



Minutes

University Executive Board

Minutes of the Meeting of Monday 4th December 2017

Attending

Professor Shearer West (Chair), Professor John Atherton, Professor Dame Jessica Corner, Dr Paul Greatrix, Professor Jeremy Gregory, Ms Rowena Hall (Secretary), Mr David Hill, Mr Chris Jagger, Mrs Jaspal Kaur, Professor Todd Landman, Professor Andrew Long, Professor Nick Miles OBE, Mrs Margaret Monckton, Professor Sarah O'Hara, Professor Kevin Shakesheff, Ms Breda Walls

Apologies

Professor Graham Kendall
Professor Chris Rudd
Mrs Kerry Law

Attending

Dr Eleanor Sibley (for items minuted as 17.61 and 17.62)
Mr Jason Carter (for item minuted as 17.62)
Mrs Clare Gough (for item minuted as 17.63)

PART I

17.57 Minutes of the meeting held on Monday 13 November 2017

FPVC, Medicine and Health Sciences confirmed that minute 17.43 should refer to the Faculty's budget rather than the School's budget. Following this correction, the minutes of the meeting held on Monday 13 November 2017 (UEB/17/50) were confirmed as a true record.

17.58 Chairs' Business

- .1 The Vice-Chancellor extended her thanks on behalf of UEB to PVC, RKE, to Professor Marion Walker and the team including External Relations for the work on the Athena Swan Submission. UEB NOTED that the submission had undergone much revision to its benefit since it was tabled at UEB in November.
- .2 The Vice-Chancellor reported that she had visited the Faculty of Social Sciences Strategy Day where she had the opportunity to meet with a number of colleagues.
- .3 UEB NOTED that the School of Veterinary Medicine and Science had received a visit from the Royal College of Veterinary Surgeons, the outcome of which was hoped to be very positive when the report of the visit was published in 2018.

- .4 UEB NOTED that the next joint meeting of UEB and the University of Birmingham executive team, scheduled for 26 February, had been cancelled given the unavailability of key senior staff.
- .5 The Vice-Chancellor recommended that some future UEB meetings should be hosted in locations across the University.

ACTION

- The Secretary would liaise with UEB members to identify suitable locations for future UEB meetings.
- .6 The Vice-Chancellor advised that early in the new year she would table a paper proposing to streamline some aspects of the promotions processes.
- .7 The Vice Chancellor reported the current position regarding USS negotiations. UEB NOTED that staff queries relating to the USS position should be directed to the relevant University webpages.

ACTION

- The Secretary would circulate the URL for the USS pension information to UEB members.
- .8 The Vice-Chancellor provided an update on the recruitment to the role of Provost (UK) and Deputy Vice-Chancellor and confirmed that the role profile would be ready in January and interview dates for April were being scheduled.

17.59 Delivering Effective Staff Engagement

UEB RECEIVED paper UEB/17/51 from the Vice-Chancellor.

UEB NOTED that the paper had been prepared by the CMCO and the Director of Communications and Advocacy and the recommendations made within it. UEB AGREED that a detailed plan would be developed guiding UEB activity in this area including named actions and expanded opportunities for shadowing UEB members.

ACTIONS

- The Secretary would prepare detailed notes of the discussion and circulate to UEB and the Director of Communications and Advocacy.
- The Director of Communications and Advocacy would prepare a detailed plan of next steps with named activities for UEB members including expanded opportunities for shadowing UEB members. This plan will be shared with the wider University community when it is complete.

17.60 Enterprise Risk Management: 2017-18 priority risks

UEB RECEIVED paper UEB/17/52 from the CFO.

UEB NOTED that some risk targets had moved from red to amber but the Information Security risk remained red into 2019. UEB suggested that 'forecast' would be a more appropriate descriptor for the risks than 'target'. UEB AGREED that an update on Information Security Risk would be brought to UEB regularly via the Information Management Security Board.

UEB NOTED the assurance map and the benefits of using an assurance map. UEB AGREED the Head of Risk and Information Management should review the stated mitigations for each risk with the risk owners to determine that they are sufficient to effectively mitigate the risk. UEB FURTHER AGREED that crisis response training including media aspects for UEB members should be arranged.

ACTIONS:

- The Secretary would update the UEB plan of work to include a monthly report on the Information Security Risk.
- The Head of Risk and Information Management would review risk mitigations with risk owners.
- The Registrar, Director of Communications and Advocacy and Head of Risk and Information Management would arrange crisis response training sessions for UEB members.

17.61 Information Security: CISO Recommended Strategy and Approach

UEB RECEIVED paper UEB/17/59 from the Registrar.

