



**University of
Nottingham**

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University Executive Board

Minutes of the meeting of 3 February 2020

Attending Professor Shearer West (Vice-Chancellor and Chair), Professor John Atherton (FPVC Medicine and Health Sciences), Professor Dame Jessica Corner (PVC RKE), Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC Arts), David Hill (CDO), Jaspal Kaur (Director of Human Resources), Professor Graham Kendall (Provost UNM) (via video link), Professor Sam Kingman (FPVC Engineering), Professor Todd Landman (FVPC Social Sciences), 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 Andrew Long (DVC), Professor Nick Miles (Provost UNNC)

Attending Rowena Hall (Secretary), Pip Peakman (Director of Research and Innovation) for minute 20.22, Ben Sumner (Director of Business Engagement) for minute 20.22, Professor Tom Rodden for minute 20.22, Anne Partington (Head of Strategy) for minute 20.23 and 20.24, Helen Lawrenson (Deputy Director of Finance) for minute 20.24 and Jason Carter (Director of Governance and Assurance) for minute 20.25

20.17 Welcome, Declarations of Interest and Quoracy

- .1 The Secretary confirmed that the meeting was quorate.
- .2 There were no declarations of interest made by members.

20.18 Minutes of the Meeting Held on 7 January 2020 and Action Log

- .1 The minutes of the meeting on 7 January 2020 were agreed as an accurate record.
- .2 The Action Log was NOTED.

20.19 Chair's Business

Coronavirus

- .1 The Registrar provided an update on the University's planning and response to the coronavirus outbreak, which included daily meetings of the Incident Management Group and regular communications with staff and students, providing advice on supporting fellow staff and students and disseminating Public Health England's latest guidance. All UNUK students who were due start the spring semester at UNNC, who were either already in China or making arrangements to transit there, were being offered alternative study arrangements in the UK. Contact had been made with all Chinese students returning to the UK from Wuhan.

- .2 UEB expressed concern for staff and students at UNNC and for Chinese students at UNUK and UNM with family and friends in China. UEB were keen to promote a sense of support and community at UNUK and to ensure that Chinese students did not suffer any discrimination as a result of the outbreak. The Registrar provided reassurance that there were well developed incident response plans in place in the event that a UoN student or member of staff was diagnosed with the virus. A Students' Union Officer would be joining the Incident Management Group.
- .3 Plans were being made to deliver course content online at UNNC and longer terms plans to do so in the UK where possible and if the need arose. UEB were keen that plans for online course delivery were in line with IT Services' preparedness to scale up online activity.

	ACTION	OWNER	DUE
.4	The CDO and PVC ESE would meet to consider alignment of plans for online course delivery and IT Services' preparedness for scaling up online activity.	PVC ESE, CDO	February 8

Visit of the Minister of State for Universities, Science, Research and Innovation

- .5 The Vice-Chancellor reported on the Minister for Science and Universities, Chris Skidmore's visit to the University.

Industrial Relations

- .6 Good progress was being made by the relevant stakeholders in taking forward the recommendations made as part of the second report of the Joint Expert Panel. The CFO reported that the University's response to the consultation on the report was being finalised and was due for submission on 22 February. The draft response would be circulated to UEB for comment.
- .7 The University had received a notification from the UCU of a period of 14 days of industrial action by their members. Regular meetings of the Industrial Action Task Group would resume. The Registrar reminded UEB that the approach to the reallocation of money not paid to staff as a result of strike action would need to be transparent.

	ACTION	OWNER	DUE
.8	To circulate the draft response to the consultation on the JEP2 report.	CFO	February 20

20.20 Workload Review

- .1 UEB RECEIVED paper UEB/20/15 from the PVC EDI.
- .2 The Chairs of the Workload Review were confirmed as Pip Peakman, Director of Research and Innovation and Professor Steve Howdle, Head of the School of Chemistry.
- .3 The People and Human Resources Committee was concerned that the size of the review panel was becoming too large and suggested the possibility of an advisory board to the core review panel to counter this.
- .4 UEB were concerned about the potential breadth of the review and were keen that the Terms of Reference were sufficiently focused to allow the panel to deliver meaningful and achievable outputs. It was NOTED that the workload planning tool itself was not part of the scope of the review, only its implementation and use. The link between lean activity and the Getting in Shape programme should remain strong and clear.

