



University Executive Board

Minutes of the meeting of 8 March

Attending Professor Shearer West (Vice-Chancellor), Professor John Atherton (FPVC Medicine and Health Sciences), Professor Dame Jessica Corner (PVC RKE) for minutes 22.18 and 22.19, Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC Arts), David Hill (CDO), Jaspal Kaur (Director of Human Resources), Professor Sam Kingman (FPVC Engineering), Professor Todd Landman (FPVC Social Sciences), Professor Katherine Linehan (PVC EDI and People), Professor Andrew Long (DVC), Professor Sarah Metcalfe (Interim Provost UNM), Professor Nick Miles (Provost UNNC), Professor Robert Mokaya (PVC GE), Margaret Monckton (CFO), Sarah Speight (PVC ESE), Professor Zoe Wilson (FPVC Science)

Attending Sally Blackamore (Financial Controller, for minute 22.26), Jason Carter (Director of Governance and Assurance, for minute 22.27), Professor Paul Grainge (Shadowing the Chief Financial Officer), Alexander Kasprzyk (Vice-Chancellor's Mentee), Helen Lawrenson (Deputy Director of Finance, for minute 22.26), Amanda Pettingill (Vice-Chancellor's Mentee), Alison Reeves (Associate Director of Education Excellence, for minute 22.27), Dr Lisa Stocks (Associate Director of Regulatory Compliance, for minute 22.27), Sarah Troy-Brown (Senior Governance Manager, minutes), Kerry Williamson (Vice-Chancellor's Mentee),

Apologies Rowena Hall (Secretary)

22.21 Welcome, Apologies, Quoracy and Declarations of Interest

- .1 The Chair welcomed Professor Paul Grainge (shadowing the CFO), Alexander Kasprzyk (Vice-Chancellor's Mentee), Amanda Pettingill (Vice-Chancellor's Mentee), and Kerry Williamson (Vice-Chancellor's Mentee) to the meeting as observers.
- .2 The Senior Governance Manager confirmed that the meeting was quorate.

22.22 Minutes of the 7 February 2022 Meeting and Action Log

- .1 The minutes of the meeting held on 7 February 2022 were confirmed as a true record.
- .2 The Action Tracker was NOTED.

22.23 Chair's Business

- .1 The Vice-Chancellor had circulated a report to UEB prior to the meeting.
- .2 UEB CONSIDERED the recent Senate meeting and professional behaviours. Concern was NOTED with regard to unprofessional behaviours that had been displayed by some members of staff, and the impact such behaviours had on peers.
- .3 Further consideration would be given to suggestions made on how to improve behaviours across the institution. These suggestions included widening conversations about values and supporting managers at all levels to address unprofessional behaviours displayed by team members. A forthcoming discussion about values at the Senior Leaders Forum would aim to elicit feedback and other ideas.



22.24 UNM Strategic Plan

- .1 UEB RECEIVED a paper (UEB/22/26) from the Provost UNM. The paper set out the final version of the UNM Strategic Plan.
- .2 UEB provided the following feedback:
 - .1 It was suggested that the people element of the plan be emphasised more within the main body as people would be the key to the delivery of the plan;
 - .2 Further commentary on engagement with staff would be welcomed in the plan;
 - .3 With regard to research, focus on outcomes and quality as measures of performance would be welcomed rather than a focus on performance indicators;
 - .4 The focus on an integrated perspective of humanities, social sciences, and STEM was welcomed;
 - .5 The terminology used in the plan should be checked to ensure it aligned with that used in the University’s strategic plan.
- .3 UEB ENDORSED the UNM Strategic Plan subject to the inclusion of feedback provided.

	ACTION	OWNER	DUE
.4	The UNM Strategic Plan would be revised to include feedback provided.	Provost UNM	31 March 2022

22.25 UNM Future Governance

- .1 UEB RECEIVED a paper (UEB/22/27) from the Provost UNM which set out the proposed governance for UNM post share acquisition.
- .2 It was REPORTED that further work was being undertaken by Legal Services based in the UK; therefore UEB endorsement of the direction of travel was sought rather than approval.
- .3 UEB NOTED that positions on the Management Board should be more generic and fixed to roles rather than people.
- .4 UEB ENDORSED the direction of travel of UNM governance and NOTED that a fuller document would be submitted in due course.

22.26 2022/23 Medium Term Financial Plan

- .1 UEB RECEIVED a paper (UEB/22/28) from the CFO, Financial Controller, and Deputy Director of Finance which set out the benchmarking activities that supported the basis of the 2021/22 MTFP, and the high-level risks and opportunities that had subsequently emerged. The paper also set out the timetable for the MTFP update for 2022/23.
- .2 UEB NOTED the following:
 - .1 There was some concern with regard to postgraduate taught international student numbers as these numbers had been impacted by the University’s drop in QS ranking;
 - .2 Modelling had been undertaken with regard to inflation, and it was NOTED that doubling inflation would add approximately £30m to the University’s cost base;
 - .3 A review of postgraduate research size and shape was ongoing and it was expected that this work would feed into the MTFP;



- .4 Research targets in the MTFP were at a level that was already being delivered by peer institutions. Research targets would be cascaded through Faculty plans;
- .5 The performance framework and business planning process would ensure all targets and actions were cascaded throughout the organisation. The budget was monitored closely which ensured any issues or opportunities could be addressed swiftly;
- .3 UEB ENDORSED the paper and AGREED the key risks and emerging issues for the 2022/23 MTFP that had been set out in the paper.

