

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 9 May 2016

- Present: Professor Stuart Croft (Vice-Chancellor and President (Chair)), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor T Jones (Provost), Mr I Leigh (President of the Students' Union), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Professor M Shipman (Chair of the Board of the Faculty of Science), Professor C Sparrow (Academic Member of the Senate), Professor P Thomas (Pro-Vice-Chancellor (Research)), Professor P Winstanley (Chair of the Board of the Faculty of Medicine), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).
- Apologies: Professor A Clarke (Chair of the Board of the Faculty of Medicine), Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Mr K Sloan (Registrar and Chief Operating Officer), Professor S Swain (Pro-Vice-Chancellor (External Affairs)).
- In Attendance: Mr J Breckon (Director of Estates), Ms C English (Administrative Officer (Governance) (Assistant Secretary)), Ms J Horsburgh (Deputy Registrar (Secretary)), Dr M Glover (Academic Registrar), Ms G McGrattan (Director of Human Resources), Mr J Phillips (Director of Health and Safety) (for items 276 and 277/15-16), Mr I Rowley (Director of Development, Communication & External Affairs).

NOTE: The Chair of the Board of the Faculty of Medicine is listed twice above; Professor A Clarke was appointed Faculty Chair from 1 May 2016, and Professor P Winstanley remains in post until 31 May 2016 to allow for a one-month handover period.

269/15-16 Minutes

RESOLVED:

That the minutes of the meeting held on 25 April 2016 be approved.

270/15-16 Steering Committee Membership Update

REPORTED: (by the Vice-Chancellor and President)

That the Steering Committee welcomed Professor Aileen Clarke in her capacity as the Chair of the Faculty of Medicine with effect from 1 May 2016.

271/15-16 *Examinations Venue Contingency Planning (minute 262/15-16 {restricted} refers)

RECEIVED:

An oral report from the Pro-Vice-Chancellor (Academic Planning and Resources) on Examinations Venue Contingency Planning.

272/15-16 Teaching and Learning Hub

REPORTED: (by the Vice-Chancellor and President)

- (a) That the topping-out ceremony for the University's new Teaching and Learning Building had taken place on Wednesday 4 May 2016.
- (b) That a number of student ambassadors had attended the ceremony, noting that the milestone in construction was marked by the trowelling of a lecture theatre step.
- (c) That the construction of the new building was due to be completed in the new academic year, with good progress having been made to date.

273/15-16 The Complete University Guide Rankings Success

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University of Warwick had been ranked in the top 10 universities in the UK, and the leading university in the West Midlands, in the latest UK University league table published by The Complete University Guide on 25 April 2016.
- (b) That the University was ranked eighth overall, maintaining its record of never having finished outside of the UK's top ten universities in this table.

274/15-16 International Programme in the Leadership and Management (IPLM) of Higher Education

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University's IPLM, an intensive programme for university leaders and senior managers from within and outside of the UK, had commenced on 4 May and would run until 13 May 2016.
- (b) That the programme, open to academic and non-academic managers from a wide range of UK and International institutions, was in its seventh year noting that it was designed to provide opportunities to explore strategic issues and management challenges in international higher education management with experienced professionals.

275/15-16 AVIVA Women's Tour

REPORTED: (by the Vice-Chancellor and President)

- (a) That Warwick would partner with Warwickshire County Council to host Stage two of the UK's international stage-race for women, the forthcoming Aviva Women's Tour on 15 to 19 June 2016.
- (b) That the University would offer a range of wellbeing activities, cycling demonstrations and market stalls during the event, as well as a programme of sports events for local schools to further the University's commitment to increasing participation and activity.

276/15-16 *Report from the University Health and Safety Executive Committee

CONSIDERED:

A report informing the Steering Committee of discussions held and key decisions reached by the University Health and Safety Executive Committee (UHSEC) at its meeting held on 2 March 2016 (SC.119/15-16 {restricted}).

RESOLVED:

- (a) That the report from the University Health and Safety Executive Committee (SC.119/15-16 {restricted}), be noted.
- (b) That the Electrical Safety Policy be circulated to Steering Committee members by correspondence in order to seek approval of the final version, noting that the version included in Appendix 1 of SC.119/15-16 {restricted} had been superseded.
- (c) That the Director of Health and Safety should liaise with the Acting Director of the University of Warwick Science Park, to clarify the way in which the Electrical Safety Policy applied to the Science Park.
- (d) That the Director of Health and Safety should liaise with the Academic Registrar regarding the outcomes of consideration by the Academic Resourcing Committee of the bids for additional health and safety resources.

277/15-16 *Department for Transport Dangerous Goods Transport Inspection

CONSIDERED:

A report informing the Steering Committee of actions required following a Dangerous Goods Transport inspection carried out by a Senior Transport Security Inspector from the Department for Transport on 25 April 2016 (SC.120/15-16 {restricted}).

RESOLVED:

That the report following a Dangerous Goods Transport inspection (SC.120/15-16 {restricted}), be noted.

278/15-16 *Report from the Administrative and Professional Services Group

RECEIVED:

A report from the Administrative and Professional Services Group (APSG) summarising key developments, risks, projects, investment decisions and service trends for APSG, from the meetings of the Group held on 7 December 2015, 11 January 2016 and 8 February 2016 and Away Days on 27 and 29 April 2016 (SC.121/15-16 {restricted}).

RESOLVED:

- (a) That the report from the Administrative and Professional Services Group (SC.121/15-16 {restricted}) be noted.

- (b) That an update be provided at the next Steering Committee meeting regarding the use of the proceeds of the carrier bag charge implemented at the Rootes Grocery Store.

279/15-16 *Monash Warwick Alliance – Renewal of term proposal 2017-2021

CONSIDERED:

A paper outlining the proposed future direction for the Monash Warwick Alliance (Alliance) (SC.122/15-16 {restricted}).

RESOLVED:

- (a) That the proposed renewal of the Monash Warwick Alliance term and the associated financial commitment for a further five years to December 2021, as set out in paper SC.122/15-16 {restricted}, be noted.
- (b) That details of the spend provided for per year for the five-year Monash-Warwick Alliance plan be included in the paper prior to consideration by the University of Warwick Council.

280/15-16 *UCU Ballot and Industrial Action

RECEIVED:

An oral update from the Director of Human Resources with regard to the outcome of the UCU Ballot for industrial action.

281/15-16 Campus Environment

REPORTED: (by the Pro-Vice-Chancellor (Teaching and Learning))

- (a) That the campus environment had benefitted from the recent planting of daffodils which had provided a stunning display on Gibbet Hill Road.

(by the Director of Estates)

- (b) That over 80,000 daffodils had been planted by hand over the spring by approximately 30 members of the Estates department.
- (c) That the work of the Estates department had been recognised at the CCSG Awards evening on 6 May 2016.

RESOLVED:

That the thanks of the Steering Committee be extended to those individuals from the Estates team involved with the management of the campus environment.

282/15-16 Final National Student Survey Response Rate

RESOLVED:

That the report outlining the National Student Survey (NSS) response rates at institutional and departmental level, the constitution of the NSS 2016 population, and the timeline for the release of the survey results, as set out in paper SC.123/15-16, be noted.