- .5 The PVC EDI suggested a gateway point in June where the activity to date could be considered and fed into the Getting in Shape programme in order to achieve any possible quick wins before the next academic year.
- .6 UEB AGREED the Terms of Reference in principle subject to further refinement as suggested.

	ACTION	OWNER	DUE
.7	To prepare a further iteration of the Terms of Reference for approval by UEB	PVC EDI	March

20.21 Business Cases

- .1 UEB RECEIVED paper UEB/20/18 from the Registrar and Chief Financial Officer, presented by the Deputy Director of Finance.
- .2 UEB NOTED that there was a need for clarification and simplification of the business case approval process, for a clear definition of a strategic business case and for a more concise approach to the presentation of business cases.
- .3 There was a balance to be achieved between ensuring that Council had the information it needed to discharge its duties and Council receiving too much information and becoming involved in more operational management decisions. A review of the financial delegation of Finance Committee might assist with achieving a balance.
- .4 UEB was keen that the number of committee touch points for strategic business cases be reduced.
- .5 UEB AGREED that further work to design a framework for production and approval of business cases including strategic business cases should go ahead.

	ACTIONS	OWNER	DUE
.6	Further work on a business case approval framework should be conducted and presented to UEB when finalised.	CFO, Registrar	June 2020.

20.22 Health and Safety Update

- .1 UEB RECEIVED paper UEB/20/16 from the Registrar and presented by the Director of Governance and Assurance.
- .2 A review of health and safety had been instigated following the formation of the Governance and Assurance Division and in response to a number of issues relating to fire safety and asbestos management which had been highlighted to the University by the Health and Safety Executive.
- .3 The report highlighted that the Health and Safety Management Framework was out of date and would fall short of satisfying the requirements of a recognised safety management system in accordance with the HSE's recommended approach. Particular areas for concern were that health and safety policies were not up to date, the University did not have a complete inventory of activities across its functions which could present a risk to health and safety, there was an absence of effective compliance monitoring processes and IT systems supporting the health and safety framework were not fit for purpose.

- .4 Whilst steps were being taken to address the capability and capacity issues within the Safety Office, UEB considered there were broader issues related to leadership and culture at the University which would take time to address.
- .5 UEB welcomed and AGREED the outline of a phased and risk-based remediation plan to address the concerns raised and stressed the urgency and importance of achieving significant and expedited progress with the implementation of the plan. UEB further AGREED that a progress report should be provided at the next meeting.

	ACTION	OWNER	DUE
.6	To provide a progress report on the implementation of the health and safety remediation plan	Registrar, Director of Governance and Assurance	March 2020

20.23 UEB Sub-Committee Update

UEB RECEIVED and NOTED paper UEB/20/17 from the Secretary.

20.24 Roundtable

It was reported that:

- .1 Council would be considering a recommendation for the appointment of a new Chancellor at its meeting the next day.
- .2 A second term of office for the current PVC RKE had been confirmed. An extension to the term of office for the PVC EDI to a full five year term had been agreed with an expanded portfolio to include academic leadership for people strategy.
- .3 A stock take of the REF return had been completed and would be considered at the next meeting of the REF steering committee. Further information would be provided to the next meeting of UEB.
- .4 A review of the Green Chemicals Beacon had been completed with the results and recommendations reported to the PVC RKE.
- .5 A higher apprenticeship workshop would be held later in the week. UEB members were reminded about the opportunities afforded by the apprenticeship route and encouraged to consider further programme development.
- .6 The FPVC Engineering had assumed the lead on the University's participation in activities related to the Uniper Site project.
- .7 Dr Nalayini Thambar would lead the Getting in Shape programme going forward.