



University Executive Board

Minutes of the meeting of 8 August 2023

Present: Professor Shearer West (Vice-Chancellor), Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC Arts and interim FPVC Social Sciences), David Hill (CDO), Jaspal Kaur (Director of Human Resources) via Teams, Professor Katherine Linehan (PVC EDI and People), Professor Sarah Metcalfe (Provost UNM) via Teams, Professor Jane Norman (DVC), Professor Robert Mokaya (PVC GE), Margaret Monckton (CFO), Professor Clive Roberts (FPVC MHS), Professor Sarah Speight (PVC ESE), Professor Zoe Wilson (FPVC Science)

Apologies: Professor Nick Miles (Provost UNNC), Professor Sam Kingman (FPVC Engineering and interim PVC RKE)

Attending: Rowena Hall (Secretary), Helen Dunn (Deputy Director Human Resources) for minute 23.84, Fran Keel (HR Policy Manager) for minute 23.84.

23.80 Welcome, Apologies, Quoracy and Declarations of Interest

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

23.81 Minutes of 11 July and Action Log

- .1 The minutes of the meeting held on 11 July 2023 were confirmed as a true record.
- .2 It was NOTED that the Action Log would be reviewed and updated in readiness for the next meeting.

23.82 Matters Arising

- .1 The outcome of circulation UEB-C-23-18 – Pay Award was NOTED and Members were thanked for their quick response.
- .2 The outcome of circulation UEB C-23-17 - Medicine and Health Sciences Strategy Board was NOTED. The comments made by Members had been incorporated into the Terms of Reference.
- .3 The DVC confirmed that an initial resourcing plan would be brought to PRC and UEB in the autumn. This would support the development of a comprehensive plan which would cover the expansion of the School of Medicine, a new build programme, the transformation of workplace culture and of teaching, and the optimisation of research activity.
- .4 A Member requested a briefing note on the ongoing culture challenges faced by the Faculty of Medicine and Health Sciences.

	ACTION	OWNER	DUE
.5	To prepare and circulate a briefing note on the ongoing culture challenges in the Faculty of Medicine and Health Sciences.	Deputy Vice-Chancellor / Secretary	29 September 2023

23.83 Chair’s business



- .1 The Vice-Chancellor had circulated an update to UEB members prior to the meeting.
- .2 UEB discussed the next steps for Members' development. The Vice-Chancellor would work with the Director of Organisational and People Development to formulate a plan.
- .3 A suggestion was made that additional opportunities for Members to meet together as a group should identified.

	ACTION	OWNER	DUE
.4	To formulate a plan for the next stage of UEB Member development	Vice-Chancellor, Director of Organisational and People Development	29 September 2023
.5	To identify additional opportunities for UEB Member to undertake development opportunities together as a group.	Vice-Chancellor, Director of Organisational and People Development, Secretary	29 September 2023

23.84 Approach to the Full Pay Period Within the Adoption, Maternity, Shared Parental and Paternity Enhanced University Pay Provision

- .1 UEB RECEIVED paper UEB/23/101 from the Director of Human Resources which set out a recommendation from People and Culture Committee to increase the full pay period for adoption leave, maternity leave, shared parental leave and paternity leave, in alignment with other Russell Group universities.
- .2 The difference in the entitlements available at the University and at some other institutions had been raised by staff.
- .3 A date would be determined to bring the changes into effect if agreed. It was proposed that anyone already on a relevant type of leave would be eligible for the enhanced entitlement. An approach for communication with those that had recently returned from a period of relevant leave would need to be developed.
- .4 UEB was keen to be informed on any other areas of HR policy that were not largely in line with peer institutions.
- .5 It was NOTED that the communication of the total reward package and what it meant to work at the University would be included as part of the greater HR transformation plans.
- .6 UEB APPROVED the recommended changes to increase the full pay period for adoption leave, maternity leave, shared parental leave and paternity leave as set out in the paper and AGREED that the funding recommendation should be presented to Planning and Resources Committee.

	ACTION	OWNER	DUE
.7	To submit a paper to Planning and Resources Committee setting out the recommendation for funding the increased costs.	Director of Human Resources	11 September 2023
.8	To report to UEB on any other areas of HR Policy that were not in line with peer institutions	Director of Human Resources	29 September 2023

23.85 Roundtable

- .1 The FPVC Science would be attending the funeral of Professor Ted Cocking on behalf of the University.
- .2 The DVC reported on a successful open day at the Castle Meadow Campus.



- .3 The Student Welcome module was in the final stages of development and would be shared with Members in due course.
- .4 Professor Jasmeet Kaler and Dr Kelly Vere had been appointed as Co-Chairs of the Race Equality Steering Group, which had oversight of the delivery of the Bronze Race Equality Charter actions.
- .5 NSS results would be published later in the week followed by the release to the University of its TEF outcome.
- .6 The CFO reminded UEB of the change to the go-live date for the Digital Core programme.
- .7 The long-term impact of the UK not participating in the ERASMUS scheme was discussed.
- .8 Feedback on the recent graduation ceremonies was received:
 - .1 Further opportunities to ensure Presiding Officer speeches were bespoke to individual ceremonies and reflected and referred to the audience should be explored.
 - .2 The importance and value of there being an honorary graduand, or alumni or student speech at each ceremony was highlighted.
 - .3 There had been an instance of a VIP invitation to graduation not being followed up. It was suggested that further consideration be given to a mechanism to ensure that proposed VIP attendance at ceremonies was captured as far as possible.

	ACTION	OWNER	DUE
.9	To provide graduation feedback to the relevant teams.	Registrar	31 August 2023