



University Executive Board

Minutes of the Meeting of 4 June 2018

Attending	Professor Shearer West (Chair), Professor John Atherton, Professor Dame Jessica Corner, Dr Paul Greatrix, Professor Jeremy Gregory, Kerry Law, Professor Andrew Long, David Hill, Jaspal Kaur, Professor Todd Landman, Professor Nick Miles OBE, Margaret Monckton, Professor Kevin Shakesheff, Breda Walls, Rowena Hall (Secretary)
Apologies	Professor Graham Kendall, Professor Sarah O'Hara, Professor Chris Rudd
Attending	Carol Steed (observing), John Quirk for minute 17.143, Helen Lawrenson and Haf Merrifield for minutes 17.149 and 17.150, Linda Goodacre and Richard Willington for minute 17.151, Alan Holey, Adam Pratchett and Sarah Gosling for minute 17.153 and Jason Carter for minute 17.154

PART I

17.140 Minutes of the meeting held on Monday 14 May 2018

Carol Steed was welcomed as an observer to the meeting as part of the ongoing self-review of UEB.

The minutes of the meeting of Monday 14 May 2018 were agreed as a true and accurate record.

17.141 Chair's Business

The Vice-Chancellor had circulated an update to UEB members prior to the meeting.

The Registrar reported that an investigation was underway in connection with the incident that had taken place at Florence Boot Hall. UEB NOTED that Nottinghamshire Police recorded acts of misogyny as a hate crime and that the University had recently introduced a policy on identifying and handling cases of Sexual Misconduct to be read in conjunction with the Student Code of Discipline. UEB also NOTED that there were a number of streams of activity across the University and the Students' Union which were working within this space and that they would remain under regular review.

17.142 Framework and Principles of UEB Governance Reform

UEB RECEIVED paper UEB/17/167 presented by the Vice-Chancellor.

UEB NOTED the proposal that UEB sub-committees should be chaired by an academic member of staff. UEB further NOTED that there was a need for staff to feel more engaged in the University's governance and decision making processes and that the proposal to develop a system to receive and consider nominations for staff members to sit on UEB sub-committees should help address this.

UEB NOTED that a strategic set of communications would be required to enable delivery of, and encourage staff engagement with, the new framework and principles.

UEB ENDORSED the proposals in the paper and NOTED that the ongoing work on the committee structure would be discussed by UEB at the next Away Day.

	ACTION	OWNER
.1	Work would continue on the governance structure and be reported regularly to UEB.	Registrar

17.143 Global Engagement Update Paper

UEB RECEIVED paper UEB/17/158 presented by the PVC, GE.

UEB NOTED that this was an update which incorporated some of the discussions at the UEB Away Day in April. UEB NOTED the different approaches within Faculties to internationalisation.

UEB ENDORSED the vision contained with the paper and was supportive of partnership development however, UEB AGREED that the Global Engagement Committee should develop the detail of the proposals further to set out clear approaches to student recruitment, partnership development, strategic leaderships and include KPIs.

	ACTION	OWNER
.1	Further detail of the proposals would be developed through the Global Engagement Committee.	PVC, GE
.2	Progress on the development of the proposals and action plan would be reported to UEB in October.	PVC, GE

17.144 Senior Pay Review

UEB RECEIVED paper UEB/17/168 presented by the Director of Human Resources and FPVC, Engineering.

UEB NOTED the proposed future direction for Senior Pay (Level 7) based on the drivers for change which included identifying a system that recognised and rewarded contribution/performance above length of service and recognised that Level 7 roles were of differing weight and size. UEB also NOTED that automatic increments with a single long pay scale contributed to the institutional Gender Pay Gap. UEB further NOTED that initial consultation had taken place with academic staff and that the results would be shared with FPVCs to facilitate wider discussions within Faculties.

UEB ENDORSED the proposal and AGREED that it should be presented to Remuneration Committee in July for consideration and, if approved, a detailed implementation plan would be presented to the October meeting of UEB. UEB NOTED that consultation with staff would commence September 2018 prior to a proposed go-live, should the changes prove acceptable, of August 2019.

