

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13
SEPTEMBER 2022 VIA MICROSOFT TEAMS**

PRESENT: Dr P Bonfield (Chair) Professor J Jones
Professor A Hughes Professor M Kirkup
Dr S Jarvis

IN ATTENDANCE: C Benyon (Minute 21.204) J Lamarque (Secretary)
N Catterall (Minute 21.208) I Wilmot

APOLOGIES: Mr J Cappock (Deputy Chair) Professor A Linn

22.1 ANNOUNCEMENTS

22.1.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda.

22.1.2 **Apologies:** Apologies are noted above.

22.1.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to discuss one items of business not on the agenda (Minute 21.211).

Chair's business

22.1.4 The Chair invited the Pro Vice-Chancellor (PVC) for People and Culture to update members on the Voluntary Release Scheme.

22.1.5 The Deputy Vice-Chancellor (DVC) for Education reported on the Teaching Excellence Framework (TEF) submission. Members heard that there are three dimensions in the TEF; intent, outputs/impact and implementation/evidence. The forthcoming UEB awayday will focus on outputs and impact. The Student's Union will complete a separate submission.

22.1.6 Members heard that guidance on the TEF will be available at the end of September 2022. Members discussed the financial implications of the TEF, and in response to a member's query, the DVC (Education) confirmed that the indicators are equally weighted.

22.1.7 Members discussed Professional Development Review (PDR) forms and concerns that they were not being completed. A member also commented on the number of colleagues some line managers had responsibility for.

22.1.7.1 **ACTION PVC (People and Culture) and Deputy Chief Operating Officer (COO)** to lead on fine tuning the PDR forms.

22.2 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

22.2.1 The DVC (Education) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on removal of one-way signage, ventilation, case rates, student and colleague communications and timetabling.

22.3 TERMS OF REFERENCE AND SCHEDULE OF BUSINESS

22.3.1 **APPROVED** Members approved the revised Terms of Reference with immediate effect (Document UEB 220913A).

22.3.2 **AGREED** Members agreed the schedule of business for 2022/23 (Document UEB 220913A).

22.4 STUDENT RECRUITMENT UPDATE

22.4.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC), reported on the merger of two major departments. Members heard that the restructure had moved forward with positive appointments, with additional resources in the Communications and UKVI teams.

22.4.2 The Director of GRAMC also updated members on communications, the recruitment position and Clearing. Members heard that next steps included CAS allocations, preparing for a UKVI audit and early progression of PG recruitment.

22.4.3 In response to a member's query on the new planning round, the Director commented that recruitment from South Asia is strong, and an increased CAS allocation will be important. New programmes still subject to validation will be piloted to gauge the amount of interest to maximise opportunities.

22.5 PREPARATIONS FOR SEPTEMBER 2022

22.5.1 The DVC (Education) reported on the arrangements for the Bank Holiday on 19 September 2022, for the funeral of Queen Elizabeth II. Members heard that the planned registrations will be rescheduled, and communications sent to all concerned. The University will be closed for the Bank Holiday, but the buildings will remain open.

22.6 MANAGEMENT ACCOUNTS JULY 2022

22.6.1 Ian Wilmot, Director of Finance, presented the Management Accounts for July 2022, including the initial 2021/22 outturn (Document UEB 220913C).

22.6.2 The Director of Finance reported on Key Performance Indicators and the swing on pension liability, with the university finishing in a strong financial position at the end of this year.

22.6.3 **AGREED** Members agreed the Management Accounts for July 2022.

22.7 FIVE-YEAR FORECAST

22.7.1 The Director of Finance presented the five-year forecast (Document UEB 220913D) and reported that the forecast does not include the voluntary severance.

22.7.2 Members heard that the forecast was built on numbers agreed in April 2022 and includes pension and efficiency adjustments. The forecast generates a significant amount of cash over the five years, and there is an ambitious capital plan.

22.7.3 Income numbers are in line with the last five-year submission, with an improvement in the bottom line.

22.7.4 **AGREED** Members agreed the five-year forecast for recommendation to Resources Committee.

22.8 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

22.8.1 Nicholas Catterall, Deputy Registrar (Compliance and Development), presented the Prevent Duty Compliance and External Events Group periodic update (Document UEB 220913F), and informed members that there were no issues and little to report.

22.8.2 Members were informed that the Prevent contact was now Emma Standen, Deputy Registrar (Quality and Standards).

22.9 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

22.9.1 **AGREED** Members confirmed the minutes of the UEB meetings held on 12 July and 9 August 2022 (Document UEB 220913G and UEB 220913H) as accurate records of the meetings.

22.9.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220809G) and noted those that were now complete.

22.10 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

2022/23

26 September 2022 – evening – UEB dinner	30 March 2023
27 September 2022 – all day – Away Day	
10 October 2022	11 April 2023
25 October 2022	25 April 2023
8 November 2022	9 May 2023
29 November 2022	23 May 2023
13 December 2022	13 June 2023
10 January 2023	27 June 2023
24 January 2023	10 July 2023 – evening – UEB dinner
14 February 2023	11 July 2023 – all day – Away Day
28 February 2023	25 July 2023
13 March 2023 – evening – UEB dinner	8 August 2023
14 March 2023 – all day – Away Day	

22.11 ANY OTHER BUSINESS – Strictly Confidential

22.11.1 **[REDACTED]**

22.11.2 **[REDACTED]**

22.11.3 Members discussed the proposal and were broadly supportive.

22.11.4 **AGREED** Members agreed the proposal in principle. PVC (People and Culture) and Deputy COO to refine the proposal for submission to UEB.