



Minutes

University Executive Board

Minutes of the Meeting of Monday 8 January 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 Jaspal Kaur, Mrs Kerry Law, 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
Attending	Professor Phil Shipway (for item minuted at 17.78) Ms Anne Partington (for item minuted at 17.78)

PART I

17.69 Minutes of the meeting held on Monday 4 December 2017

The minutes of the meeting held on Monday 4 December 2017 (UEB/17/61(a)) were confirmed as a true record.

17.70 Matters arising from the minutes

UEB AGREED that a log of live actions arising from UEB meetings and Monday morning meetings with the Vice-Chancellor would be placed on a shared Office 365 page where UEB members and their executive support would be able to provide updates on actions. A historical list of actions would also be provided. UEB members would be reminded regularly to update the action log.

RESOLVED:

1. That the Secretary create an Office 365 space to host the table of UEB actions and provide regular reminders to UEB member to review their actions.
2. That the Secretary consider potential software solutions to track actions arising from the University's senior committees.

17.71 Chair's Business

1. The Vice-Chancellor confirmed that the Board of the Office for Students had been announced.
2. UEB NOTED the programme of guests visiting the University during January including, Tim Gardam, Professor Philip Nelson, Sir John Peace, Paul Stein, David Sweeney and Professor Melanie Welham.
3. UEB NOTED that Professor Carole Hall had been appointed as Chair of the Subject Panel for Medicine and Health Sciences as part of the TEF Subject pilot.
4. UEB NOTED that a number of University staff had been recognised by The Queen in the New Year Honours, Professor Chris Rudd, Pro-Vice Chancellor, Provost and CEO UNNC, recently retired Professor Martyn Davis, School of Pharmacy and John Middleton, Technical Manager, School of Physics and Astronomy.
5. The Vice-Chancellor confirmed that there would be a UEB Away Day later in the year to focus on Global Engagement, the date to be confirmed.
6. The Vice-Chancellor provided an update on senior level recruitment and confirmed that the recruitment processes for the Provost (UK) and Deputy Vice-Chancellor, the Director of Estates and Director of CARO would all be live by the end of January. Particulars of the Deputy Vice-Chancellor role would be circulated to UEB prior to the advert going live.

RESOLVED:

1. That the Director of Human Resources circulate the Deputy Vice-Chancellor role profile and advertising material to UEB.

17.72 Staff Engagement

UEB RECEIVED paper UEB/17/62 from the Director of Human Resources.

UEB NOTED that there would be both a People Strategy session and a UEB engagement session at the UEB Away Day on 29th/30th January 2018. The Director of Human Resources confirmed that all Faculties and Departments had been asked to share their results from the Staff Engagement Survey 2017 with their staff and to develop an action plan in response to the findings. UEB NOTED that different approaches to these requests had been taken across the University.

UEB AGREED that it was vital that the actions contained within the Faculty and Departmental actions plans were implemented in a timely manner and that there should be regular engagement with staff so that they are aware of progress.

17.73 Reputation Campaign Update

The Chief Marketing and Communications Officer delivered a presentation to UEB on the progress of the Reputation Campaign.

UEB NOTED the significant performance of the campaign against the KPIs in particular the brand perception amongst students.

UEB NOTED that the External Relations teams in the UK would work closely with colleagues in UNNC and UNMC to provide sufficient support to enable those teams to continue the work of the campaign.

17.74 USS consultation

UEB RECEIVED paper UEB/17/69 from the CFO.

UEB NOTED the details of the proposals submitted by UUK and by UCU to the JNC in respect of reforms to the USS Pension Scheme. UEB further NOTED that the University had been requested to provide a response to UUK on the UCU proposal. UEB CONSIDERED the UCU proposal, its potential impact on both members of USS and the University and the draft University response received as part of paper UEB/17/69.

UEB AGREED the draft response with a number of small amendments and instructed the CFO to submit it to UUK.

RESOLVED:

1. That the CFO make the suggested amendments to the University's draft response on the UCU proposal and submit the response to UUK.

