



**University of
Nottingham**

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University Executive Board

Minutes of the meeting of 2 July 2019

Attending Professor Shearer West (Vice-Chancellor and Chair), Professor Dame Jessica Corner (PVC RKE), Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC Arts), David Hill (CDO), Professor Sam Kingman (FPVC Engineering), Professor Andrew Long (DVC), Professor Robert Mokaya (PVC GE), Margaret Monckton (CFO), Professor Sarah O'Hara (PVC ESE), Professor Kevin Shakesheff (FPVC Science), Professor Sarah Sharples (PVC EDI)

Apologies Professor John Atherton (FPVC Medicine and Health Sciences), Jaspal Kaur (Director of Human Resources), Professor Graham Kendall (Provost UNM), Professor Todd Landman (FVPC Social Sciences), Professor Nick Miles (Provost UNNC)

Attending Rowena Hall (Secretary), Shirley Ashford-Frost (Associate Professor, Engineering), Haf Merrifield (Director of Planning, Performance and Strategic Change) for minute 19.91, Ben Sumner (Acting Director of Research and Innovation) for minute 19.92, Esther Akanya (Senior Project Manager) for minute 19.93.

19.88 Welcome, Declarations of Interest and Quoracy

- .1 The Chair welcomed Shirley Ashford-Frost, Associate Professor, Engineering to the meeting as an observer.
- .2 Members were asked to declare any interests they had relating to the items on the agenda. No declarations of interest were made.
- .3 The Secretary confirmed that the meeting was quorate.

19.89 Minutes of the Meeting Held on 3 June 2019 and Action Log

- .1 The minutes of the meeting of 3 June 2019 were agreed as an accurate record.
- .2 Updates were provided to the Action Log and NOTED by UEB.

	ACTION	OWNER	DUE
.3	To circulate the De Montfort University Office for Students action plan and public statement regarding its governance.	Secretary	September

19.90 Chair's Business

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

- .2 UEB considered and AGREED the proposal that UEB establish a Sustainability Committee to lead on the University's strategic sustainability approach. The Vice-Chancellor confirmed that she would reframe UEB's corporate objectives to include an appropriate focus on sustainability following approval of the University Strategy by Council. UEB further AGREED that all catering ordered in connection with UEB meetings and Away Days would be vegetarian or vegan by default, with UEB members able to ask for meat or fish options.

	ACTION	OWNER	DUE
.3	To establish a Sustainability Committee.	Vice-Chancellor and Secretary	October

19.91 University Strategy Development

- .1 UEB RECEIVED paper UEB/19/88 from the Deputy Vice-Chancellor and presented by the Director of Planning, Performance and Strategic Change.
- .2 The DVC requested specific comments on the proposed response to the ideas raised during the Green Paper Consultation and the draft White Paper, to be directed to the Director of Planning, Performance and Strategic Change.
- .3 Following a UEB Away Day in June, further work had been carried out on the proposed summary of ideas for inclusion in the strategy, to develop both a consensus goal and an alternative, more ambitious goal. UEB NOTED that during strategy development discussions at Council and Senate, members had focussed on the international and sustainability themes with significant attention paid to global curriculum, mobility and partnerships.
- .4 UEB was invited to consider the level of ambition for the University through consideration of the consensus and more ambitious goals presented. UEB's considerations included:
- sustainability should be included as a separate standalone goal;
 - Lifelong learning partnerships might include alumni as well as current students; and
 - Mapping potential to goals to activities that the University already undertook and providing examples of potential directions of activity.
- .5 Further to UEB's discussion, and in order to frame the consultation, the phrasing of some of the draft goals would be amended and example activities included to achieve particular goals. The feedback received from stakeholders during the White Paper stage would further help the University understand how the goals should be described in the strategy.

	ACTION	OWNER	DUE
.6	Direct specific comments on the proposed response to the ideas raised during the Green Paper Consultation and the draft White Paper to the Director of Planning, Performance and Strategic Change.	UEB Members	5 July 2019

19.92 Knowledge Exchange Strategy

- .1 UEB RECEIVED paper UEB/19/82 from the PVC RKE.
- .2 UEB NOTED that the strategy had been designed to be agile and address the revolving knowledge exchange landscape, including the KEF and the KE Concordat.
- .3 UEB NOTED the strategy's five priorities:
- develop culture and capacity to deliver knowledge exchange;

- maximise the impact of Intellectual Property;
- support economic prosperity and quality of life in communities;
- enhance engagement with partners; and
- deliver meaningful policy and public engagement.