UEB NOTED the drivers for the necessary work in this area including legislation, external expectations, requirements of research funders, key partners and business continuity. UEB NOTED the five risk areas, the Chief Information Security Officer's recommended approach and the revised associated projected costs. UEB further NOTED that there is very strong argument for mandatory training across the University in this area and that consideration should be given to it being part of a staff induction.

UEB thanked the CISO for a clear and well-presented strategy and approach. UEB AGREED the recommended strategy and approach. UEB NOTED the next steps and that the CISO will make a presentation to Audit & Risk Committee in February on the current situation.

ACTIONS:

- IMSB would provide a regular update to UEB focussing on information security developments.
- The CISO would meet with the PVC, ESE to explore the possibility of apprenticeships in the area of Information Security training.

17.62 Graduation

UEB RECEIVED paper UEB/17/53 from the CSMO.

UEB NOTED that the paper provided context on the delivery of the Graduation event and provided seven suggestions for consideration, many of which were inter-related. UEB further NOTED that the purpose of the paper was not to provide UEB with a recommended approach for the future delivery of graduation but to gauge UEB's appetite for the potential direction of travel. UEB AGREED that the following aspects should be considered further within the current budget envelope and a full proposal provided to UEB:

- Removing the charge for the first two guests tickets in conjunction with removing parts or all of the hospitality provided as part of the ticket price;
- A 'pay as you go' option for students and guests who do not wish to attend a School event or where no School event is hosted.
- The VIP offering including the location and nature of the daily lunch
- In the event of changes to the VIP offering, increasing the number of ceremonies per day or rescheduling the current number.
- Siting the whole offering within the DRSV.
- Encouraging better attendance at ceremonies by academic staff members.

ACTIONS:

- The Vice-Chancellor and Registrar would review the VIP offering.
- The CSMO would prepare a full proposal for the delivery of graduation to be considered by UEB with input regarding the VIP offering.

17.63 Rethinking the University's approach to events

UEB RECEIVED paper UEB/17/54 from the Registrar on behalf of the CMCO.

UEB NOTED the suggestion within the paper to develop a vision for the delivery of events and a framework for prioritisation. UEB further NOTED that the Strategic Change Unit had recently concluded an exercise to collate information about the delivery of events across the University. UEB AGREED that the CMCO should work with the UEB sponsors for the Strategic Change Unit exercise, the PVC, GE and CEFO to develop a framework for the University approach and delivery of events for future consideration by UEB.

UEB also agreed that the CMCO should be UEB lead on events [as per the paper].

ACTION

- The PVC, GE, CEFO and CMCO would prepare an events framework for future consideration by UEB.

17.64 Digital Futures

UEB RECEIVED paper UEB/17/55 from the CFO.

The CFO reported that UEB had previously approved the roadmap for the Digital Futures Transformation Programme and that some of the business cases supporting it had already received UEB approval. The CFO further reported that the 17/18 financial plan set aside a significant amount in capital funding for the programme and its business cases and a smaller amount in revenue funding. The CFO requested that £2.5 million was moved from capital funding to revenue funding in order to maintain the momentum of the business cases listed in the paper and confirmed that this would not alter the overall budget. The CFO confirmed there were a number of additional income streams expected for this financial year which would cover the change in the capital/revenue funding requested. UEB AGREED the alteration in the split for the funding of the business cases under the Digital Future Transformation Programme. UEB further AGREED that the Digital Futures Programme Board should report to UEB quarterly.

ACTIONS:

- The CFO would arrange for the amendments to the financial plan.
- The Secretary would update the UEB plan of work to include the receipt of reports from the Digital Programme Board.

17.65 Naming Proposal

UEB RECEIVED papers UEB/17/57 and UEB/17/58 from the PVC, GE.

UEB APPROVED the papers.

17.66 Any other business

It was REPORTED that:

- .1 the programme director for Project Transform had left the project.
- .2 Unite had accepted the local pay offer. This would be paid in January.

- .3 the 'Celebrating Sir Peter Mansfield' event would be held on Friday 8 December. UEB members were requested to attend.
- .4. Communications would be sent to PhD students confirming that they can only work up to 20 hours per week during the course of their studies (save for the period following thesis submission). There would be no change during periods of annual leave.
- .5 the five UK cities, including Nottingham, who had submitted bids to be a European Capital of Culture 2023 continued to work together to seek a solution to the decision that they were not eligible for selection.
- .6. there had been good progress on the Student Support Operational Effectiveness Review, led by Professor Sarah Sharples. There had been positive levels of both online response and workshop participation.

17.67 Circulated Items

UEB NOTED that papers UEB/17/42 - Prevent Annual Report for submission to HEFCE and UEB/17/49 - Sale of Shares in Crown Bioscience International plc were approved by circulation and UEB/17/44 – Wonder 17/18 was rejected.