



University Executive Board

Minutes of the Meeting of 14 May 2018

Attending	Professor Shearer West (Chair), Professor John Atherton, Professor Dame Jessica Corner, Dr Paul Greatrix, Professor Andrew Long, David Hill, Jaspal Kaur, Professor Todd Landman, Professor Nick Miles OBE, Margaret Monckton, Professor Sarah O'Hara, Professor Kevin Shakesheff, Breda Walls, Rowena Hall (Secretary)
Apologies	Professor Graham Kendall, Kerry Law, Professor Chris Rudd, Professor Jeremy Gregory.
Attending	Professor Raheela Khan, Robert Dowling for minutes 17.126 and 17.127, Helen Lawrenson and Sally Blackamore for minutes 17.129, Neil Hawthorne for minute 17.132, Eleanor Sibley for minute 17.133 and Jenny Harron for minute 17.134.

PART I

17.122 Minutes of the meeting held on Monday 9 April 2018

Subject to the amendment to Minute 17.111 to read "UEB AGREED the recommendations as set out in the paper in particular the adjustment of income *and contribution* targets...", the minutes of the meeting on Monday 9 April 2018 (UEB/17/140) were confirmed as a true record.

17.123 Chair's Business

The Vice-Chancellor welcomed her mentee Professor Raheela Khan to observe the meeting.

The Vice-Chancellor had circulated an update to UEB members prior to the meeting.

It was confirmed that work was starting to support the production of UEB papers to ensure their timeliness, that they are succinct and that their content is appropriate to the terms of reference of UEB.

17.124 Pro-Vice-Chancellor – Equality, Diversity and Inclusion

UEB RECEIVED paper UEB/17/147 presented by the Vice-Chancellor.

It was reported that UEB had approved the proposal to consider a Pro-Vice-Chancellor role for Equality, Diversity and Inclusion at its meeting in April and that this paper contained the draft Role Profile Form for the post.

UEB AGREED that the University should begin the recruitment process for the post as set out in the Role Profile Form, subject to the following amendments:

- the role should be offered on a secondment basis for a three year term;

- the inclusion of access and participation as a theme;
- the inclusion of detail of the resources available to the post holder.

	ACTIONS	OWNER
.1	To amend the Role Profile Form to include access and participation as a responsibility and to make reference to the resources available to the post holder.	Director of HR
.2	To extend the term of the role to three years.	Director of HR

17.125 VC’s Partnership and Stakeholder Engagement Forum

UEB RECEIVED paper UEB/17/147 presented by the Vice-Chancellor.

It was REPORTED that this paper followed up discussion at the UEB Away Day in January, which considered the best approach for the University to manage its partner and stakeholder relationships.

UEB NOTED the Terms of Reference of the Partnership and Stakeholder Engagement Forum and CONSIDERED the list of partners and stakeholders which would be covered by the remit of the Forum. UEB AGREED that NIHR, CRUK and U21 be added to the list, a charity grouping be included to be sponsored by the FVPC, MHS and that the Director of Careers and Employability be invited to join the Forum. UEB RECOMMENDED that further consideration be given to whether any additional EU or international partners or stakeholders should be added to the remit of the Forum.

UEB NOTED that there was work to do to design and implement a system that could be used to record and track interactions with partners and stakeholders which would enable account managers within Professional Services to be better able to support UEB senior sponsors in this area. UEB AGREED that role profiles should be developed for each of the account manager and the senior sponsor roles.

	ACTIONS:	OWNER:
.1	To invite the Director of Careers and Employability to join the Forum.	Alex Miles
.2	To add CRUK, NIHR and U21 to the remit of the Forum	Alex Miles
.3	To develop role profiles for the senior sponsor and account manager roles	Alex Miles
.4	To consider whether there were any other EU or international partners or stakeholders that should be included in the remit of the Forum	PVC, GE

17.126 Inter Campus Collaboration Update.

UEB RECEIVED paper UEB/17/147 presented by the PVC, GE.

UEB NOTED the progress as set out in the paper. The PVC, GE confirmed that work was underway to look at the finance arrangements around inter-campus student mobility and how these can be developed to encourage mobility.

17.127 Quality Assurance

UEB RECEIVED paper UEB/17/138 presented by the Academic Secretary.

UEB NOTED the ongoing work to replace the Quality Manual with three distinct areas of the University website comprising: Academic Regulations, Quality Assurance Handbook and Academic Policies. UEB further NOTED how it was proposed that each of the three categories would apply to the University: Academic Regulations would apply to all campuses, the Quality Assurance Handbook could be customised at campus level provided that there was equivalence with QAA

expectations and Academic Policies could be adapted to take account of local teaching and learning arrangements.

UEB ENDORSED the ongoing work to replace the Quality Manual and AGREED the establishment of a Sponsor Group and Working Group to review the Quality Manual with respect to the international campuses.

	ACTION:	OWNER:
.1	To establish a Sponsor Group and Working Group to review the Quality Manual with respect to the international campuses.	PVC, ESE

17.128 Employee Recognition Platform

UEB RECEIVED paper UEB/17/146 presented by the Director of Human Resources.

UEB NOTED the progress to date on exploring the introduction of an Employee Recognition Platform and its potential positive impact on staff morale. UEB NOTED the high levels of engagement with similar platforms at other HEIs.

UEB AGREED that the introduction of an Employee Recognition Platform should be explored further and that consultation should take place with staff on the benefits of a introducing a platform and its possible focus and content.

	ACTION:	OWNER:
.1	To consult with staff on the potential introduction, focus and content of an employee recognition platform.	Director of HR

17.129 Financial Performance to date

UEB RECEIVED paper UEB/17/150 presented by the CFO.

UEB NOTED the financial update.

