



**University of
Nottingham**

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University Executive Board

Minutes of the meeting of 10 March

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 Sam Kingman (FPVC Engineering), Professor Todd Landman (FVPC Social Sciences), 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)
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Apologies	Professor Graham Kendall (Provost UNM), Professor Nick Miles (Provost UNNC);
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Attending	Rowena Hall (Secretary), Professor Sarah Speight (APVC Teaching and Learning) and Ruby Ali (Head of Operations, Medical School)
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20.29 Welcome, Declarations of Interest and Quoracy

- .1 The Vice-Chancellor welcomed Professor Sarah Speight, APVC Teaching and Learning and Ruby Ali, Head of Operations, Medical School to the meeting as observers.
- .2 The Secretary confirmed that the meeting was quorate.
- .3 There were no declarations of interest made by members.

20.30 Minutes of the Meeting Held on 3 February 2020 and Action Log

- .1 The minutes of the meeting on 3 February 2020 were agreed as an accurate record.
- .2 The Action Log was NOTED.

20.31 Chair's Business

COVID-19 Response

- .1 The Vice-Chancellor had not circulated the normal update as the situation was changing rapidly.
- .2 It had been expected that the Government's response to the Coronavirus outbreak would move into the delay phase, but that had not been announced. Senior Leaders would be asked to develop their business continuity plans based on three models of possible shutdown. They would be asked to consider what business critical areas were needed to continue operations and the IT systems required to operate them. Planning to support remote working was, and had been, in progress for some time and included a number of ways for staff to access the University network.

- .3 Scenario planning for delivering teaching and assessments online had made significant progress. Consideration was also being given to a late start to session possibly resulting from late A-level results.
- .4 The Office for Students had required universities to submit reports of confirmed and suspected cases of COVID-19. The rationale for the request was not clear and it was anticipated that it would be rescinded.
- .5 UEB AGREED that a central phone line should be introduced for the reporting of staff sickness and students in isolation.
- .6 UEB NOTED that impact of the outbreak on international student numbers was already being felt by Australian universities. It was anticipated that the outbreak would have a significant impact on student recruitment alongside the impact on halls of residence and conferencing income. At the next meeting of Planning and Resources Committee, planned investments for 20/21 would be considered and paused where required.
- .7 An approach to managing research and PGR students would be complicated. For some, moving to online research or study would be relatively simple but for others a lockdown would mean the cessation of experiments. There had not been any indication so far from UKRI on their approach to extensions to funding.
- .8 Discussions were underway with the GMC and Medical Schools Council, and nursing bodies to ensure that medicine and healthcare students were able to complete their courses and, where appropriate, qualify early.
- .9 UEB discussed whether staff should be advised not to travel internationally. A number of different views were considered including asking staff to consider whether their intended travel was essential. The Vice-Chancellor would make a final decision and ensure that the advice was included in the next staff communication.

Industrial Action

- .10 Industrial action had entered its fourth week. The UCU had announced a re-ballot which would determine whether there would be further industrial action.

Student Occupation

- .11 There was an ongoing student occupation at Coates Auditorium. It was small in number and was led by a student registered at Nottingham Trent University.

	ACTION	OWNER	DUE
.12	To make a decision on international staff travel and ensure appropriate communication of the decision to staff.	Vice-Chancellor, Director of Communications and Advocacy	20 March 2020

20.32 Review of Governance of University Ethics –Recommendations

- .1 UEB RECEIVED paper UEB/19/25 from the FPVC MHS and the recommendations were NOTED.
- .2 There was a consensus that a mechanism for considering ethical issues across the University would be welcomed. However, it would be important to ensure that the mechanism was agile, its membership streamlined, included the option to call on specialist advice where required, and that it did not create additional structures where there were already effective processes in place to consider specific ethical issues.

- .3 UEB AGREED that the recommendations for the establishment of an Ethics Committee should be submitted to a future UEB meeting after consideration of UEB's comments.
- .4 UEB AGEED the recommendations connected to the management of University research ethics.

	ACTION	OWNER	DUE
.5	To revise the recommendations connected to the establishment of an Ethics Committee in light of comments received and submit to UEB for consideration	FVPC MHS, Secretary	May 2020

20.33 UEB Sub-Committee Update

- .1 UEB RECEIVED and NOTED paper UEB/20/27 from the Secretary.

20.34 UEB Circulation Results

- .1 UEB RECEIVED and APPROVED paper UEB/20/28 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.
- .2 The PVC EDI queried whether undergraduate students might be resident assistants. The Registrar confirmed that the new model would see people appointed based on ability and experience which would mean that it was unlikely, but not impossible, that undergraduate students would be appointed.

20.35 Roundtable

Meeting Challenge

- .1 The Vice-Chancellor set a challenge to UEB members to reduce the amount of time spent chairing and in meetings by 20% and free Fridays from meetings and emails where possible. In 2018/19 members spent approximately 3,000 hours chairing meetings. The challenge would be issued to the University as a whole once the strike period and Coronavirus outbreak had settled.
- .2 To achieve a reduction in meeting times, Chairs would need to consider the membership of their meetings, regularity, the content of agenda and the length of papers.
- .3 The PVC EDI reminded UEB about the Athena Swan meeting guidelines.
- .4 The Registrar provided an update on an ongoing project within the Getting in Shape programme, which was looking at meetings across the University. Data collection was underway in the School of Politics and International Relations and in Libraries to look at meeting activity. It was thought that a toolkit might be provided which would encourage and empower staff and managers to challenge the need for or the length of meetings, the required attendees and the style of meeting.
- .5 UEB members were asked to consider how they might approach the challenge and start work on its implementation after the Easter break.

It was reported that:

- .6 Staff who had transferred from the Office for Global Engagement were now embedded in Student Services, Research and Innovation and External Relations as appropriate.
- .7 Promotions Committee had taken place for level 7 staff the previous day and for level 6 staff the previous week. At level 7, there had been 62 applications at the first stage, with 47

promotions agreed: 21 women and 26 men. At level 6, there were 87 applications, with 69 promoted: 32 women and 37 men.

- .8 Over 1,000 staff members had received mandatory recruitment training. Non-attendance would mean that staff were unable to participate in recruitment panels. It was planned to deliver the training to UEB as a group at its next meeting.
- .9 A proposal for the Uniper development had been submitted to the East Midlands Development Corporation for consideration.
- .10 Following approval by Council, a statement on the University's commitment to environmental sustainability had been released. A zero waste shop had opened in the Portland Building as part of student sustainability week.

	ACTION	OWNER	DUE
.11	Consider an approach to the challenge to reduce meeting times and free Fridays from meetings and emails where possible.	All Members	May 2020
.12	Schedule recruitment training for UEB members at the next UEB Away Day.	Secretary	March 2020