



**University of  
Nottingham**

UK | CHINA | MALAYSIA

## University Executive Board

### Minutes of the meeting of 11 September 2018

#### 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), Kerry Law (CMCO), Professor Andrew Long (DVC), Jaspal Kaur (Director of Human Resources), Professor Sam Kingman (FPVC, Engineering), Professor Todd Landman (FVPC, Social Sciences), Margaret Monckton (CFO), Professor Sarah O'Hara (PVC, ESE), Professor Kevin Shakesheff (FPVC, Science), Professor Sarah Sharples (PVC, EDI)

#### Apologies

Professor Graham Kendall (Provost UNMC), Professor Nick Miles (PVC, GE), Professor Chris Rudd (Provost UNNC)

#### Attending

Rowena Hall (Secretary), Carol Steed for minute 18.03 and Haf Merrifield for minute 18.04

#### 18.01 Minutes of the meeting held on Monday 2 July 2018

The minutes of the meeting of Monday 2 July of 2018 were agreed as a true and accurate record.

#### 18.02 Chair's Business

- .1 The Vice-Chancellor had circulated an update to UEB members prior to the meeting.
- .2 The Vice-Chancellor reported that there had been over 270 applications from staff to join the UEB sub-committees and that the final selection process was ongoing.
- .3 The DVC provided an update on developments with the allocation of accommodation to 550 students recruited through clearing and who had joined the accommodation waiting list. Additional accommodation would be provided as follows:
  - Modular accommodation would be built on a site near the David Ross Sports Village which would provide 104 bedrooms by the beginning of October and an additional 130 bedrooms by the end of October. Shared bathrooms and common spaces would be included in the construction.
  - The former Cripps Health Centre would be repurposed to provide 55 bedrooms.
  - 40 rooms at Sutton Bonington would be brought back into use.
  - 25 bedrooms in six houses in Beeston had been secured.

Students being housed in modular accommodation would be placed in hotel rooms at Jubilee Conference Centre and in the city centre pending completion of construction.

A support package for students who would be staying off campus for the first few weeks of term had been developed in collaboration with the Campus Life Director. The package included pastoral care and assistance with travel costs.

A supplemental accommodation waiting list was created with 200 students on it. None of these students had been given guarantees on the provision of accommodation. Offers of accommodation would be made to 50 of these students. The remaining students would remain on the waiting list pending availability but University would provide them with assistance to find private accommodation in the meantime. As in previous years additional crisis rooms had been reserved to accommodate international students who arrived without having pre-booked accommodation. Accommodation agents would be invited onto campus to provide additional assistance to students still in need of accommodation.

A paper would be circulated to the Chair of Council and Chair of Finance Committee shortly to approve, by Chair's action, the financing of the major expenditure associated with the accommodation solutions.

### 18.03 UEB Self Review and Action Plan

UEB RECEIVED paper UEB/18/2, which had been circulated in the first instance over the summer, and a presentation from Carol Steed, the Director of Leadership and Management.

UEB NOTED the findings of the Self-Review and that a programme of development in response to the findings would be tabled at the October UEB Away Day. UEB DISCUSSED options for inclusion in the development plan. UEB NOTED that whilst there were some quick wins available, a number of the suggested areas for improvement were likely to be dependent on governance developments more broadly.

UEB AGREED that a communication plan setting out the findings of the Self-Review and programme of development would be prepared following the Away Day.

UEB AGREED the following activities:

- An externally facilitated UEB Self-Review would be carried out every two years with a health check in the intervening year.
- UEB Minutes would be circulated to UEB members following approval by the Vice-Chancellor and prior to the circulation of papers for the next meeting.
- A 'highlights' of UEB communication would be circulated to the staff following UEB meetings.

	<b>ACTIONS</b>	<b>OWNER</b>
	Biennial Self-Reviews and health checks would be added to annual work plan for UEB.	Secretary
	Minutes would be circulated to UEB members following approval by the Vice-Chancellor.	Secretary
	A process for circulating a 'highlights' of UEB communication should be developed.	Director of Communications and Advocacy and Secretary

#### 18.04 New Strategy Development

UEB RECEIVED paper UEB/18/5 presented by the DVC and Strategic Change Director.

UEB NOTED that the engagement and consultation process around the creation of the new strategy should accord with the new staff covenant and reformed governance of the University and should reinforce the step change in engagement and collegiality which was underway.

UEB FURTHER NOTED that it was not a requirement to produce a traditional strategy document similar in form or coverage to GS2020.

UEB AGREED that:

- there should be one further report to University Council on the GS2020 KPI suite during the 2018 autumn term.
- the strategy should derive from a global vision which applied to all campuses under which local strategies for UNNC and UNMC might exist; however it was not intended that each area of the University create a sub-strategy, but rather develop an implementation plan to cover the areas of the strategy applicable to them.
- a Green Paper to Senate should be the starting point for consultation by December 2018, followed by a rich engagement process with staff and stakeholders (including Council) during the remainder of the 2018/19 academic year. An outcome should be proposed to University Council for sign off by the end of the calendar year 2019.
- in order to gain the maximum value from the consultation process, staff should be provided with parameters or a framework for discussion including a statement of context and focussed questions.
- the Senior Leaders' Forum should be used to its maximum value to engage staff with the strategy development.
- the results of the discussion should be used to develop a detailed engagement plan to be shared with UEB.

