# University Executive Board

## Minutes of the meeting of 6 February 2024

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| **Present:** | Professor Shearer West (Vice-Chancellor), Professor Sube Banerjee (FPVC MHS), Professor Jon Garibaldi (Provost UNNC) via Teams, Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC Arts and interim FPVC Social Sciences), David Hill (CDO), Jaspal Kaur (Director of Human Resources), Professor Sam Kingman (FPVC Engineering), Professor Katherine Linehan (PVC EDI and People), Professor Sarah Metcalfe (Provost UNM), Professor Robert Mokaya (PVC GE), Margaret Monckton (CFO), Professor Jane Norman (DVC), Professor Tom Rodden (PVC RKE), Professor Sarah Speight (PVC ESE), Professor Zoe Wilson (FPVC Science). |
| **Attending:** | Rowena Hall (Secretary), Rav Kalsi (Principal Executive Officer), Louella Houldcroft (Director of Communications and Advocacy), Professor George Ogola (CLAS), Pauline Maden (Interim Director of Careers and Employability), Helen Pennack (Chief Marketing and Communications Officer) for minute 24.17, Gary Moss (Director of Estates and Facilities) for minute 24.18, Mark Barber (Programme Director) for minute 24.19, Guy Wilding (Procurement Workstream Lead) for minute 24.19, Rosie Parkin (Head of Procurement) for minute 24.19 |

### 24.10 Welcome, Quoracy and Declarations of Interest

.1 The Secretary confirmed that the meeting was quorate and there were no declarations of conflict of interest.

.2 The Vice-Chancellor's mentees Professor George Ogola (CLAS) and Pauline Maden (Interim Director of Careers and Employability) were welcomed to the meeting as observers.

### 24.11 Minutes of 10 January 2024 Meeting and Action Log

.1 The minutes of the meeting held on 10 January 2024 (UEB/24/23) were confirmed as a true record.

.2 The Action Log was NOTED and it was AGREED that action 23.82.5 should be closed.

### 24.12 Chairs Business

.1 The Vice-Chancellor had circulated an update before the meeting.

.2 The Registrar provided an update on the forthcoming Senate meeting which would see the submission of the Senate Effectiveness Review Implementation Group's report setting out proposed steps for the implementation of the recommendations of the Senate Effectiveness Review. Details of two areas on which agreement could not be reached were provided. Options for implementation in those areas would be presented to Senate for consideration.

**24.13   Implementing a Single Budget - Fees, Pricing and Financial Awards**

.1      UEB RECEIVED paper UEB/24/18 from PVC ESE and the Chief Marketing and Communications Officer which proposed recommendations for a new approach to scholarship delivery as part of work to reset the University's approach to fees, pricing and financial awards.

.2      Following significant engagement which had taken place, alongside a rapid improvement event focused on establishing a structure that would ensure financial award opportunities were fully utilised for maximum impact, the Chief Marketing and Communications Officer was assured that local owners of scholarship activity were aligned with the approach.

.3      UEB APPROVED:

1.   The future governance structure and remit of the Scholarships and Fees Sub-Committee.

2.   The delegation of responsibility to the Scholarships and Fees Sub-Committee to own the budget allocation process.

3.   The new timeline and reporting requirements for financial awards.

.4      UEB was supportive of the creation of a central administrative team to manage the process, interpret the data and manage the creation of and own the 'return on investment' dashboard to support decision making.

.5      However, it was NOTED that as new funding was not available to support the establishment of a central administrative team, the funding would come from existing scholarship funding.

.5      The paper suggested that it was impractical to re-structure existing faculty resource deployed on scholarship activity as it often formed a small part of a number of job roles and that some resource would need to remain in faculties to report on scholarship activity.

.6      There was some discussion about the validity of the suggestion.  It was NOTED that:

.1      Whilst there had been challenges previously conducting similar exercises, a central team had been recently formed successfully for the Institute for Work Based Learning.

.2      In due course, Future Nottingham would address activity spread across various roles profiles.

.3      FPVCs were accountable for scholarship resource in Faculties and Schools.

.7      UEB AGREED that the Registrar would approach FPVCs for details of the resource available from Faculties and Schools and FPVCs would provide the requested information with a view to establishing the centralised team.

|     | ACTION | OWNER | DUE |
| --- | --- | --- | --- |
| .8  | To identify the resource available in Faculties and Schools deployed on scholarship activity with a view to identifying a centralised team. | Registrar and FPVCs | 26 April |

### 24.14  Reshaping Our Estate

.1      UEB RECEIVED paper UEB/24/21 from the Director of Estates and Facilities which proposed the establishment of a new strategic change programme to transform the University estate.

.2      UEB was reminded of the purpose of the Reshaping our Estate programme which was outlined at a recent Away Day.  The programme would aim to deliver a more efficient, more environmentally friendly and financially sustainable estate which would better support current and future needs.

.3      The overheads associated with operating and maintaining the University's estate continued to increase significantly.

.4      UEB was assured that the programme would be closely allied to the University's Future Nottingham programme, Agile Working Framework and other relevant key strategic change programmes such as Curriculum Nottingham.

.5      UEB AGREED the establishment of Reshaping our Estate as a strategic change programme and confirmed that Planning and Resources Committee would consider the funding requirement.

|       | ACTION | OWNER | DUE |
|-------|--------|-------|-----|
| .6    | To discuss the requirements of the research infrastructure with the PVC RKE | Director of Estates and Facilities | 31 March 2024 |

### 24.15  UniCore

.1      UEB RECEIVED a demonstration of how the system would be used to order goods and services and the benefits that it would provide.

.2      It was NOTED that all the relevant information about suppliers, which were known to the University centrally, had been migrated to the UniCore system.  This was a different approach to that used by other universities when new finance systems had been launched.  It was hoped that it would lead to fewer implementation issues.

.3      It was REPORTED that user acceptance testing had been in progress for three weeks.  No significant issues had been identified.

### 24.16  Roundtable

.1      There was a discussion about how to improve engagement with Heads of School. It was NOTED that UEB member visits to Schools would be scheduled.

.2      The Registrar reminded UEB that a number of Council members would come to the end of their term of office during 2024.  A process for the recruitment of new members had begun.  The details of suggestions of high calibre potential candidates should be directed to the Registrar to be passed to the recruitment agents.

.3      The PVC ESE provided an update on a visit to Vision West Nottinghamshire College.

.4      The FPVC Science updated UEB on funding developments for the ultra-high field scanner.

.5      The FPVC Engineering highlighted positive feedback received from the Engineering Town Hall including the breadth of questions from a range of contributors.

.5      The CFO reminded UEB of the headlines of the plan to close the 2023-24 budget gap.

**24.17    Meeting Feedback**

.1      Feedback on the meeting was provided by the FPVC Engineering.  Several items on the agenda had provoked challenging discussions where the same views were not always shared.  Whilst UEB approached plans and initiatives positively and success was often assumed, it was suggested that more time should be spent considering the risks of projects not being successful and alternative courses of action.

.2      Having reflected on the Unicore demonstration, the FPVC Engineering suggested that engagement and training sessions with certain groups across the University should be delivered thoughtfully and avoid the use of technical detail and acronyms.