



**University of  
Nottingham**

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## University Executive Board

### Minutes of the meeting of 6 April 2020

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<b>Attending</b>	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)
<b>Apologies</b>	Professor Graham Kendall (Provost UNM), Professor Nick Miles (Provost UNNC)
<b>Attending</b>	Professor Sarah Speight, Rowena Hall (Secretary)

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#### 20.39 Welcome, Declarations of Interest and Quoracy

- .1 The Chair welcomed Professor Sarah Speight to the meeting as an observer.
- .2 The Secretary confirmed that the meeting was quorate.
- .3 There were no declarations of interest made by members.

#### 20.40 Chair's Business

- .1 It was AGREED that UEB would meet weekly for one hour to consider the University's response to the Coronavirus, save for the weeks where standard business meetings had already been scheduled for two hours.

#### 20.41 Terms of Reference: Incident Management and Finance Groups

- .1 UEB RECEIVED paper UEB/20/31 from the Registrar.
- .2 UEB NOTED the terms of reference for Gold Group and Silver Group and the terms of reference for the Council Emergency Finance Group which had been approved by Council.
- .3 The Emergency Finance Group would report to UEB and in addition would ensure that its decisions were communicated to Planning and Resources Committee. The terms of reference for Emergency Finance Group were APPROVED.

- .4 A decision log for each of the groups would be provided to UEB regularly. Following the first meeting of the Emergency Finance Group, a note was being prepared for Senior Leaders which would explain the activities and spend that would need to be submitted to the group for approval.

**20.42 Gold Group Decisions**

- .1 UEB RECEIVED paper UEB/20/32 from the Registrar and NOTED the decisions.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.2	Circulate the principles document referred to in the Gold Group decision log.	Director of Human Resources	8 April 2020

**20.43 Silver Group Decision**

- .1 UEB RECEIVED paper UEB/20/33 from the Registrar and NOTED the decisions.

**20.44 EFG Decisions.**

- .1 UEB RECEIVED paper UEB/20/34 from the Deputy Vice-Chancellor and NOTED the decisions.
- .2 UEB NOTED that there were a number of fixed-term research roles that would be due to expire in the coming weeks. A small subset of universities had made commitments to extend all their research fixed-term contracts. The EFG had agreed that the Director of Research and Innovation was able to approve the extensions of research fixed-term contracts or posts for recruitment where there was no risk to external funding. Those extensions and posts would not normally be seen by the EFG.
- .3 Further work would take place to look at the funding of the remaining fixed-term contracts on a case-by-case basis to understand if and how those staff members might had been disadvantaged by COVID-19 and the appropriate response. Consideration was being given to establishing a hardship fund.

**20.45 Academic Regulatory Changes**

- .1 UEB RECEIVED paper UEB/20/35 from the Registrar.
- .2 The Registrar reported that Ordinance XV and Chair's Action by the Vice-Chancellor, acting as Chair of Senate, was used to approve changes to regulatory frameworks that enabled teaching, assessment and award to continue during the COVID-19 situation. The amended regulations were available alongside UEB papers on the 365 site.
- .3 Further work was being undertaken on PGT regulations.
- .4 It was AGREED that the decision log of the Education and Student Experience COVID-19 Group would be shared with UEB regularly.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.5	To regularly submit the decision log of the Education and Student Experience COVID-19 Group to UEB for information.	SoH	Ongoing

**20.46 Service Group - So Far**

- .1 UEB NOTED that a paper would be submitted to the next meeting of UEB which would provide more details on the University’s activity to support local and national efforts to tackle COVID-19.
- .2 The PVC RKE reported that the Civil Oversight Group had established a set of working principles which provided for four areas of activity, each with its own work stream and account manager: (1) research, equipment and research facilities, (2) other spaces, teaching facilities and accommodation, (3) the efforts of our staff, and (4) the efforts of our students.
- .3 The central Service Group made decisions about which activities and requests should be agreed. Decisions had included making space available in the Medical School at QMC and at the Royal Derby Hospital, opening halls of residence and conference centres to provide accommodation available for NHS workers, providing equipment to the national effort and facilitating staff secondments. The Service Group had said no to some requests.
- .4 It was reported that the Cripps Health Centre would be acting as a clinical management centre.
- .5 It had been agreed to provide accommodation for a number of refugees who had been staying with host families. The PVC RKE would liaise with the Director of Estates and Facilities to understand the scope of the activity.
- .6 It was anticipated that the University would receive a number of requests over the Easter period and an on-call system would be put in place to respond. It was important that any requests for support should be directed to the Service Group and not managed locally.
- .7 It was NOTED that the University did have the equipment and staff to assist with COVID-19 testing and an offer would be made to Public Health England. However it was understood that Nottingham University Hospitals Trust did not currently require assistance.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.8	To liaise with the Director of Estates and Facilities to understand the scope of the accommodation offer to refugees.	PVC RKE	8 April

**20.47 UEB Sub-Committee Update**

UEB RECEIVED and NOTED paper UEB/20/36 from the Secretary.