- .4 The Acting Director of Research and Innovation confirmed the implementation of a new CRM system would play a vital role in the delivery of the Knowledge Exchange Strategy.
- .5 UEB AGREED that as part of the review of research strategy, there should be consideration of the value for money achieved through the allocation of HEIF income.
- .6 UEB APPROVED the Knowledge Exchange Strategy and Implementation Plan.

19.93 Equality, Diversity and Inclusion Strategic Delivery Plan

- .1 UEB RECEIVED paper UEB/19/83 from the CFO and presented by the PVC EDI.
- .2 UEB NOTED that:
- the plan presented to be meeting contained significant detail which would not all be included in the final version which was proposed to be published in September;
 - it was intended that top level themes would apply globally but there would be distinct implementation plans for each of the campuses to ensure alignment with different legal and cultural contexts ; and
 - the developments in the plan since it was last presented to UEB, including the inclusion of socio-economic and neurodiversity as protected characteristics, plans to develop the training portfolio and governance arrangements.
- .3 UEB were invited to submit particular comments on the wording of plan directly to the PVC EDI.
- .4 UEB AGREED that proposed KPI concerning the naming of buildings should not refer to a specified percentage.
- .5 UEB gave full support to and APPROVED the Equality, Diversity and Inclusion Strategic Delivery Plan.

	ACTION	OWNER	DUE
.6	Direct specific comments on the draft plan to the PVC EDI.	UEB Members	End of July 2019

19.94 Health and Safety Incidents

- .1 UEB RECEIVED and NOTED paper UEB/19/84 from the Registrar.
- .2 UEB NOTED the incidents reported to the Health and Safety Committee in January and May 2019 and that the Annual Report to Health and Safety Committee would also be submitted to UEB.

	ACTION	OWNER	DUE
.3	To ensure that the Annual Health and Safety Report was submitted to UEB.	Director of Governance and Assurance	December 2019

19.95 Financial Performance year to date

- .1 UEB RECEIVED and NOTED paper UEB/19/89 from the CFO.

19.96 UEB Sub-Committee Update

- .1 UEB RECEIVED and NOTED paper UEB/19/85 from the Secretary.

19.97 Circulated Items

- .1 UEB RECEIVED paper UEB/19/86 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.

19.98 Roundtable

- .1 A successful APM4-6 Conference had taken place in June. Future APM conferences would be inclusive of all grades of staff in the APM job family.
- .2 Jason Carter had been appointed as the new Director of Governance and Assurance.
- .3 The Director of Residential Life had been in post for four months and continued to consult with wardens on ways to develop and deliver changes to the warden and student residential welfare system. The line management of the director would change following the retirement of the Academic Secretary at the end of July. UEB AGREED that it required more oversight on this activity and student life activities generally.
- .4 NSS results would be published in the next few days. UEB AGREED that the PVC ESE would circulate an analysis of the results.
- .5 Professor McLelland would continue as the Head of the School of Cultures, Languages and Area Studies until July 2022. Professor Tallant would assume the role of Head of the School of Humanities from 1 August 2020 following a year of shadowing the role.
- .6 The REF steering committee had met the previous week following the completion of the REF readiness reviews. Whilst it recognised that a lot of good preparation had been undertaken there was no current indication that the University would increase its ranking. An increase in 4* outputs was still required.
- .7 The University continued to work with Nottingham Trent University, Loughborough University and Derby University on civic matters including HS2 at Toton. The FVPC Science would circulate a note to UEB on developments.

	ACTION	OWNER	DUE
.8	To arrange for the Directors of Residential Life and Campus Life to attend a UEB Away Day to provide an update on their remit and activities.	Secretary	September 2019
.9	To circulate an analysis of the NSS results to UEB	PVC ESE	September 2019
.10	To circulate a note to UEB on civic developments	FVPC Science	September 2019

19.99 AOB

- .1 The CFO provided an update on the latest stage of the USS consultation processes. The University had reluctantly agreed the third option presented by USS for finalising the 2018 valuation. Subsequent to this, the University had been asked to agree three further items for inclusion within the terms of option 3:
- permission for USS to monitor the debt of the University;
 - for USS to be classed as a creditor, which would provide it with primacy of repayment; and
 - an agreement that no further members would be permitted to leave the scheme.

It was understood that other institutions were likely to agree the terms in order to secure option 3. UEB AGREED that the CFO should respond to the request and indicate that the University would agree to the three further items.

	ACTION	OWNER	DUE
.2	To agree the three additional terms of options 3 presented by USS.	CFO	July 2019