



**University of
Nottingham**

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University Executive Board

Minutes of the meeting of 1 June 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), Professor Sam Kingman (FPVC Engineering), Professor Todd Landman (FVPC Social Sciences), Professor Andrew Long (DVC), Professor Nick Miles (Provost UNNC), Professor Robert Mokaya (PVC GE), Margaret Monckton (CFO), Professor Sarah O'Hara (PVC ESE), Professor Kevin Shakesheff (FPVC Science), Professor Sarah Sharples (PVC EDI)

Attending

Rowena Hall (Secretary), Professor Sarah Speight, Sally Blackamore (Financial Controller) for minute 20.65, Helen Lawrenson (Deputy Director of Finance) for minute 20.65, Anne Partington (Head of Strategy Support) for minutes 20.66 and 20.67, Carol Steed (Leadership and Management Director) for minute 20.68, Rosalie Parks (Head of Procurement) for minute 20.70

20.62 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.
- .4 The Vice-Chancellor would leave the meeting briefly at 2pm for a press conference and the Deputy-Vice-Chancellor would take the Chair.

20.63 Minutes of the Meeting Held on 5 May 2020 and Action Tracker

- .1 The minutes of the meeting on 5 May 2020 were agreed as an accurate record.
- .2 The PVC RKE confirmed that she would be able to report on a new research strategy delivery plan over the summer.

20.64 Chair's Business

- .1 The Vice-Chancellor had circulated an update to members before the meeting.
- .2 It was reported that Infosys were developing an app associated with test, track and trace functions and UEB's view on whether the University had interest in exploring the development

was sought. The preference of UEB was to work with the local authorities to support local and regional testing plans, but there remained an interest in understanding Infosys' plans.

- .3 UEB NOTED concern about whether plans for a financial stability package for universities would meet the challenges faced. The Chief Financial Officer had a call scheduled with BEIS later in the week at their request in order to gain more insight into University finances.
- .4 Plans were being explored to initiate a regional group for local universities and the Local Resilience Forum to focus on the management of start of academic year activity and the arrival of large numbers of students onto campus and into the city.
- .5 The Deputy Vice-Chancellor was due to meet with the FPVCs MHS and Science to consider the role of the University's COVID19 experts in its recovery plans. Consideration would be given to where the University should exceed the guidance provided by the Government or Public Health England.

20.65 Budget 2020/21

- .1 UEB RECEIVED paper UEB/20/73 from the CFO and presented by the Deputy Director of Finance and the Financial Controller.
- .2 The budget for 2020/21 had been prepared in a short time frame and, as far as possible given significant uncertainties, tried to account for the impact of the COVID-19 pandemic on the University's finances. The paper had been considered by the Emergency Finance Group and was submitted to UEB for consideration and approval prior to being presented to Finance Committee and Council for approval. An additional appendix would be added before submission to Finance Committee summarising the risks, impacts and opportunities.
- .3 Previous University budgets had been designed to manage income and costs in order to be able to invest in line with strategy. The budget for 20/21 focussed on protecting the University's position and managing the University's cash resources and risks as far as possible and to ensure that financial covenants were met. Assumptions were always included in the construction of the budget; however, there was more uncertainty in connection with those incorporated into the 20/21 budget. Assumptions included amongst others, international recruitment levels, home undergraduate recruitment rates and the achievement of Faculty and Professional Services 15% budget plans.
- .4 The Financial Controller confirmed the impacts of the evolving situation would be tracked against the budget and amendments made as required.
- .5 Reference to the budget would be made in the next joint DVC/CFO finance blog and shared during finance roadshows.
- .6 UEB NOTED the importance of ensuring that any proposal to take up to 5% additional students in certain disciplines was cross referenced to the impact of voluntary redundancy in those same areas.
- .7 UEB APPROVED the budget for 20/21 as set out in the paper and RECOMMENDED it for consideration and approval by Finance Committee. The formal approval of the budget by UEB ENDORSED the approval of the 15% budget plans by the Emergency Finance Group.

	ACTION	OWNER	DUE
.8	To submit the budget for 20/21 to Finance Committee for consideration and approval	Chief Financial Officer	5 June

20.66 University Level Risk Register Review

- .1 UEB RECEIVED and NOTED paper UEB/20/64 from the Registrar and presented by the Head of Strategy Support.
- .2 A full review and update of the risk descriptions, RAG ratings, mitigating actions and controls was in progress and would lead to an updated Risk Register which would be presented to UEB in July.

20.67 Workload Principles

- .1 UEB RECEIVED and NOTED paper UEB/20/72 from the PVC EDI and People which included the Workload Principles and Guidance version 4 and raised questions for discussion. The guidance had been developed by the Workload Review Group.
- .2 There was some discussion around the balance of priorities between teaching and research and whether it would be feasible to include some common principles within the guidance on research allocation. Options for common principles were considered.
- .3 There were some concerns that the starting point of the guidance was to address issues related to research and teaching and that more could be included to ensure the guidance was inclusive of other job families.
- .4 It was AGREED that to avoid any confusion with the workload planning model for academic staff, the guidance should include 'work prioritisation' in its title.
- .5 The revised version of the guidance would be shared and discussed with the trades unions and circulated to UEB for information following which it would be considered and approved by the People and Human Resources Committee.