	ACTIONS:	OWNER:
.1	Consultation results would be shared with FPVCs to facilitate wider discussions within Faculties.	Director of HR
.2	The proposal would be submitted to Remuneration Committee for consideration and approval.	Director HR
.3	In the event that the proposal was approved by Remuneration Committee, a detailed implementation plan would be presented UEB in October, subject to consultation.	Director HR

17.145 Head of School Review

UEB RECEIVED paper UEB/17/169 presented by the Director of Human Resources.

UEB ENDORSED the following:

- The continuing rotational nature of the Head of School role to be expressed as a fixed term role;
- The increase to the Leadership Allowance applicable for HoS/HoD and comparable leadership roles; and
- The comparable application of the Leadership Allowance for HoD roles in the Faculty of Engineering.

UEB AGREED that the Role Profile Form be amended to make the option of job share more prominent and to reduce the text heavy nature of the form. UEB also AGREED that consideration be given to the support available for Heads of School who reach the end of their tenure.

UEB NOTED the summary of additional key decisions taken during the review including the support of the Head of School recruitment process by Human Resources. UEB further NOTED that the Leadership Allowance is non-pensionable.

	ACTIONS:	OWNER:
.1	The Role Profile Form would be further reviewed in line with UEB's recommendations	Director of HR
.2	The support given to outgoing Heads of School would be reviewed	Director of HR and FPVCs

17.146 UNIP 10 Year Vision

UEB RECEIVED and NOTED paper UEB/17/163 presented by the CFO.

17.147 Student Transition Review

UEB RECEIVED paper UEB/17/173 presented by the CSMO.

UEB NOTED the recommendations made by TMI as part of its external review of how to improve the transition experience for new students. UEB RECOMMENDED that the following areas should also be considered as part of further work in this area:

- how transitional arrangements might better support students from a widening participation background and those who study at the University whilst living at home;
- a more joined approach to the activities undertaken by the University, Schools and the Students' Union in this area;
- how issues experienced by students during their first few weeks can be better triaged and how greater engagement between services could be used to support transition.

UEB NOTED that a review of Hall structures was underway with one of its aims to enable staff and teams to be more joined up promoting a sense of working together.

UEB AGREED that the Senior Leaders' Forum should be used to further explore some of the recommendations made in the review and by UEB members.

	ACTION:	OWNER:
.1	The Senior Leaders' Forum would be used to explore some of the recommendations further.	Registrar

17.148 Disability Review

UEB RECEIVED paper UEB/17/174 presented by the CSMO.

UEB NOTED the remit of the external review carried out by Dr Andrew West. UEB NOTED and ENDORSED the recommendations made within the review. UEB NOTED the particular benefits to the accessibility team of its relocation to Cherry Tree Lodge.

17.149 Business Planning Update

UEB RECEIVED paper UEB/17/166 presented by the CFO.

UEB NOTED the progress made in the business planning process for 2018/19 to 2020/21. UEB highlighted the 'plan on a page' as a particularly useful tool, which attempted to provide concise summary of how the University's financial, activity and performance plans fit together for the coming period.

UEB AGREED the draft summary of plans and the 'plan on a page' should be made available to staff via Workspace to promote further discussion.

	ACTION:	OWNER:
.1	The draft summary of plans and the 'plan on a page' would be made available to staff through Workspace.	Registrar and Director of Strategic Change

17.150 The Budget

UEB RECEIVED paper UEB/17/171 from the CFO.

UEB NOTED the proposed budget for 2018/19 and that the assumptions had been reviewed and largely remained the same, including size and shape numbers. UEB further NOTED that the recent pay award of 2% was more than had been budgeted for.

UEB NOTED there had been no improvement in the research margin and that a research margin work stream had been launched to review this.

UEB AGREED that subject to the recommendation to remove sector context from the paper, the budget paper was approved and should progress to Finance Committee for consideration and approval.

	ACTION:	OWNER:
.1	The proposed budget for 2018/19 incorporating the recommendation of UEB would be presented to Finance Committee.	Registrar and CFO

17.151 North Lab Business Case

UEB RECEIVED paper UEB/17/172 presented by the Director of Estates and Facilities.

