



## University Executive Board

### Minutes of the Meeting of 5 February 2018

#### 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 Kerry Law, Professor Todd Landman, Professor Andrew Long, Professor Nick Miles OBE, Mrs Margaret Monckton, Professor Sarah O'Hara, Professor Chris Rudd, Professor Kevin Shakesheff

#### Apologies

Mrs Jaspal Kaur  
Professor Graham Kendall  
Ms Breda Walls

#### Attending

Professor Sarah Sharples (for item minuted at 17.75)  
Mrs Haf Merrifield (for item minuted at 17.75)  
Caroline Blackman-Edney (for item minuted at 17.76)

#### **PART I**

##### **17.83 Minutes of the meeting held on Monday 4 January 2018**

The minutes of the meeting held on Monday 4 January 2018 (UEB/17/76) were confirmed as a true record.

##### **17.84 Chair's Business**

1. The Vice-Chancellor confirmed that a UEB sub-group would be established to develop and oversee civic and partnership strategy. The group would be chaired by the FPVC S and the Registrar would prepare the terms of reference.

#### **RESOLVED:**

1. That the Registrar prepare the terms of reference for the sub-group.
2. The Vice-Chancellor reported that she acted as a panel member for the Odysseus Academic Network Prize.
3. The Vice-Chancellor confirmed that interest-free loans would be available to international staff to assist with expenses related to immigration and applying for British citizenship.

**17.85 Structural and Operating Model Proposals**

UEB RECEIVED paper UEB/17/77 from the Vice Chancellor

UEB NOTED that the paper proposed to clarify structural relationships across the University and a number of operational adjustments. UEB welcomed the clarification provided by the paper and recommended a number of areas for further consideration and possible inclusion in the model.

UEB AGREED the structural model proposed and the changes to Faculty administrative support arrangements. UEB AGREED that consideration should be given to setting up scrutiny panels to consider and challenge the plans and budgets of professional services departments.

**RESOLVED:**

1. That the second sentence of footnote 1 in the Schools/Departments section be deleted.
2. That the wording of the governance statement in the list of UEB responsibilities be reconsidered.
3. That the model should include clarification of the relationship between professional services in the UK and professional services at UNNC and UNMC.
4. That a proposal for scrutiny panels be worked up, supported by the CMCO.
5. That the model should be shared initially via the Faculty Executive Boards and at the next Heads of Professional Services meeting.
6. That the Registrar update the paper before further circulation

**17.86 Changing the Culture & Sexual Misconduct in Higher Education**

UEB RECEIVED paper UEB/17/80 from the Registrar

UEB NOTED the significant work completed by the Task and Finish Group since its inception in March 2017 in response to the Universities UK report, 'Changing the Culture' and thanked the Campus Life Director for leading the work. UEB further NOTED that the Equality, Diversity and Inclusion Board would oversee this area of work going forwards and the Student Equality, Diversity and Inclusion Board would report into it.

UEB AGREED that in addition to the reporting of student complaints, appeals, discipline and misconduct figures, the Teaching and Learning Board should also receive figures on complaints of sexual misconduct. This information would be reported to Senate via the Teaching and Learning Board.

UEB ENDORSED the changes to the Code of Discipline for Students and the Sexual Misconduct Policy and RECOMMENDED that the proposed amendments be tabled at Senate for approval. UEB ENDORSED the changes to the Safeguarding Policy. UEB also ENDORSED the further recommendations made within the paper.

**RESOLVED:**

1. That the CDO and Campus Life Director would work together to consider the technical solutions required to ensure the secure storage of sensitive data relating to reports of harassment and sexual misconduct.
2. That that Secretary to the Teaching and Learning Board would include the reporting of sexual misconduct and harassment as a regular agenda item and ensure that this information was included in the Teaching and Learning Board reports to Senate.

3. That the revised Code of Discipline for Students and the Sexual Misconduct Policy be tabled at the next meeting of Senate.
4. That the Registrar would oversee the implementation of the further recommendations of the paper.

