Warwick Student Community Statement.

- (b) HEAR (minute 101/11-12 referred)

REPORTED:

- (i) That at its meeting on 17 May 2012, the Committee received an update report from the HEAR Project Board (Paper AQSC.71/11-12) and it was reported (by the Assistant Secretary):

- (A) That full consideration had been given to safeguarding students’ interests in relation to data protection and information security.

- (B) That, while GradIntel provides the opportunity for students to make information available to employers, the decision to do so remains with students.

(by the Chair of the Board of Undergraduate Studies):

- (ii) That the Assistant Registrar (Teaching Quality) and all others involved be commended for their work on the project.
- (iii) That the HEAR would become available as a formative document to current students and would be extended to other cohorts of students.

RECEIVED:

An update report on the implementation of the HEAR (Paper AQSC.2/12-13).

RESOLVED:

- (iv) That the potential extension of the HEAR to part-time undergraduates and postgraduate students be explored.
- (v) That the University Senior Tutor, the Director of the Centre for Student Careers and Skills and the Assistant Registrar (Teaching Quality) meet to discuss the alignment of systems currently under development.

- (c) HEFCE Consultation on 'Improving Quality Assurance in Higher Education' (minute AQSC. 133/11-12 referred)

REPORTED:

- (i) That at its meeting on 20 June 2012 the Committee considered:
 - (A) The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (Paper AQSC.85/11-12).
 - (B) A draft University response to the consultation document by the Senior Assistant Registrar (Teaching Quality) and an oral report on issues arising from a consultation event held on 18 June 2012 (Paper AQSC.109/11-12).

And resolved:

That comments on the University response be provided to the Secretary, noting that the Steering Committee would approve a final response.

- (ii) That at its meeting on 23 July 2012, the Steering Committee resolved that the draft University response to the HEFCE

consultation on improving quality assurance in higher education as set out in SC.422/11-12 be revised in light of discussion at the meeting, prior to submission by the deadline of 31 July 2012 (minute SC.599/11-12 referred).

- (iii) That the revised consultation response was submitted to the HEFCE as set out in Paper SC.422(revised)/11-12 (available online).

(by the Senior Assistant Registrar (Teaching and Learning):

- (iv) That the outcome of the consultation had been released on 25 October 2012 and would be reported to a future meeting of the Committee.

- (d) QAA UK Quality Code Chapter B3: Learning and Teaching Consultation (minute 134/11-12 referred)

REPORTED:

- (i) That at its meeting on 20 June 2012, the Committee considered the UK Quality Code Chapter B3: Learning and Teaching, draft for consultation (Paper AQSC.110/11-12) and resolved that comments on the consultation document be provided to the Secretary, noting that the Steering Committee would approve a final response.
- (ii) That at its meeting on 23 July 2012 the Steering Committee resolved that the draft University response to the QAA Consultation on the UK Quality Code: Section B3 – Learning and Teaching as set out in SC.423/11-12 be revised in light of discussion at the meeting, prior to being submitted by the deadline of 25 July 2012 (minute SC.600/11-12 referred).
- (iii) That the University's response to the consultation was submitted to the QAA as set out in Paper SC.423 (revised)/11-12 (available online).

CONSIDERED:

The final version of the UK Quality Code Chapter B3: Learning and Teaching published in September 2012 (Paper AQSC.3/12-13, available online), noting that a mapping of University practice against the Expectation of the Chapter would be brought to a future meeting of the Committee.

- (e) Institutional Review of Teaching and Learning: Faculty Engagements (minute 123/11-12)

REPORTED:

- (i) That at its meeting on 20 June 2012 the Committee considered recommendations arising for consideration by AQSC, arising from the Faculty Engagements and amended following

consideration of reports by the Boards of the Faculties (Papers TLR.96-98 and 102/11-12).

