



**University of  
Nottingham**

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## University Executive Board

### Minutes of the meeting of 19 November 2018

#### Attending

Professor Shearer West (Vice-Chancellor and Chair), Professor Dame Jessica Corner (PVC, RKE), Dr Paul Greatrix (Registrar), Professor Jeremy Gregory (FPVC, Arts), David Hill (CDO), 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 John Atherton (FPVC, Medicine and Health Sciences), Professor Graham Kendall (Provost UNMC), Kerry Law (CMCO), Professor Chris Rudd (Provost UNNC)

#### Attending

Rowena Hall (Secretary), Professor Deb Hall (Vice-Provost for Research and Knowledge Exchange, UNMC), Professor Martin Lockett (Dean of Nottingham University Business School, UNNC), Jenny Vempati (Director of Internal Audit for minute 18.24)

#### 18.22 Minutes of the meeting held on Monday 1 October 2018 and Action Log

The minutes of the meeting of Monday 1 October of 2018 were agreed as a true and accurate record, subject to the inclusion of the word 'less' in the second bullet point of minute 18.19

UEB NOTED updates on actions 17.44 International Campus Governance, 17.127.01 Quality Assurance and 17.133.01 Risk Management Strategy. The Secretary would be in touch to identify actions to be closed and for general updates.

#### 18.23 Chair's Business

1. The Vice-Chancellor had circulated an update to UEB members prior to the meeting.
2. UEB considered measures to both support EU staff in light of Brexit developments and to mark the University's appreciation for their contributions and AGREED:
  - The University would fund the registration fee for all EU staff and their families who wished to apply for settled status under the EU Settlement Scheme. A small task and finish group would be convened to work with Faculties and Departments to progress the savings required to fund the measure.
  - Open meetings would be held in Faculties and Professional Services to understand the concerns of EU staff and answer their questions.
  - The contribution of international staff to the University would be highlighted both online and in a new portrait display in the Council Room of the Trent Building.
  - The VC would publish a blog setting out agreed measures to support EU staff.

3. UEB discussed the range of issues raised by Heads of School which inform next stages of digital strategy.

	<b>ACTIONS</b>	<b>OWNER</b>	<b>DUE</b>
4.	To convene a small task and finish group to work with Faculties and Department to progress savings required to fund the payment of the registration fee for settled status.	CFO	30 November
5.	To supply UEB members with a slide deck to guide the information supplied to EU staff in open meetings.	JK	30 November
6.	To identify online routes and celebratory events to highlight the contributions of EU staff.	VC and Director of Global and Political Affairs	30 November
7.	To progress a new portrait exhibition of international staff in the Council Room of the Trent Building.	JG	31 March
8.	To publish the VC's blog setting out measures of support and appreciation for EU staff.	VC	22 November

#### 18.24 Draft Internal Audit Plan

UEB RECEIVED paper UEB/18/26 presented by the Director of Internal Audit.

1. UEB NOTED:
  - The recommended audit topics for the next six months;
  - The inclusion of topics in the rolling audit plan was informed through consultation with UEB members, their direct reports and consideration of the University risk register and assurance map.
  - Audit and Risk Committee had reviewed the draft plan and recommended an additional audit on cyber security technical remediation and a high level review of how the TRAC return is completed.
2. UEB AGREED the draft Internal Audit Plan with the addition of the audits recommended by the Audit and Risk Committee.

**Post meeting note:** It was also suggested by Audit and Risk Committee to include an audit on health and safety (fire safety).

#### 18.25 Nottingham Global Online

1. UEB NOTED:
  - The Nottingham Global Online steering group had been convened meeting monthly.
  - The steering group had considered course design, portfolio, financial models and had run workshops to gather views.
  - A decision as to the legal constitution of Nottingham Global Online would facilitate the development of a business case for the operation of the online provision in which the details of its planned operations could be set out.
2. UEB considered the need to form a subsidiary company wholly owned by the University and how best to drive the project forwards. UEB NOTED that there were possible advantages to forming a partnership with an external company, if Nottingham Global

Online's activities operated from a wholly owned subsidiary but also that a number of similar activities operated/were operating at the University successfully in their initial stages from within the University without the need to form a separate entity. UEB further NOTED that all members were agreed that the project should be progressed and that there should be a budget to support it.