**17.87 University of Nottingham Events**

UEB RECEIVED paper UEB/17/81 from the CMCO

UEB NOTED that the paper was originally considered by UEB in December and the proposals have been further developed to ensure strategic alignment of the delivery of University events.

UEB AGREED the proposed governance structure and approach for University events. UEB further AGREED that the role profiles for those roles sitting on the Events Delivery Group should be amended appropriately. UEB also AGREED the outline framework for events.

**RESOLVED:**

1. That a representative of the finance team would be nominated to sit on the Events Delivery Group.
2. That the role profiles of those role sitting on the Events Delivery Group would be amended appropriately.

**17.88 Management Accounts**

UEB RECEIVED paper UEB/17/82 from the CFO

UEB NOTED the adjustments in the latest revised forecast and that the forecasted surplus remains consistent with budget.

**17.89 Organisational Effectiveness (Student Support) Review**

UEB RECEIVED paper UEB/17/78 from the FPVC A.

UEB acknowledged the significant amount of work involved in producing the comprehensive report and the helpful recommendations contained within it. UEB extended its thanks to all the contributors and specifically to Professor Sarah Sharples, Mrs Haf Merrifield, Director of the Strategic Change Unit and to Professor Jeremy Gregory for sponsoring the review.

Professor Sharples provided an overview of:

- the remit of review including the background which led to the establishment of the review;
- the findings of the review and mentioned specifically task alignment and staff morale and empowerment; and
- some of the recommendations resulting from the review.

UEB considered and ACCEPTED the findings of the report. UEB AGREED that:

- the detail of the specific recommendations made within the report should be considered by an implementation group;

- the implementation group should be chaired by the Registrar and include the PVC ESE, CSMO, CMCO and Professor Sarah Sharples with some members of the Organisational Effectiveness (Student Support) Review and Improve Group;
- the implementation group should develop an action plan for the implementation of selected recommendations to include benefit mapping;
- the report, the subsequent action plan should be published; and
- the progress of the implementation group should be tracked and reported to the University community.

**RESOLVED:**

1. That an implementation group would be established to consider the recommendations made in in report and to develop an action plan for implementation of selected recommendations.
2. The report and subsequent action plan would be published.
3. The implementation group would report its progress to the University community.

**17.90 Travel and Expenses Policy**

UEB RECEIVED paper UEB/17/84 from the CFO.

UEB NOTED the proposed changes to the Travel and Expenses Policy which included increased clarity around items that can be reclaimed as an expense and reduced the amount reclaimable for some expense categories. The CFO confirmed that in order for the changes to be effective, it was necessary for action to be taken to ensure that expenses were not incurred outside the appropriate booking mechanisms as far as possible and that requests for the reimbursement of expenses outside the parameters of the policy were refused.

UEB AGREED the revised Travel and Expenses Policy with some minor amendments.

**RESOLVED:**

1. That the CFO would oversee the implementation of the revised Travel and Expenses Policy, including increased staff awareness and training.
2. That the CFO would lead and support on activity designed to ensure that the Travel and Expenses Policy was followed across the University.

**17.91 Any other Business**

1. The CMCO reported the development of a facts and figures app which would be available to staff to refer to containing headline information about the University.
2. The Registrar provided an update on the continued work to resolve the fire alarm issues at Hallward Library and the mitigations in place to ensure that the impact on students' library access was minimised.
3. The FPVC MHS confirmed that the relationship continued to develop with Fudan University in connection with its foundation of a medical school in Ningbo.

**17.92 Circulated Items**

UEB NOTED that papers UEB/17/70 - Naming Proposal – Li Dak Sum Incubator and UEB/17/474 - University parking charges for 2017/18 were approved by circulation.

UEB had NOTED paper UEB/17/75 – Professional Services Quality Review by circulation. UEB AGREED that UEB members should write to their heads of units who had not provided a response to their unit’s results in the Professional Services Quality Review and require a response within three weeks.

**RESOLVED:**

1. That the Secretary would write to the heads of units on behalf of UEB members to require each unit to provide response to the Professional Services Quality Review.