- (ii) That, at its meeting on 4 July 2012, the Senate considered a report outlining the outcomes of the Faculty Engagements, following the institution-wide review of teaching, learning and the student experience, held in November 2011 (S.54/11-12) and resolved:
 - (A) That the recommendations within the three Faculty Engagement reports as set out in papers TLR 96-98/11-12, be noted.
 - (B) That the recommendations and points arising within the two responses prepared by the Chairs of the Faculties of Arts and Science on behalf of their Boards, as set out in papers BFA.23/11-12 and BFS.22/11-12 respectively, be noted.
 - (C) That the recommendations of the Institutional Review Steering Group for onward referral of the recommendations in the Faculty Engagements to the appropriate body for further detailed consideration be approved as set out in paper TLR.101/11-12 (revised 3).
 - (D) That Senate, via the Steering Committee, receive an update on the progress of action taken in response to any agreed recommendations.
- (f) Erasmus Mundus (minute 109/11-12 referred)

REPORTED:

- (i) That the University had been notified that the following bids submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University had not been successful:
 - (A) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
 - (B) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
 - (C) A Joint degree in Particle Physics (PCUBE), led by Physics.
 - (D) Continuation of the MA in International Performance Research, led by the School of Theatre, Performance and Cultural Studies.

(by the Assistant Registrar (Teaching Quality)):

- (ii) That there would not be a call for bids for Erasmus Mundus funding in 2012/13 but it was anticipated that this would resume in 2013/14.

6/12-13 Chair's Action

REPORTED:

(a) Course Specification Template

That the Chair has taken action on behalf of the Committee to approve a minor amendment to the Course Specification Template (Paper AQSC.4/12-13).

(b) Course Approval Form

That the Chair has taken action on behalf of the Committee to approve minor amendments to the Course Approval Form, following consultation with the Chairs of the Boards of Graduate and Undergraduate Studies (Paper AQSC.5/12-13).

7/12-13 Progress of Committee Recommendations

REPORTED:

(a) That the Senate, at its meeting on 4 July 2012, resolved that recommendations from the Committee under the following headings be approved (minute 110/11-12 referred):

Undergraduate Degree Classification Assessment Conventions
Risk Assessment and Collaborative Course Approval
Collaborative Course Review
Collaborative Policy and Strategy
Amendments to University Regulations
Good Practice Guide on Joint and Cross Departmental Degrees
Collaborative Course Approval and Documentation and Guidance
Information for Students
Evolution of the SSLC System
Collaborative Course Proposals

8/12-13 Key Information Sets

REPORTED (by the Chair):

That the Key Information Sets (KIS) had been published at the end of September.

9/12-13 Learning and Teaching Strategy

REPORTED:

(a) That, at its meeting on 20 June 2012 the Committee considered:

(i) A summary of comments on the Learning and Teaching Strategy (Paper AQSC.100/11-12).

(ii) A revised version of the Learning and Teaching Strategy (Paper AQSC.70/11-12 (revised)).

- (iii) A summary of comments from the a sub-group of the Board of the Faculty of Social Sciences (Paper AQSC.116/11-12).

And recommended (to the Senate):

- (iv) That the Learning and Teaching Strategy be approved, subject to further amendments being made in light of comments received and approved by the Chair on behalf of the Committee.
 - (v) That the commitment to introduce a Liberal Arts degree as set out in Vision 2015 be reviewed and developed into a broader commitment to enhancing flexibility and inter-disciplinarity in all undergraduate degrees, noting that the Centre for Lifelong Learning offered generic part-time undergraduate degrees in Humanities and Social Studies which could be adapted for full-time study.
- (b) That at the meeting of the Senate, held on 4 July 2012, it was reported by the Pro-Vice-Chancellor for Education and Student Experience):
- (i) That the Learning and Teaching Strategy had been updated to reflect changes to the environment, the refresh of the University Strategy, and the outcomes of the Institutional Review.
 - (ii) That consultation on the changes had been undertaken with the Academic Quality and Standards Committee, the Board of Undergraduate Studies, Board of Graduate Studies, Boards of the Faculties, the Students' Union and administrative colleagues, but that further comments were invited.