### 3. UEB AGREED:

- The 'cloud campus' should be established within the ownership of the University of Nottingham, UK.
- A team should be identified and pulled together to focus on this project, to drive it forward with some momentum, consider further the recommendations within the paper and consider options for its structure including as a unit within the University of Nottingham, UK or a wholly owned subsidiary.
- The team would need to consider how to drive this initiative forward while not disrupting successful initiatives already underway in the University.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
4.	To form a team tasked to drive the project forwards	PVC ESE	31 December
5.	To provide regular updates to UEB on the progress of the project	PVC ESE	Ongoing

## 18.26 Outcomes of the UNNC and UNMC Joint Venture Board meetings

UEB RECEIVED a verbal update from the Vice-Chancellor. UEB NOTED:

1. There were technical challenges with the roll out of RIS at UNMC as a consequence of staff information being held in Boustead systems. Work was ongoing.
2. Work continued at UNMC to ensure robust financial management.
3. Professor Chris Rudd had attended his last joint venture board meeting as Provost and CEO of UNNC.
4. Strategic discussions continued at UNNC regarding potential tuition fee increases, and potential government funding in the development of the high tech zone.
5. The PVC RKE had delivered a presentation at the UNCC joint venture board meeting on the China beacon. The beacon focussed on three areas which linked back to the University beacons; evidenced based healthcare, green chemicals and intelligent manufacturing. UEB members queried the use of the term 'beacon' and considered whether its use might cause confusion with the six main beacons being operated from the UK.

	<b>ACTIONS</b>	<b>OWNER</b>	<b>DUE</b>
6.	To circulate the UNNC strategy that was tabled at the most recent UNNC joint venture board meeting.	Secretary	November 2018
7.	To make the minutes and papers of the UNNC and UNMC joint venture board meetings available to UEB members via the O365 site	Secretary	December 2018
8.	To take forward consideration of the potential confusion caused by use of the term China beacon.	PVC RKE	31 January 2019

## 18.27 First Impressions of UEB Committees

UEB AGREED to defer the item to the UEB meeting in December.

### 18.28 Financial performance to date and High Level Forecast

UEB RECEIVED paper UEB/18/26 presented by the Chief Financial Officer.

1. UEB NOTED the paper and also that:
  - The Medium Term Financial Plan assumed delivery of the continuous improvement plan but did not yet include any contingency for income reduction resulting from Brexit, any tuition fee reduction resulting from the fees and funding review or any additional rises in employer's contributions to USS save for those already indicated by the consultation process.
  - The Commercial Governance Board would monitor and oversee the delivery of the continuous improvement plan reporting into Planning and Resources Committee.
  - It was proposed to develop a 30% budget reduction contingency plan which focused on delivering substantial savings leading to culture change rather than cost cutting suggestions.
  - The proposal would be tested at the next Senior Leaders' Forum and budget holders would be asked to start to consider what contingency plans would look like should the worst happen and we see a 30% reduction in budgets. This was intended to be a worst case scenario plan, designed to stimulate creative thinking throughout the University.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
2.	To present the proposal to develop a 30% budget reduction contingency plan at the Senior Leaders' Forum and update UEB on feedback received.	CFO	December 2018

### 18.29 Circulated Items

UEB RECEIVED paper UEB/18/12 from the Secretary. UEB NOTED the outcomes of the circulated papers and comments received.

### 18.30 Roundtable

The following items were reported by UEB members:

1. Over the summer there had been an external review of pastoral care provided within University accommodation. The report recommended changes to the residential pastoral care system. A decision was taken not to publish the results of that review during the summer whilst many staff were away, or across the start of term, but that decision had created some unease amongst staff. The report would be published shortly, a process which would be managed by the Campus Life Director and the Director of Communications and Advocacy. The recommendations would be developed into a proposal to be considered by the Education and Student Experience Committee, ensuring appropriate engagement with stakeholders.
2. A letter had been received from the UCU which raised concerns about the casualisation of staff employment contracts at the University and in subsequent discussions the Union had indicated that this issue was its main priority. This was formally considered at the Joint Consultative Committee which will take forward consideration of how to address the challenges. Work continued within HR in collaboration with FPVCs to develop a package to manage this issue which would be tabled at the next UEB meeting.

	<b>ACTION</b>	<b>OWNER</b>	<b>DUE</b>
3.	To submit proposals to UEB to manage concerns arising around the casualisation of staff contracts at the University.	JK	3 December