

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 15 November 2004

Present: Vice-Chancellor (Chair)  
Professor L Bridges  
Professor A Caesar  
Professor R Dyson  
Professor J Jones  
Professor I Lauder  
Mr S Lucas  
Professor M Luntley  
Professor S Palmer  
Professor H Thomas  
Professor M Whitby

Apologies: Professor A Easton.

In Attendance: Academic Registrar, Director of Academic and Student Affairs, Director of Communication, Director of Personnel, Finance Director, Registrar, University Secretary, Mrs H E Blunt, Ms N Snodgrass, for item 107/04-05 the Director of Development and Alumni, for item 108/04-05 the University Librarian, for item 109/04-05 the Director of IT, for item 110/04-05 the Assistant Director of Personnel.

103/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 8 November 2004 be approved.

104/04-05 Leadership Foundation Fellowships Programme (minute 87/04-05 refers)

REPORTED: (by the Registrar)

That several expressions of interest in the Fellowships Programme had been received by the Registrar and that consideration was currently being given to which of the proposals the University would submit to the Leadership Foundation for Higher Education (LFHE) by the closing date of 19 November.

RESOLVED:

That the Vice-Chancellor, the Deputy Vice-Chancellor and the Registrar determine which proposal the University would submit to the LFHE by the closing date of 19 November.

105/04-05 Scrutiny of Degree-Awarding Powers and University Status (minute 89/04-05 refers)

REPORTED: (by the University Secretary)

That the Quality Assurance Agency had approached Professor Kemp directly to request his assistance in scrutinising applications for degree-awarding powers and university title but that it had not yet been possible to contact Professor Masson to establish whether she might be interested in assisting the QAA.

RESOLVED:

That Professor Kemp's application to the QAA to assist in the scrutiny process be supported by the University.

106/04-05 50<sup>th</sup> Anniversary Preparations

## RECEIVED:

An oral report from the Vice-Chancellor on the need for planning arrangements for the University's 50<sup>th</sup> Anniversary in 2015 to be put into place as soon as practicable in the context of future key developments including the implementation of full economic costing in 2005, Round 3 of the Science Research Investment Fund in 2006 and the full impact of variable fees in 2010/11.

## RESOLVED:

That an outline plan for preparations for the University's 50<sup>th</sup> Anniversary in 2015 be prepared by the Vice-Chancellor and brought forward for consideration at a future meeting of the Committee.

107/04-05 Development and Alumni Issues

## RECEIVED:

A report providing an update on University development and alumni relations activity (SC.68/04-05) together with an oral report from the Director of Development and Alumni Relations.

108/04-05 Library Update and Strategic Issues

## RECEIVED:

A report providing an update on the operation of the Learning Grid and other strategic Library issues (SC.63/04-05) together with an oral report from the University Librarian.

## REPORTED: (by Professor Whitby)

That the MRC Review Group would be taking account of demand on and availability of space available to the MRC during the course of its consideration of the future of the MRC while the Library Academic Review Group would be examining the demand on and availability of Library space more widely.

## RESOLVED:

That, if practicable, a more detailed breakdown of usage of the Learning Grid be collated, incorporating home department, level and mode of study of student users it being the view of the Committee that this would be of significant value to the Librarian and the University for planning purposes.

109/04-05 IT Update and Strategic Issues

## RECEIVED:

A report providing an update on current developments, achievements and developments in 2003/04, budget analysis and comparators and ongoing issues relating to IT within the University (SC.65/04-05) together with an oral report from the Director of IT.

## REPORTED: (by the Director of IT)

- (a) That at its meeting held on 12 November, the Information Policy and Strategy Committee had approved further investigation into a replacement email system for Groupwise.
- (b) That the possibility of new spam filtering software for the University network was being considered.

- (c) That 200 computers had so far been sold through the Student Purchase Scheme for the current academic year and that the Scheme was a success.

110/04-05

Equal Opportunities Issues(a) Tracking of Posts Project

## CONSIDERED:

A report from the Personnel Office on key findings arising from the retrospective tracking exercise of posts throughout the recruitment process conducted as part of the University's overall work on Equal Opportunities (SC.64/04-05).

## RESOLVED:

That the Deputy Vice-Chancellor and the Registrar take forward discussions on issues and recommendations arising from the tracking of posts project.

(b) Assessments: HEFCE Good Practice Guide

## CONSIDERED:

The HEFCE Good Practice Guide 37 on conducting impact assessments for equal opportunities in higher education (SC.61/04-05).

## REPORTED: (by the Deputy Director of Personnel)

That the University had already made considerable progress in its preparations for the conduct of impact assessments for equal opportunities and that a pilot project in the areas of staff recruitment, procurement and complaints was currently being undertaken with a target for completion in January 2005.

## RESOLVED:

- (i) That the Director of Personnel investigate the possibility of utilising existing information publicly available on the ethnic minority population of post code areas in the region with a view to mapping onto this information data on applications submitted by ethnic minority candidates for University posts.
- (ii) That the HEFCE Good Practice Guide on conducting impact assessments be referred to the Equal Opportunities Committee for consideration and action, where appropriate, noting the need to ensure proportionality in regard to the implementation and conduct of impact assessments.

111/04-05

Nominations for UUK President

## RECEIVED:

Universities UK Information Note I/04/115 inviting nominations for the post of UUK President (SC.66/04-05).

112/04-05

Board of Governors of Coventry City College

## CONSIDERED:

A copy of an advertisement from City College Coventry inviting applications for appointments as College Governors (SC.62/04-05).

REPORTED: (by the University Secretary)

That Mr Anthony Gribbon had been a member of the Board of Governors of City College Coventry prior to his resignation from the University and that the College had expressed an interest in receiving an application from a University representative.

RESOLVED:

That any further suggestions for nominations for City College Coventry Governors be forwarded to the University Secretary prior to the meeting of the Senate Steering Committee on 22 November.