



## University Executive Board

### Minutes of the meeting of 1 February 2021

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**Attending** Professor Shearer West (Vice-Chancellor), 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 Kevin Shakesheff (FPVC Science), Professor Sarah Sharples (PVC EDI), Sarah Speight (PVC ESE)

**Attending** Rowena Hall (Secretary), Moira Petrie, (Testing Lead), Carmen Tomas, (Associate Director of Educational Excellence), Nadia Syarifah (Provost's Office, UNM), Andrew Nolan (Development and Sustainability Director) for minute 21.18, Professor Peter Licence for minute 21.18, Sarah Hyde (Head of Customer Service) for minute 21.19, Dr Joanna McIntyre (Deputy Head, School of Education) for minute 21.19, Dr Lisa Carroll (Commercial Director) for minute 21.20, Daniel Stapleton (IT Strategic Supplier Relationship Manager) for minute 21.20

**Apologies** Professor Nick Miles (Provost UNNC)

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#### 21.14 Welcome, Apologies, Quoracy and Declarations of Interest

- .1 The Chair welcomed Moira Petrie, Testing Lead, Carmen Tomas, Associate Director of Educational Excellence and Nadia Syarifah from the Provost's Office at UNM to the meeting as observers.
- .2 The Secretary confirmed that the meeting was quorate.
- .3 The Chief Financial Officer declared an interest in item 5 (Nottingham University Hospitals Future Infrastructure Investment) of the agenda. Full details of the interest had been provided to the Governance Team. There were no further declarations of interest.

#### 21.15 Minutes of the January 2021 Meeting and Action Log

- .1 The minutes of the meeting held on 5 January 2021 were confirmed as a true record.
- .2 The Action Tracker was NOTED.

#### 21.16 Chair's Business

1. The Vice-Chancellor had circulated an update to UEB members prior to the meeting.
2. Consideration was given to the challenges of operating student mobility as part of the Turing Scheme and there was a discussion on the government's Skills for Jobs White Paper and consultations on student finance, minimum entry requirements and foundation degrees.



- .3 UEB NOTED that the Faculty of Engineering had reviewed the correlation between final degree outcomes and participation in foundation programmes within the Faculty. It was AGREED that the report should be updated in order that it might be used as required to evidence the benefit of foundation programmes.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.4	To update the Faculty of Engineering report on the correlation between participation in foundation programmes and final degree outcomes.	FPVC, Engineering	31 April?

**21.17 Nottingham University Hospitals Future Infrastructure Investment**

- .1 UEB RECEIVED the paper (UEB/21/16) from the FPVC Medicine and Health Sciences.
- .2 UEB were advised that Nottingham University Hospitals NHS Trust (NUH) would be in wave two of the national Hospital Infrastructure Plan, as part of which it would receive government investment for rebuilding and refurbishment. The timeline for the development of NUH's plans was set out. The plans would have significant implications for the University due to the location of the University's Medical School Building in the Queen's Medical Centre. Large numbers of University students received course delivery across NUH sites, and many University staff worked throughout the buildings.
- .3 UEB NOTED the strategic importance and timescale of the development. UEB considered that it would be vital to develop its relationship with senior staff at NUH and engage with it at every opportunity. There were significant opportunities to support the development of the vision for education and research within NUH's plans.
- .4 UEB AGREED that a framework should be developed to support and develop engagement with NUH. It was anticipated that the Faculty Pro-Vice-Chancellor, Medicine and Health Sciences would lead much of the activity.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.5	To have further discussion with the Deputy-Vice-Chancellor and the Chief Financial Officer to initiate the scope of the framework.	Vice-Chancellor	8 March
.6	To consider including the development of the engagement framework on the agenda for the next UEB Away Day.	Vice-Chancellor, Secretary	8 March
.7	To discuss with the Chair of Council how best to involve Council and keep it informed of developments.	Vice-Chancellor,	8 March

**21.18 Science Based Carbon Reduction Targets for the University of Nottingham UK Campuses**

- .1 UEB RECEIVED and NOTED the paper (UEB/21/19) from the FPVC MHS and presented by the Development and Sustainability Director and Professor Licence.
- .2 UEB NOTED that the paper set out proposals for science based targets on the basis of which a carbon management plan would be developed and submitted to UEB in the autumn for approval. Similar methodologies could be used by UNCC and UNM to develop plans, but recognition of different local circumstances would be required.
- .3 The carbon management plan would include activities designed to deliver sequential and continual improvement as well as larger infrastructure projects considered to be more of a step change.