	ACTION	OWNER	DUE
.6	To circulate the revised guidance to UEB for note	PVC EDI and People	15 June

20.68 International Leadership and Management

- .1 UEB RECEIVED and NOTED paper UEB/20/62 from the Director of Human Resources and presented by the Leadership and Management Director.
- .2 Both the Provosts of UNNC and UNM were supportive of the proposal to develop leadership and management practice across all campuses. It was acknowledged that the proposed approach would require a commitment of time from the existing Leadership and Management team and HR/Professional Development teams at UNNC and UNM and that each campus was likely to be in a different position to be able to provide that commitment. Additional resource might also be required in due course and that would be a decision for each campus to take given their relative financial outlooks.
- .3 Options for the governance and strategic oversight of the programme were considered but were inconclusive. Further discussion and decision would take place outside the meeting.
- .4 UEB was broadly supportive of the practical considerations and potential actions as set out in the paper, in particular providing access to the Learning Resources section of the Leadership and Management hub.
- .5 It was AGREED that Option 2: One framework with campus personalisation should be implemented as the overall approach to leadership and management development across all campuses.

	ACTION	OWNER	DUE
.6	To confirm the agreed governance mechanism for the leadership and management programme.	Director of Human Resources	1 July

20.69 Hourly Paid Teaching (Teaching Affiliates)

- .1 UEB RECEIVED and NOTED paper UEB/20/63 from the FPVC Arts which included an update on the progress of the Task and Finish Group on Hourly Paid Teaching (Teaching Affiliates).
- .2 There was a discussion focused on whether deployment of Teaching Affiliates should be reduced. It was acknowledged that there were arguments to reduce usage which could be pursued to an extent, but the employment of Teaching Affiliates provided Schools with an element of flexibility in meeting teaching requirements and provided PGR students with career development opportunities.
- .3 There was a consensus that there should be opportunities for PGR students to gain experience in teaching, but the opportunity to teach was not automatic.
- .4 UEB considered that there would be value in identifying some principles that might guide the development and allocation of opportunities for PGR student to gain teaching experience. The issue would be discussed further in the next meeting of FPVCs.

.5	To consider how principles for guiding the development and allocation of PGR teaching opportunities might be progressed.	Deputy Vice-Chancellor	1 July
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20.70 Procurement Policy Update

- .1 UEB RECEIVED and NOTED paper UEB/20/65 from the Chief Financial Officer and presented by the Head of Procurement.
- .2 UEB NOTED the paper contained proposed updates to the existing Procurement Policy which reflected the new structure and responsibilities across procurement and the University. A new Procurement Policy would be developed in due course.
- .3 Additional guidance to support the policy, which would come into force towards the end of the July, would be made available to staff on workspace.
- .4 UEB NOTED that a proposal to change the University's delegated authority rates had been submitted to Finance Committee and Council for approval and the Procurement Policy would be amended to reflect any agree changes.
- .5 The Chief Financial Officer would follow up with the PVC GE after the meeting to explore concerns around the procurement of services and equipment outside the UK.
- .6 UEB members were cognizant of the concerns of students about Amazon as a supplier. The current arrangements would give the University significant insight into the spending patterns and habits at the University which would allow more local supplier arrangements to be put in place. The Chief Financial Officer reported that work was in progress to develop an ethical corporate social responsibility strategy.
- .7 A question was asked about the stated requirement for a formal quotation for all spend up to £5k to be on headed paper. The Head of Procurement would review the relevant section of the policy and make any adjustments as required.

- .8 UEB AGREED the updates to the Procurement Policy subject to the further clarification requested.

20.71 UEB Circulation Results

UEB RECEIVED and NOTED paper UEB/20/68 from the Secretary.

20.72 UEB Sub-Committee Update

UEB RECEIVED and NOTED paper UEB/20/69 from the Secretary.

20.73 Roundtable

- .1 Operations at UNNC had returned to relative normal with the assessment period having commenced earlier in the week. Term would end at the end of June with graduation ceremonies to go ahead as scheduled but without guests. Financial performance was strong.
- .2 Assessments had begun online at UNM. There remained a lack of clarity as to when face to face teaching could recommence. Current focus was on recruitment activity.
- .3 The Students' Union Equal Opportunities Officer would leave his role at the end of the week and would not be replaced until the new Students' Union Officers moved into their roles in July. There had been a restructure of Students' Union Officer roles and the Students' Union was in the process of allocating those roles across University committee as required. The only governance body that had a requirement for specific officers was Council.

20.62 Any Other Business

QS world rankings would be released later in the week and placed the University at 99. A league optimisation table group headed by the Director of Planning, Performance and Strategic Change would be reconvened to consider the University's response.