	<b>ACTION:</b>	<b>OWNER:</b>
.1	Include a KPI report on the work plan for Council.	Strategic Change Director
.2	Include a Green Paper on the work plan for Senate.	Secretary
.3	Include a strategy development on the work for Senior Leaders	Secretary
.4	Develop a detailed engagement plan to be tabled at UEB.	DVC and Strategic Change Director

#### 18.05 Vision for Wellbeing

UEB AGREED to transfer paper number UEB/18/3 to the UEB Away Day in October.

#### 18.06 Strategic Foresight – Diversity at Nottingham

The CMCO and FPVC, Science had circulated an interactive activity for UEB members to complete prior to the meeting which focussed on BME statistics within the HE sector, the University and local communities.

UEB members discussed a number of points including: an increase in the proportion of BME students admitted via clearing as compared to those admitted via the normal cycle, the current limitations of data available through Tableau and how this might develop as a result of

the ongoing Race Equality Charter work, the predicted increase in the proportion of BME students entering higher education over the course of the next seven years, issues surrounding attainment gaps and the decolonisation of the curriculum.

The Vice-Chancellor provided a positive reflection about the process of reverse mentoring that she was currently engaged with and recommended other UEB members to consider similar arrangements.

UEB AGREED that the PVC, EDI would bring a paper to the UEB Away Day in October which would consider how the University might respond to some of the issues raised in discussion. UEB further agreed that additional steps should be taken to mitigate against any adverse consequences to BME students as a result of the temporary accommodation measures which have been put in place.

	<b>ACTION:</b>	<b>OWNER:</b>
1.	A follow-up paper should be brought to the UEB Away Day.	PVC, EDI

### **18.07 Financial Performance Update**

UEB RECEIVED and NOTED paper UEB/18/6 sponsored by the CFO.

### **18.08 Circulated Items**

UEB RECEIVED paper UEB/18/1 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.

### **18.09 Roundtable**

The following items were reported by UEB members:

1. The University had been invited to participate in the next stage of Subject Level TEF Pilot and there had been another call for academic and student TEF assessors. UEB AGREED that the PVC ESE should apply as part of the call.
2. The DVC had attended the thanksgiving service for Baroness Dean on behalf of UEB.
3. staff changes within Industrial Economics, progress in Engineering appointments and the ongoing recruitment of a Commercial Director.
4. the University had been invited to the interview stage in its bid to be awarded a Global Challenges Research Fund Hub.
5. a restructure of Information Services was in its initial stages.
6. the opening of the Cripps Health Centre would coincide with a week long programme of staff well-being activities between 12-16 November. UEB members were asked to support their staff in attending these activities.
7. the GMC had completed its review of the medical school at Lincoln and would not return for a further review until students were in attendance.
8. the School of Veterinary Medicine and Science had indicated that it would like to consider increasing student numbers. The PVC, Medicine and Health Sciences would be inviting members of UEB to participate in the Task and Finish Group to progress plans.
9. the School of Medicine Research Review Report had been released to the senior school leadership.
10. the RIS outputs module went live a month ago. There was some work ongoing to ensure that middle name information was incorporated into the module.
11. the savings in the School of Chemistry proposed in July had been met.
12. 28k bookings had been made for the June and September open days in respect of the 2019 recruitment cycle.

13. The AHRC Midlands4cities Doctoral Training Partnership bid had been successful and will fund 460 PGR studentships over 5 years.
14. UKRI and 11 funders across the EU had launched cOAlition S, a declaration of commitment to open access publishing. The ambition was that by 2020, the results from publicly funded research would be open access.
15. it was proposed to offer an alternative funding option for staff Christmas activities in December 2018. UEB AGREED that the CFO would bring a paper by circulation setting out the proposal and associated risks and costs.
16. The Registrar reported league table and award developments:
  - The University had moved up to 66 in the QS World Employability rankings and to 11 in the UK.
  - The Times and the Sunday Times Good University Guide was expected to show a positive improvement in the University's position when published on 22 September and include two specific awards.
17. The Registrar reported that the CMCO would be leaving the University in December to take up a new role at the University of Leicester. The CMCO was congratulated on her new appointment.

	<b>ACTION:</b>	<b>OWNER:</b>
18.	The PVC ESE would answer the call for TEF Subject Level academics assessors and update UEB on progress.	PVC, ESE
19.	To supply a copy of the School of Medicine Research Review Report to the Vice-Chancellor.	FPVC, Medicine and Health Sciences
20.	A paper would be circulated to UEB setting out the proposals for funding staff Christmas activities in December 2018.	CFO