17.75 Beacons Business Cases – Propulsion Futures

UEB RECEIVED paper UEB/17/64 from the PVC, RKE.

UEB NOTED that the business case had been prepared following the recommendations given by Finance Committee in respect of the content of the Beacon's business cases. UEB NOTED that the financials of the business case were particularly strong and that the business case presents a number of opportunities for additional funding and partnerships.

UEB AGREED that the business case was approved and should progress to Finance Committee for consideration and approval. UEB further AGREED that the prioritisation of funding for each of the individual Research Beacons would be considered as part of the financial planning session at the UEB Away Day.

RESOLVED:

1. That the PVC RKE would propose the paper to Finance Committee.

17.76 Beacons Business Cases – Imaging

UEB RECEIVED paper UEB/17/65 from the PVC RKE.

UEB NOTED the significant pump-priming element required by this beacon and that it was anticipated that the Imaging Beacon's income would exceed its expenditure within 6 years. UEB NOTED that the vision of the Imaging Beacon did not translate well to the business case and recommended that this should be improved before the business case was received by the Finance Committee.

UEB AGREED that subject to the recommendations above, the business case was approved and should progress to Finance Committee for consideration and approval. UEB further AGREED that the prioritisation of funding for each of the individual Research Beacons would be considered as part of the financial planning session at the UEB Away Day.

RESOLVED:

1. That the PVC RKE and the FPVC MHS would develop the business case to ensure that the vision was clearly articulated.
2. That the PVC RKE would propose the paper to Finance Committee incorporating the recommendations of UEB.

17.77 Project Transform

The Pro-Vice-Chancellor, Student Education and Experience, confirmed that the next window for UK implementation of Campus Solutions would be April and that David Hill and David Myers would be leading delivery.

The Chief Marketing and Communications Officer confirmed that she had been assured that the system fixes required for direct admissions would be in place within 24 hours.

17.78 Timetabling Review Report and Recommendations

UEB RECEIVED paper UEB/17/66 from the PVC, SEE.

Professor Phil Shipway provided an overview of the review carried out by Teaching Timetable Review Group and the main challenges of developing the teaching timetable which included the parameters of the individual student timetable, incoming students, IT and protected research days. Professor Shipway requested direction from UEB on the next steps.

UEB NOTED the particular pressure that has arisen as a result of the process of students making module choices first and the teaching timetable being created around them. UEB further NOTED that School and Faculties should work closely with the central timetabling team in order to achieve the best timetabling results.

UEB AGREED the following in respect of the Review Group, it should:

- continue its work in this area;
- appoint the Chief Digital Officer to the Review Group and further review its membership;
- explore the potential for a fixed timetable;
- explore IT solutions;
- consider further the use of protected research days; and
- develop a Green Paper on timetable options for the next Senate Meeting.

UEB also AGREED that temporary support for the central timetabling team should be secured.

RESOLVED:

1. That the Review Group continue its review and recommendation work on the Teaching Timetable as agreed.
2. That the Review Group consider its membership, including appointing the Chief Digital Officer.
3. That the Director of Human Resources provide guidance on the contractual issues associated with the concept of a protected research day.
4. That the CSMO consider securing temporary support for the central timetabling team.

17.79 HEFCE Efficiency Return 2016-17

UEB RECEIVED paper UEB/17/67 from the CFO. UEB NOTED the content of the return and APPROVED it for submission by the CFO to HEFCE.

RESOLVED:

1. That the CFO submit the HEFCE Efficiency Return be submitted to HEFCE.

17.80 Pension Board Proposal

As Trustees of the CPAS Pension Scheme, the Chief Estate and Facilities Officer and Director of Human Resources left the room for this item.

UEB RECEIVED paper UEB/17/68 from the CFO.

UEB NOTED the recommendations arising from the CPAS review and the plans to establish an internal Pensions Board to report into UEB.

17.81 Circulated Items

UEB NOTED that paper UEB/17/60 – HEBICIS Return 2016-17 had been approved by circulation.