UEB NOTED that the business case provided for phase two of the refurbishment of the façade, and B and C floors of the North Laboratory on Sutton Bonington campus and included an amount to support a temporary relocation of activity from the North Laboratory to the Elms for the duration of the project. The project was anticipated to last for approximately 12 months.

UEB AGREED that the project sponsor should be the FPVC Science. UEB AGREED that the business case was approved and should progress to Finance Committee for consideration and approval.

	ACTION:	OWNER:
.1	FPVC Science would propose the paper to Finance Committee for consideration and approval.	FPVC, Science

17.152 Digital Futures

UEB RECEIVED paper UEB/17/164 presented by the CFO.

UEB NOTED the funding requests were within budget and had been tabled at UEB prior to being proposed at Finance Committee.

UEB AGREED that the funding request for £929,040 in 17/18 of strategic capital funding from the Digital Futures Programme budget for AV/IT equipment was approved and should progress to Finance Committee for consideration and approval. UEB REJECTED the funding request for £246,000 to fund a full review in 18/19 of the IT/AV design, provision and support model for Centrally Timetabled rooms UEB RECOMMENDED that the University work with an external provider to review the support model for centrally timetabled rooms.

	ACTION:	OWNER:
.1	The CFO would propose the funding request in respect of the AV/IT equipment to Finance Committee for consideration and approval.	CFO
.2	The University would work with an external provider to review the support model for centrally timetabled rooms.	CDO

17.153 SU Grant

UEB RECEIVED paper UEB/17/165 presented by the Students' Union.

The Students' Union President and Sports Officer presented an overview of the activities and services that the Students' Union provided in 2017/18 and highlighted the increase in student satisfaction.

UEB NOTED the Students' Union's budget summary for 2018-19 for core activity was based on the 2017/18 allocation amount of £2.7million from the University and that it had been proposed by the University that the allocation be reduced by 100k for 2018/19.

The Students' Union outlined the effect that the proposed reduction in allocation would have on the activities of the Students' Union. UEB NOTED that the proposed reduction in allocation was modest and that the University would work with the Students' Union to help them plan and manage the reduction. UEB further NOTED that the Students' Union would deliver a presentation of its new strategy to UEB at the July meeting.

UEB AGREED that the allocation to the Students' Union for 2018/19 would be £2.6 million. Allocations for subsequent years would be considered following UEB consideration of the Students' Union proposed strategy.

	ACTION:	OWNER:
.1	The Students' Union would deliver a Strategy Paper to the July meeting of UEB.	Registrar

17.154 Information Security Update

UEB RECEIVED paper UEB/17/159 presented by the Chief Information Security Officer.

UEB NOTED the progress since the last report and that the website remediation work should be completed by the end of July. UEB further NOTED that whilst the timetable for the provision of user training had had been delayed, it would be rolled out after the July graduation ceremonies.

17.155 Internal Audit Tracking

UEB RECEIVED paper UEB/17/161 presented by the CFO.

UEB NOTED the continued progress in the closing of outstanding audit actions. UEB further NOTED the importance of the management response to audit reports and ensuring that agreed due dates for completion of audit actions were realistic. UEB NOTED the number of outstanding audit actions by each UEB member.

	ACTION:	OWNER:
.1	UEB members would continue to work to close audit actions within the agreed timescales.	UEB

17.156 Any Other Business

UEB discussed the University's commitment to ensure that any funds accumulated as a result of salary deductions from striking staff during the USS strike period were allocated to mitigating the effects of strike action and other student facing activity. UEB AGREED that FPVCs would consult with the Schools in their Faculties to understand the level of activity that had already taken place and bring forward proposals for future activity for consideration by the Registrar and Vice-Chancellor.

The Registrar advised that the University's QS ranking had risen to 82.

	ACTION:	OWNER:
.1	FPVCs would review School activity and provide proposals for future activity to the Vice-Chancellor and Registrar.	FPVC

17.157 Circulated Items

UEB RECEIVED paper UEB/17/162 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.