- .4 It was acknowledged that there would be a tension between agile working, wellbeing, finance and ensuring environmental sustainability. This would need to be managed carefully.
- .5 UEB supported the direction of travel set out on the paper and ENDORSED the high level targets. UEB made a number of recommendations for further work and inclusion in papers:
  - .1 The documentation was not clear on the level of student involvement in the process so far and therefore the co-creation that continued with students should be made more apparent.
  - .2 The impact, implications and risk associated with the proposed targets and plans should be investigated further and articulated.
- .6 UEB AGREED that the targets referred to in the paper should be used to inform the development of the carbon management plan and would be published alongside it, but not before.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.7	To submit the carbon management plan to UEB for consideration and approval in the early autumn	PVC MHS	September/October

**21.19 School of Education Retrospective Degrees for Alumni of Affiliated Colleges**

- .1 UEB RECEIVED the paper (UEB/21/17) from the PVC ESE, presented by the Head of Customer Service, Student Services and Professor McIntyre, Deputy Head of School, Education.
- .2 The paper proposed that a retrospective award of degrees be made to graduands of the University’s affiliated colleges of Education who achieved Certificates in Education prior to 1980. If UEB were supportive of the proposal, it would need to be considered by the Education and Student Experience Committee and approved by Senate.
- .3 UEB NOTED that it would be for the Education and Student Experience Committee and Senate to consider whether the qualification referred to was comparable to the degree. It was further NOTED that other institutions which had made similar recognitions had awarded honorary degrees rather than bachelor degrees.
- .4 UEB considered that the case was compelling and that it should be submitted to the Education and Student Experience Committee and Senate. UEB RECOMMENDED that prior to submission, it was confirmed whether there were any other cohorts of students in a similar position to the graduands referred to in the paper who should be considered for a similar award.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.5	To consider whether the appropriate route for recognition would be for the award of an honorary degree.	PVC ESE, Registrar	1 March
.6	To confirm that there were no further cohorts of students who studied at affiliated colleges receiving Certificates, where their award subsequently became a full degree and therefore should be considered for a similar award of recognition.	PCV ESE	1 March

**21.20 Supplier Relationships Management Options Paper**



- .1 UEB RECEIVED the paper (UEB/21/18) from the Chief Financial Officer and presented by the Commercial Director and the IT Strategic Supplier Relationship Manager.
- .2 The paper proposed the formation of a Supplier Relationship Management Board. The formation of such a board would support the development of supplier relationship management at the University and the transition from transactional to strategic management of large contracts.
- .3 UEB NOTED the proposed membership of the Supplier Relationship Management Board and considered whether the inclusion of an independent member might be beneficial.
- .4 UEB was supportive of the Supplier Relationship Management Programme. The creation of the Supplier Relationship Management Board was ENDORSED.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
.5	To confirm whether supplier relationship management software was included in the scope of the Digital Core project.	Chief Digital Officer, Commercial Director	15 March
.6	To submit a position paper on the contract with Kaplan to UEB prior to launch of the contract's mid-term review.	Deputy Vice-Chancellor, Commercial Director	8 March

**21.20 Roundtable Discussion**

- .1 UKRI had initiated a survey to collate feedback on possible next steps to be taken in its approach to supporting PGR students whose work continued to be affected by the impact of COVID-19.
- .2 USS pensions sessions delivered to staff across the University had been well received.
- .3 The term of office for the Head of the School of English had been extended for one year until the end of July 2022. Recruitment for a successor would begin in the autumn.
- .4 Professor Sam Kingman had formally assumed the role of interim Provost of UNM with Professor Kendall retiring the previous day. Interviews were due to take place later in the week to recruit to the Vice-Provost, RKE position. It was expected that the movement control order in place in Malaysia would be relaxed imminently and students would be permitted to return to campus on 1 March. A programme to support staff returning to campus would be introduced and best practice would be shared with the UK.
- .5 An interim replacement for Professor Shakesheff in the role of FPVC, Science had been advertised. The FPVC Arts would assume the lead for the civic and regional portfolio.
- .6 There had been reports in the local press about student behaviour in Lenton. The University had not been contacted before the articles were published, and it was not clear whether the persons concerned were students from the University or students at all. The situation with the local press continued to be managed by the Director of Communications and Advocacy.
- .7 The Director of Human Resources requested that UEB members continued to share details of resources created to support staff wellbeing at every opportunity and to provide feedback on whether any additional materials were required. The Director was cognisant that senior leaders themselves might be in need of further support and requested that UEB members contact her directly if additional support could be provided.



- .8 The Deputy Vice-Chancellor reported that the EU Taskforce would be stood down shortly and decisions would be made as to how best to incorporate monitoring of impacts on the University as business as usual in other parts of the University. Regular reporting to UEB would be maintained.
  
- .9 UEB were advised that PRC panel meetings would be used to further the discussion about performance and ambition including looking at the Performance Framework and relevant indicators. Information would be fed back to various committees.