And it was resolved:

- (i) That the Learning and Teaching Strategy be approved in principle, as set out in Paper AQSC.70/11-12 (revised 2), subject to amendments being made in light of comments received and approved by the Chair on behalf of the Academic Quality and Standards Committee noting that further development and refinement would be undertaken over the summer and a final version brought to the Senate for approval at its meeting in the Autumn Term 2012.
- (ii) That the commitment to introduce a Liberal Arts degree as set out in Vision 2015 be reviewed and developed into a broader commitment to enhancing flexibility and inter-disciplinarity in all undergraduate degrees, noting that the Centre for Lifelong Learning offered generic part-time undergraduate degrees in Humanities and Social Studies which could be adapted for full-time study.

(minute S.110(a)/11-12 referred)

- (c) That, at the meeting of Senate held on 3 October 2012, a follow-up report from the Academic Quality and Standards Committee was considered containing the revised Teaching and Learning Strategy 2012-2017 (S.3/12-13), together with a report from the Pro-Vice-Chancellor for Education and Student Experience and it was reported

(by the Pro-Vice-Chancellor for Education and Student Experience):

- (i) (That the Learning and Teaching Strategy 2012-2017, once approved, would be put onto the Teaching Quality website as an interactive document with links to completed and ongoing projects, as well as the University's Strategy.
- (ii) That the separate Action Plan would be reviewed annually by the Academic Quality and Standards Committee.
- (iii) That representatives of the Faculty Boards had been given the opportunity to comment on the Learning and Teaching Strategy 2012-2017 during the drafting process.

(by Professor S Jacka)

- (iv) That online management of project submission would have timing implications within the mathematical subjects, due to the nature of work.

And the Senate resolved:

That the Learning and Teaching Strategy 2012-2017 be approved as set out in Paper AQSC.70/11-12 (revised 3).

(Draft minute S.21/12-13 referred)

(by the Senior Assistant Registrar (Teaching and Quality):

- (d) That the Action Plan would be updated annually and in future years would include progress against actions identified in the previous year.

CONSIDERED:

- (a) A paper on Strategic Priorities for the Academic Quality and Standards Committee for 2012/12 (Paper AQSC.6/12-13).
- (b) The Learning and Teaching Strategy Action Plan 2012/13 (Paper AQSC.7/12-13).

RESOLVED:

- (a) That a group be formed to support the development of guidance on moderation, to be led by the Chair of the Board of Undergraduate Studies.
- (b) That the Strategic Priorities for the Committee as set out in Paper AQSC.6/12-13 be approved.

- (c) That comments on the Learning and Teaching Strategy Action Plan be submitted to the Secretary by Wednesday 14th November.
- (d) That authority be granted to the Chair of the Committee to approve a final version of the Action Plan, following which it would be published online.

10/12-13 University Risk Management

REPORTED:

That, at its meeting on 20 June 2012 the Committee considered a paper from the Senior Assistant Registrar (Governance, Risk and Continuity) on risk identification and assessment within the scope of the Committee's Terms of Reference (Paper AQSC.111/11-12) and resolved that the institutional risks associated with teaching and learning be reviewed on an annual basis alongside the University Teaching and Learning Strategy (minute 126/11-12 referred).

CONSIDERED:

A paper by the Senior Assistant Registrar (Risk Management) on the University Risk Register (Paper AQSC.8/12-13).

RESOLVED:

That the risk ratings and the mitigating actions identified as set out in Paper AQSC.8/12-13 were appropriate with the exception of the level of impact identified for Risk T6 which the Committee considered should be higher.

RECOMMENDED (to the Registrar):

That the Impact rating for Risk T6 be increased to 4 given the potential impact on student recruitment of a decline in satisfaction ratings.

11/12-13 Student Satisfaction

RECEIVED:

- (a) A report on the outcomes of the National Student Survey 2012 considered at the meeting of the Steering Committee held on 10 September 2012 (Paper SC.447/12-13).
- (b) Comparisons of results by subject with sector and Russell Group institutions (Paper AQSC.9/12-13).
- (c) A memo from the Pro-Vice-Chancellor, Education (Quality and Standards), to Heads of Departments regarding the National Student Survey 2012 (Paper AQSC.10/12-13).