17.130 Digital Futures Business Cases 2017/18

UEB RECEIVED paper UEB/17/151 presented by the CDO.

The CDO REPORTED that there were 29 projects in flight under the Digital Futures project. The Digital Futures Programme Board had considered 52 potential projects and recommended eight business cases initially to UEB for approval:

- Cyber Essentials
- Security Remediation
- Service Management Tool Procurement
- CX/CRM procurement
- Identity Phase 1
- Fire Suppression for Key Network Rooms
- HR/Finance Interim Resilience Measures
- Outside WiFi

UEB NOTED that the business cases recommended for UEB approval were within the budget of the Digital Futures Programme. UEB AGREED the eight business cases. UEB further AGREED that funding approvals for Digital Futures projects up to a value of £500,000 and contained within the allocated budget for the Digital Futures Programme could be approved by the project sponsor (the CFO for the remainder of the financial year and the DVC for 2018/19) with a monthly update to UEB to inform the decisions made, to be effective from 1 July 2018.

	ACTION:	OWNER:
.1	To provide a monthly update on the exercise of the delegated financial approval under the Digital Futures Programme.	CFO/ DVC

17.131 Green Chemicals Beacon Business Case

UEB RECEIVED paper UEB/17/143 presented by the PVC, RKE and FPVC, Science.

UEB NOTED the strong vision for the beacon and its focus on three distinct projects.

UEB AGREED that subject to the recommendations above, the business case was approved and should progress to Finance Committee for consideration and recommendation to Council for approval. UEB RECOMMENDED that the business case should be amended to include details of where the infrastructure for the beacon would be held, an assessment of the risk associated with the beacon including proposed mitigations and details of how the beacon would benefit undergraduate study at the University.

	ACTION:	OWNER:
.1	That the PVC, PKE would propose the paper to Finance incorporating the recommendations of UEB.	PVC, RKE

17.132 Health and Safety Strategy

UEB RECEIVED paper UEB/17/144 and a presentation by the Director of Health and Safety.

The Director of Health and Safety provided an overview of his first few months in post and details of the upcoming changes to corporate manslaughter legislation. Areas highlighted for development included monitoring and audit.

UEB NOTED that the Safety Committee met three times a year reporting into Council with the Vice-Chair of Council as a Member.

UEB AGREED that to deepen UEB's oversight and understanding of health and safety, minutes of the Safety Committee and its annual report to Council should also be received by UEB. UEB also AGREED that regular health and safety reports would be circulated to UEB. UEB further AGREED that consideration should be given to including a health and safety module within staff induction and/or an annual CPD package.

	ACTIONS:	OWNER:
.1	To arrange for the minutes and annual report of the Safety Committee to be received at UEB and for regular health and safety reports to be circulated to UEB.	Secretary
.2	To consider including a health and safety focus to a forthcoming Senior Leaders' Forum.	PMG
.3	To consider including a health and safety module within a staff induction or annual CPD package.	Dir of HR

17.133 Risk Management Strategy

UEB RECEIVED paper UEB/17/139 presented by the Head of Information and Risk Management.

UEB NOTED the draft risk management strategy and RECOMMENDED that its remit be extended to include programme and project risk. UEB NOTED that the progress of the development of unit risks registers and that each unit would be required to submit their risk register twice yearly to the

Planning and Resources Committee. UEB also NOTED the addition of a legal and statutory compliance risk to the Risk Register and endorsed the approach that rather than to continue to include a specific global engagement risk. Global engagement issues should be embedded and considered with all relevant risks on the Risk Register.

UEB AGREED that it would discuss the level of the University's risk appetite and would do so at the next UEB Away Day risk discussion. UEB also AGREED the recommended approach to the allocation of compliance related fines.

UEB further NOTED the risk assurance reports from UNNC and UNMC. UEB AGREED that the UNNC and UNMC risk assurance reports should be signed by the relevant Provosts and that the Vice-Chancellor and Head of Information and Risk Management would meet to discuss the process for the continued development of those Risk Registers.

	ACTION:	OWNER:
.1	To extend the remit of the risk management strategy to include programme risks and risks in major projects.	Head of Information and Risk Management
.2	To include a discussion on risk appetite at the next UEB Away Day risk discussion.	Secretary and Head of Information and Risk Management
.3	To discuss the embedding of global engagement issues throughout the risk registers at Audit and Risk Committee.	Vice-Chancellor
.4	The Vice-Chancellor and the Head of Information and Risk Management would meet to discuss the development of the UNNC and UNMC Risk Registers.	Vice-Chancellor and Head of Information and Risk Management

17.134 Audit Recommendation Tracking (monthly update)

UEB RECEIVED paper UEB/17/142 presented by the Director of Internal Audit.

UEB NOTED the continued progress in the closing of audit actions. UEB also NOTED that audit actions would remain overdue within the tracking system irrespective of any agreed extension to its due date. UEB RECOMMENDED that more attention should be paid by UEB members to the proposed due dates resulting from audits so that realistic due dates could be agreed.

	ACTION:	OWNER:
.1	That UEB members would pay more attention to the proposed due dates resulting from audits so that realistic due dates could be agreed.	UEB Members

17.135 REF 2021

UEB RECEIVED paper UEB/17/141 presented by the PVC, RKE.

UEB NOTED the progress made in respect of REF readiness and the contribution made by the budget allocation to REF.

17.136 Any other business

The PVC, RKE reported that that as a result of a processing delay within Research and Innovation, the collection of research income is behind forecast.

The FPVC Science reported that the University had received the race equality charter mark and that communications would be rolled out across the University shortly.

The FPVC, Science further reported that all UEB members would be invited to the first meeting of the Civic and Regional Board but that the board's membership would be finalised following the meeting.

17.137 Circulated Items

UEB RECEIVED paper UEB/17/149 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.