**20.48 UEB Circulation Results**

- .1 UEB RECEIVED and NOTED paper UEB/20/37 from the Secretary.
- .2 UEB had AGREED the renewal of the Nottingham Confucius Institute agreement with the Confucius Institute Headquarters for five years by circulation. Two members of UEB had rejected the proposed renewal and requested a further discussion at a meeting.
- .3 The benefits of the agreement were acknowledged: the support it provided to the relationships with UNNC, Nottingham City Council and Ningbo City and the quality of its Mandarin programme. However, it was suggested that there was scope to improve some governance issues which included space, finance and its relationship with the Asia Business Centre.

- .4 The Vice-Chancellor advised that there had been a recent audit of the Confucius Institute which had identified scope for improvement in the areas suggested. A series of consequent audit recommendations had been agreed which would ensure the governance was strengthened.

#### 20.49 Roundtable

- .1 The Chief Digital Officer confirmed that his team were working with Student Services to review the new academic calendar to ensure that all necessary alignments were in place within Campus Solutions.
- .2 The FPVC Arts was a member of the Russell Group Arts and Humanities Group which was working to consider the immediate issue of year two students who were due to travel abroad in September as part of their degree programme. The FPVC Arts would liaise with the PVC ESE as required.
- .3 Work continued on developing the University's approach to the Government Job Retention Scheme and the furloughing of staff. It had been confirmed that the scheme could be applied to staff with childcare responsibilities and for fixed term contract staff. The intention was to work closely and in partnership with the trade unions to utilise the scheme where possible.
- .4 The results of the Gallup staff engagement survey were available and a mechanism for sharing them was under development.
- .5 Work continued via the Russell Group to agree support for the extension of UKRI funded PGR students. The Deputy Vice-Chancellor advised caution with respect to the outcome of this work as the University would not be in a position to match any commitment made and fund extensions for other PGR students.
- .6 The Registrar reminded UEB members about the student hardship fund which could be used to support students in need. UEB AGREED to investigate directing pay savings from the recent strike action, which had not been allocated to student experience, to the hardship fund.
- .7 The Leadership and Management Academy had made online training and support for line managers available.
- .8 Financial forecasting was being modelled beyond 2020/21 to formulate the basis for a new Medium Term Financial Plan which would be considered by the Emergency Finance Group and UEB. First drafts of the 15% budget reduction plans were required by the next day.
- .9 The PVC GE reported that a Russell Group sub-group had begun modelling scenarios for the start of the next session which included a session start in January and an online start in September with transition to face to face teaching in January. The Deputy Vice-Chancellor confirmed that the PVC ESE, Chief Marketing and Communications Officer and the Director of Student Recruitment were developing the University's strategy for the next session start. The FPVC Social Sciences confirmed that the Business School, which normally had a large percentage of Chinese students, was discussing the possibility of a semester one start at UNNC with transfer to the UK in January 2021. The PVC ESE advised that thought was being given to blended learning starts, 2+2 online and campus programmes and 1+1 programmes. UEB NOTED that it would be important to bring the various streams of activity in this area together.
- .10 There were still 13 students abroad who wished to travel back the UK and assistance was being provided.
- .11 The Vice-Chancellor advised that she would write to Senior Leaders and request that some structure be developed for the working day to ensure that colleagues did not spend long hours in online meetings. She would suggest that Athena Swan guidelines on meeting

scheduling should be followed with a standard lunch break between 12.30 and 1.30 as far as possible

	<b>ACTIONS</b>	<b>OWNER</b>	<b>DUE</b>
.12	To investigate allocating pay savings from the recent strike action to the student hardship fund.	Registrar, CFO and Director of Human Resources	24 April
.13	To circulate the Government guidance on the Job Retention Scheme	Director of Human Resources.	8 April
.14	Ensure that different work streams on the approach to the session start should be brought together.	PVC ESE, PVC GE, FPVC Social Sciences	Ongoing