

UNIVERSITY OF WARWICK

Open minutes of the meeting of the Senate Steering Committee held on 4 June 2018

- Present: Professor S Croft (Vice-Chancellor and Chair), Professor A Clarke (Chair of the Faculty of Medicine), R Drinkwater (Group Finance Director), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor P Roberts (Chair of the Faculty of Arts), R Sandby-Thomas (Registrar) (from item 245/17-18), Professor M Shipman (Chair of the Faculty of Science).
- Apologies: Professor C Constable (Representative of the Senate), Professor C Ennew (Provost), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), Professor P Thomas (Pro-Vice-Chancellor (Research)), H Worsdale (President of the Students' Union).
- In Attendance: S Black (Assistant Secretary), J Breckon (Director of Estates), Dr R Hutchins (Director of Strategy and Policy), J Phillips (Director of Health and Safety) (for item 246/17-18), B Pithouse (Head of Institutional Resilience) (for item 245/17-18), R Roke (Director of Strategic Programme Delivery and Secretary), I Rowley (Director of Development, Communication and External Affairs), S Tuersley (Acting Secretary to Council), Dr C Twine (Academic Registrar), R Wooldridge Smith (Deputy Academic Registrar).

Note: Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

238/17-18 Conflicts of Interest

REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

239/17-18 Minutes

RESOLVED:

That the restricted minutes of the meeting held on 21 May 2018 be approved, subject to the following amendments:

[Additions underlined, deletions ~~struck through~~]

229/17-18 *Student Barometer and International Student Barometer Results
[...]
(by the Group Finance Director)

- (o) That the SB and ISB survey results could usefully be considered by the CCSG Warwick Accommodation Group.

231/17-18 *Report from the Campus and Commercial Services Group
[...]
(by the Director of Estates)

[Exempt information not included]

240/17-18 Women's Cycle Tour

REPORTED: (by the Vice-Chancellor)

- (a) That the 2018 Women's Cycle Tour would pass close to campus on the morning of Friday, 15 June 2018.
- (b) That the Women's Tour, first held in 2014, was the UK's biggest and most prestigious women's bike race.

241/17-18 New Director of Conferences, Food and Retail

REPORTED: (by the Vice-Chancellor)

- (a) That Tony Howard had been appointed as Director of Conferences, Food and Retail, a new role for the University overseeing two areas of CCSG that worked in synergy.
- (b) That Tony, former Director of Food and Retail Strategy, had previously been a senior manager with Starbucks across Europe, the Middle East and South Africa.

242/17-18 University Data Protection Policy

REPORTED: (by the Vice-Chancellor)

- (a) That Chair's action had been taken on behalf of Steering to approve the revised University Data Protection Policy (SC.102/17-18) in advance of the General Data Protection Regulation (GDPR) implementation date of 25 May 2018.
- (b) That the updated policy provided an overview of a number of data protection topics and links to sources of further information and was available on the University's Information and Data Compliance web pages.

243/17-18 *USS Joint Expert Panel

REPORTED: (by the Vice-Chancellor)

- (a) That the University and College Union (UCU) had recently announced the appointment of Professor Saul Jacka to the Joint Expert Panel (JEP), established as part of an agreement reached between UCU and Universities UK (UUK) at the Advisory, Conciliation and Arbitration Service (ACAS) in March 2018.
- (b) That the JEP was tasked with agreeing key principles to underpin the future approach to the Universities Superannuation Scheme valuation.

- (c) That the UCU Annual Congress held in the previous week had been suspended, following two late motions (calling for the union leader Sally Hunt to resign and be censured) for which no resolution was agreed.

244/17-18 *Senate Business

CONSIDERED:

The items of business for the meeting of the Senate to be held on 13 June 2018.

REPORTED: (by the Chair of the Faculty of Medicine)

- (a) That in relation to the proposal to merge the Faculties of Medicine and Science, further consideration should be given to the resulting number of academic representatives on Senate.

(by the Vice-Chancellor)

- (b) That in relation to the University Strategy report, a presentation could usefully be given by the Director of Strategy and Policy to set out proposed next steps and areas of work.

RESOLVED:

- (a) That the items of business for the meeting of the Senate to be held on 13 June 2018 be approved, subject to the comments detailed above, as requested by the Steering Committee.
- (b) That following discussion at the meeting, further consideration be given to membership of the Senate overall.

245/17-18 *Risk Management Policy

CONSIDERED:

Proposed revisions to the University's Risk Management Policy (SC.103/17-18 {restricted}).

REPORTED: (by the Head of Institutional Resilience)

- (a) That the current Risk Management Policy had been approved by Council at its meeting in February 2015, with revisions being proposed at the current time to reflect current risk management practice at the University.
- (b) That component parts of the updated policy had been reviewed by the Audit and Risk Committee and the University Executive Board, noting that no changes were being proposed to responsibilities, other than some simplification of the way in which specific institutional-level risks were managed and reviewed.
- (c) That risk appetite statements had been defined for each category of risk currently used by the University, which were intended to provide assurance as well as a high level steer.
- (d) That the Head of Internal Audit had arranged for an external auditor to report on the most effective means of operationalising these statements.

- (e) That further engagement would take place over the summer with Chairs of Committees with responsibility for the management of specific risks, as well as with Heads of Departments and risk owners, to improve the way in which risks were managed throughout the institution.
- (f) That feedback had also been gathered at the recent meeting of the Academic Resourcing Committee in relation to the process by which academic departments updated their departmental risk registers.

(by the Group Finance Director)

- (g) That the reference to CCSG Executive on page three should be replaced with CCSG Steering.

[Exempt information not included]

(by the Chair of the Faculty of Medicine)

[Exempt information not included]

(by the Director of Development, Communication and External Affairs)

[Exempt information not included]

(by the Director of Strategy and Policy)

[Exempt information not included]

(by the Chair of the Faculty of Arts)

[Exempt information not included]

(by the Chair)

[Exempt information not included]

- (o) That further consideration should be given to the wording of the risk appetite statements overall.

RESOLVED:

- (a) That the revised University Risk Management Policy as set out in SC.103/17-18 {restricted} be noted.
- (b) That the risk appetite statements be revised, as discussed at the meeting.

246/17-18 *Health and Safety Update

CONSIDERED:

An update on Health and Safety matters (SC.104/17-18 {restricted}).

REPORTED: (by the Director of Health and Safety)

- (o) That the Health and Safety risk profile tool would be revisited and provisionally rescored on completion of the internal audits in June 2018, and then again following completion of the BSi Stage 2 audits in August 2018, at which point it was hoped that the University risk level, as well as that of a number of departments, would move to amber.
- (p) That meetings were arranged with Heads of Departments and their teams to discuss the results of the internal audits and assist with preparation for the Stage 2 audits.
- (q) That whilst there had been an increase in reportable accidents and total incidents (including near misses) for the period, this was attributed mainly to improved awareness of the requirement to report.
- (r) That Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) around trips, slips and falls did however stand out as an area of particular concern.
- (s) That key achievements included the course completion rate for the Health and Safety Moodle course and the number of new format “quick inspections” that had been completed effectively.
- (t) That future priorities included a stress risk assessment, as requested by the Trades Unions, as well as progression of a chemical inventory tool.

(by the Registrar)

- (u) That the new Director of Wellbeing would also be progressing work around resilience and preventative measures for stress.

RESOLVED:

That the update on Health and Safety matters as set out in SC.104/17-18 {restricted} be noted.

As at 20 June 2018