22.27 Office for Students (OfS) Consultations

- .1 UEB RECEIVED a paper (UEB/22/32) from the Director of Governance and Assurance, Associate Director Education Excellence, and Associate Director for Regulatory Compliance which set out the proposed responses to OfS consultations on Student Outcomes, TEF, and Student outcomes and experiences data indicators.
- .2 UEB NOTED:
 - .1 The significant volume of data that would be required to demonstrate delivery of student outcomes;
 - .2 That support would be required from colleagues based in Schools for subject level TEF pilot activity.
- .3 UEB APPROVED the proposed consultation responses.

22.28 University Links with Russian Institutions

- .1 UEB RECEIVED a paper (UEB/22/34) from the PVC RKE which set out the University’s research and teaching exposure to Russia, and made recommendations on whether to cancel, pause or continue selected relationships.
- .2 UEB AGREED the risk assessment criteria set out in the paper. It was recognised that the criteria may need to be reviewed as the situation in Ukraine progressed.

22.29 University Links with Russian Institutions

- .1 UEB RECEIVED a paper (UEB/22/35) from the PVC GE which set out a proposal to establish the University of Nottingham Scholars at Risk Programme.
- .2 The proposed programme would provide financial and non-financial support to enable scholars and students displaced by war in Ukraine to continue their research or academic studies at the University of Nottingham until the situation in Ukraine had stabilised and they could return to their home institution.
- .3 UEB ENDORSED the proposal in principle and asked that a more detailed business case be submitted for initial consideration at the Away Day the following week.

	ACTION	OWNER	DUE
.4	A business case for the University of Nottingham Scholars at Risk Programme would be submitted to the Away Day for discussion.	PVC GE, Associate Director for GE	11 March 2022

22.30 Roundtable Discussion

- .1 The FPVC Social Sciences REPORTED an issue related to the Council for At-Risk Academics (CARA) and the relocation of a PGR student from Afghanistan to NUBS. The high costs of relocating people via CARA were NOTED.



- .2 The Provost UNNC REPORTED that Ningbo region currently had the highest number of COVID-19 cases across China.
- .3 Recruitment was ongoing to recruit people to student services and the Business School at UNNC. Recent interviews for a Head of Economics had gone well and candidates had been impressive.
- .4 The Malaysian Qualifications Agency (MQA) audit and the SETARA teaching assessment were taking place at UNM.
- .5 The Malaysian government had announced that travel restrictions would be lifted from 1 April 2022.
- .6 Elsevier negotiations had been concluded. The UKRI policy on open research would come into effect for all UKRI funded publications with the exception of those in arts and humanities which would follow in 2024.
- .7 The PVC GE NOTED that staff were being encouraged to undertake trusted researcher training. It was suggested that UEB engage with the training also.
- .8 Universities for Nottingham has been awarded £2.2m from Research England for reimagining doctoral education in civic engagement. This work would provide the Nottingham community with an opportunity to feed into research.
- .9 The FPVC MHS provided a verbal update on Tomorrow's NUH and confirmed that SUMS consulting had been commissioned to support the development of a business case for the Medical Education Centre. In addition, NUH had been successful in securing £3m for the National Institute for Health Research (NIHR) Clinical Research Facility.
- .10 The University was currently leading the table in the British Universities and Colleges Sport (BUCS) championship. The team championship finals would be held at the University on 22 and 23 March 2022.
- .11 Senate elections were due to commence in May with a number of vacancies for professors and non-professors.
- .12 University of Nottingham Students' Union elections were due to commence on Monday 14 March 2022, and voting would be open for two weeks. It was expected that results would be available on 25 March 2022.
- .13 The need to improve cyber security awareness was NOTED along with the importance of ensuring all staff completed mandatory information security training. A session on cyber security would be planned for a future Senior Leaders event.
- .14 Academic Promotions Committee for level seven had recently been held. 25 candidates had been promoted to Professor, of these 45% were women, and 12% were from the BAME community. The level six promotions had seen 42 out of 46 candidates be promoted, and for the first time the majority of those promoted had been women.
- .15 Recruitment for the Deputy Director of HR had been concluded and it was reported that Helen Dunn would join the University from the University of Portsmouth, and would commence her role on 1 June 2022. Recruitment for the Director of Estates and Infrastructure had commenced.
- .16 The IntoUniversity Volunteering Scheme had recently celebrated its 10th anniversary. The scheme was seen as the gold standard in the sector due to the volume of time volunteers gave.



	ACTIONS	OWNER	DUE
.17	Trusted Researcher training would be delivered to UEB at a future away day.	PVC GE Secretary	22 June 2022
.18	A session on cyber security would be planned for a future Senior Leaders event.	Chief Information Security Officer Secretary	30 June 2022