REPORTED:

That at its meeting on 3 October 2012, the Senate considered a paper reviewing the most recent results of the National Student Satisfaction (NSS) Survey and outlining proposed steps to take to improve student satisfaction rates in the future (S.6/12-13) and resolved that the strategy to enhance student satisfaction be approved, as set out in paper S.6/12-13, though the key points of emphasis and exceptional circumstances made at the meeting be reflected on when pursuing the implementation in the coming weeks.

(Draft unconfirmed minute S.24/12-13 referred)

12/12-13

Assessment and Feedback

REPORTED:

- (a) That at its meeting on 20 June 2012 the Committee considered guidance for departments on timing of feedback on assessment (Paper AQSC.98/11-12) and resolved:
 - (i) That a working group be established to review the Good Practice Guide on Providing Feedback to Students on Assessment.
 - (ii) That, in the context of this work, the Group would also consider guidance and policy development on feedback on examinations and maximum timescales for provision of feedback on assessed course work, taking into consideration local practice.
 - (iii) That the principle that all departments be required to communicate clearly to students the timescales for provision of marks and feedback on course work in advance be approved.
 - (iv) That the principle that all departments be required to take into consideration the timing of the provision of feedback when setting deadlines for submission of assignments be approved.
- (b) That a half-away day on feedback and assessment was held on 24 September 2012.

CONSIDERED:

- (a) A report on the feedback and assessment away day setting out principles for consideration by the Committee (Paper AQSC.11/12-13).
- (b) A draft policy on timing of feedback on assessment (Paper AQSC.12/12-13).

RESOLVED:

- (a) That further consideration be given to the appropriate mechanisms for considering detailed data reports on turnaround times on feedback.
- (b) That the Faculty student representatives be included in consideration of detailed data reports.

- (c) That the Chairs of the Boards of Undergraduate and Graduate Studies consider further the development of guidance on the granting of exemptions to the four week turnaround time and the mechanisms for ensuring SSLC involvement in the process.
- (d) That summary reports on turnaround times to Faculty Boards and other bodies should cover both positive outcomes as well as concerns.
- (e) That the draft Policy be amended to exclude Guidance point 5.
- (f) That the Committee supported in principle the provision of feedback on examinations and dissertations in the Policy but that further consideration be given to how this might be achieved and therefore how these elements might be reflected in the draft Policy.
- (g) That the principles for the provision of feedback be approved as set out in Paper AQSC.11/12-13, subject to minor amendments agreed in the meeting.

13/12-13 QAA Institutional Review Self-Evaluation Document

REPORTED: (by the QAA Review Academic Lead Co-ordinator)

That the draft SED was in the process of being circulated for comment to the relevant University committees .

CONSIDERED:

The draft self-evaluation document for QAA Institutional Review (Paper AQSC.13/12-13).

RESOLVED:

That any comments be submitted to the Secretary, noting that the Steering Committee would approve the final version prior to submission.

14/12-13 Review of Module Audit Process

CONSIDERED:

A review of the outcomes of the module audit process (Paper AQSC.14/12-13).

RESOLVED:

That further detailed recommendations be brought to the next meeting of the Committee in light of comments received from members.

15/12-13 Students Union Update

REPORTED: (by the Students' Union Education Officer)

- (a) That the Students' Union would be launching a survey on student satisfaction with contact hours, which would also provide an opportunity to collate data on contact hours.
- (b) That SSLC elections had been undertaken and representative training had been completed.
- (c) That the President of the Students' Union would be progressing work on hidden course costs.
- (d) That positive feedback had been received from students on the launch of the Warwick Student Community Statement.

(by the Chair):

- (e) That a survey was being undertaken on teaching by postgraduate students.

16/12-13 Key Performance Indicators

CONSIDERED:

A report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning (paper AQSC.15/12-13).

RESOLVED:

That comments be provided to the Secretary prior to the completion of the report for consideration by the Council.

17/12-13 Professional, Statutory and Regulatory Bodies

- (a) Register of courses with PSRB accreditation

RECEIVED:

The register of University courses with accreditation, validation or other recognition by professional, statutory and regulatory bodies (Paper AQSC.16/12-13).

- (b) Institute of Mechanical Engineers Accreditation of School of Engineering Courses

CONSIDERED:

A report from the Institute of Mechanical Engineers on a review of undergraduate courses offered by the School of Engineering (Paper AQSC.17/12-13).

RESOLVED:

- (i) That consideration of the report be deferred to the next meeting of the Committee.

(ii) That an Action Plan setting out actions to be taken in response to the findings be provided for consideration by the Committee.

(c) Health Professions Council Accreditation of the MA in Social Work

RECEIVED:

A letter from the Health Professions Council regarding accreditation of the MA in Social Work (Paper AQSC.18/12-13).

(d) British Computing Society Accreditation of Courses in the Department of Computer Science

CONSIDERED:

A letter from the British Computing Society reporting on the review of undergraduate courses offered by the Department of Computer Science (Paper SC.6/12-13).

RESOLVED:

That consideration of the report be deferred to the next meeting of the Committee.

(e) General Medical Council Accreditation of the MBChB

CONSIDERED:

(i) The GMC report on the examination process for the MBChB (Paper AQSC.19/12-13).

(ii) The Warwick Medical School's action plan in response to the GMC report (Paper AQSC.20/12-13).

RESOLVED:

That consideration of the report be deferred to the next meeting of the Committee.

18/12-13 Course Specifications

RECEIVED:

A report on course specifications approved in accordance with the procedures approved by the Committee at its meeting on 20 June 2012 (minute 117/11-12(d) referred) (Paper AQSC.21/12-13).

19/12-13 Postgraduate Taught Experience Survey (PTES) 2012

REPORTED:

That at its meeting held on 10 October 2012, the Board of Graduate Studies received:

- (a) A detailed analysis of Warwick PTES 2012 results (paper BGS 12/12-13);
- (b) Detailed Warwick PTES 2012 results with the Russell Group aggregate results benchmark (paper BGS 13/12-13);
- (c) PTES 2012 Report (paper BGS 14/12-13).

And resolved:

- (d) That the PTES response rate was higher than in previous years and that the University should continue to encourage students to engage with such surveys;
- (e) That the Graduate School clarify the inconsistencies of message with regard to feedback highlighted in the report, it being noted that data recorded for specific faculties/departments might be at odds with general trends reported;
- (f) That the Graduate Studies Committees for Arts and Science be provided with PTES data specific to their faculty, for consideration to be given to their results in the areas of assessment and feedback, to see if any reasons for lower than average scores could be identified.

(unconfirmed minute BGS 16/12-13 referred)

20/12-13

QAA Consultations

- (a) UK Quality Code Chapter B5: Student Engagement

RECEIVED:

The final version of the UK Quality Code Chapter B5: Student Engagement (Paper AQSC.22/12-13).

- (b) UK Quality Code Chapter B11: Research Degrees

RECEIVED:

The final version of the UK Quality Code Chapter B11: Research Degrees (Paper AQSC.23/12-13).

- (c) UK Quality Code Chapter B10: Collaborative Provision

RECEIVED:

The University's response to the QAA consultation on UK Quality Code Chapter B10: Collaborative Provision (Paper SC.20/12-13 (revised)).

21/12-13

New Postgraduate Courses of Study

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2012 that the Chair had taken action on behalf of the Board to approve the following new courses considered initially at its meeting on 7 June 2012:

MSc Health Science (Plastic Surgery)
MA Advanced Teaching of Shakespeare
PhD Hispanic Studies
MA by Research Hispanic Studies
MA World Literature

22/12-13 Revised Postgraduate Courses of Study

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2012 that the Chair had taken action on behalf of the Board to approve revisions to the following courses considered initially at its meeting on 7 June 2012:

MSc Cognitive Systems
Engineering Doctorate (International)
PhD Complexity Science
MSc in Interdisciplinary Biomedical Research
MSc Research Methods in Health Sciences
MSc in Oral Surgery

23/12-13 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Wednesday 5 December 2012 at 9.00am in the Council Chamber.