

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 28 JUNE 2022 VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	W Clarke (Minute 21.194) J Lamarque (Secretary)	I Wilmot (to Minute 21.198)
APOLOGIES:	Professor A Hughes	

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**21.192 ANNOUNCEMENTS**

- 21.192.1 **Welcome:** The Chair welcomed all members and attendees to the meeting and briefed members on the agenda.
- 21.192.2 **Apologies:** Apologies are noted above.
- 21.192.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to one item of business not on the agenda (Minute 21.198).
- 21.192.4 **Chair's business**  
The Chair updated members on recent graduation ceremonies and shared feedback from other universities offering Arts and Humanities programmes.
- 21.192.5 Malcolm Kirkup, Pro Vice-Chancellor for People and Culture, updated members on recent discussions with the University and College Union.

**21.193 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**

- 21.193.1 John Cappock, University Secretary and Chief Operating Officer (USCOO), updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported that the buildings are very quiet with no behavioural issues, and the building maintenance schedule is continuing.
- 21.193.2 The USCOO informed members that expectations will be set at the start of term regarding student activities, and the communications team are currently working on Clearing messaging.
- 21.193.3 In response to a member's query, the Deputy Vice-Chancellor (DVC) for Education commented that compared with Semester 1 deferral rates are higher across the University. There are variations between Colleges, and all Associate Heads of College are aware.

**21.194 GRADUATE OUTCOMES PRESENTATION**

- 21.194.1 Wayne Clark, Data Impact (DI) Manager, presented the data from the recent Graduate Outcomes (GO) survey.
- 21.194.2 The DI Manager reported that the GO data is from students who graduated in 2019/20, and now that three years data is available, longitudinal fluctuations are clearer. Members noted that they will receive a full report on the data in due course.
- 21.194.3 **[REDACTED]**
- **[REDACTED]**

- [REDACTED]
- [REDACTED]
- [REDACTED] and
- [REDACTED]

21.194.4 Members heard that the DVC (Employability and Global Engagement) has produced notes to accompany the report outlining the range of employability activities and next steps, and that the Data Impact team will produce qualitative data including a list of graduate job titles and employers.

21.194.5 Members discussed queries on the report with the DI Manager including:

- progression gaps;
- the confidence interval;
- comparator institutions; and
- benefits of graduate placements.

21.194.6 Members noted that a new dashboard has been produced with the internal results for the Postgraduate Taught Experience Survey (PTES) and student comments have been shared with Heads of College (HoC) and Directors of College Operations. Sector level data will be received by the end of July and will be added to the dashboard.

21.194.7 Members heard that the PTES showed improvement in how students were being supported through the pandemic and the services available to them during that period; students' satisfaction with dissertations; and overall experience.

21.194.8 [REDACTED]

## 21.195 REVIEW OF SMART WORKING

21.195.1 The USCOO presented a review of the Smart Working approach (Document UEB 220628A), including the outcomes of a survey conducted by the Operations Management Group.

21.195.2 The USCOO endorsed the review recommendation and recommended actions and reported that additional actions included solutions for student registration, more flexible meeting spaces for Teams calls, ensuring that team cohesion is at the forefront, and hybrid working to be offered to aid recruitment.

21.195.3 A member suggested having two days a month as 'Professional Services at Work' days. The USCOO noted the suggestion and how it may benefit team cohesion; however, highlighted it may present challenges for Estates Planning and Services as it could be difficult to accommodate all Professional Services colleagues on specific dates.

21.195.4 In response to member's queries, the USCOO confirmed that student experience is central to the approach; the recommended actions include adaptation of some spaces; and academic colleagues will be given the opportunity to comment.

21.195.4.1 **ACTION USCOO** to seek comment from academic colleagues on the Smart Working approach.

21.195.5 Members discussed the variations in remote working for Professional Services and academic colleagues. The USCOO reiterated that students' best interests are at the centre of decisions and reported that the University is seeing the benefit of Smart Working in terms of wellbeing.

21.195.6 **APPROVED** Subject to academic colleague consultation, University to formally adopt the Smart Working approach as the permanent operating model for Professional Services from 1 August 2022.

21.195.7 **AGREED** Recommended actions to be implemented.

## 21.196 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 21.196.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 14 June 2022 (Document UEB 220628B) as an accurate record of the meeting.
- 21.196.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220628C) and noted those that were now complete.
- 21.196.3 **Sustainable workforce planning (Action 21.173.7.1)** The Vice-Chancellor confirmed that he had briefed the Chair of the Court of Governors, Chair of Resources Committee and Clerk to the Court and Head of University Governance about the scheme, and that the Director of Human Resources and Safety, Health and Wellbeing briefed the Resources Committee at their meeting on 23 June 2022.
- 21.196.4 **Humanities review (Action 21.179.4.1)** The HoC (Liberal Arts and Sciences) informed members that the decision on the location of English teaching will be made after the International away day on 12 July 2022 and, if necessary, the HoC will report back to UEB.
- 21.196.5 **Sub-committee terms of reference (Action 21.24.3.2)** The USCCO confirmed he had followed up with the Clerk to the Court and Head of University Governance and the action can be closed.

## 21.197 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).

### 2021/22

11 July 2022 – evening – UEB dinner	26 July 2022
12 July 2022 – all day – Away Day	9 August 2022

### 2022/23

13 September 2022	13 March 2023 – evening – UEB dinner
26 September 2022 – evening – UEB dinner	14 March 2023 – all day – Away Day
27 September 2022 – all day – Away Day	30 March 2023
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
	8 August 2023

## 21.198 ANY OTHER BUSINESS (Strictly Confidential)

21.198.1 [REDACTED]

21.198.2 [REDACTED]

21.198.3 Members discussed the proposals and their implementation.

21.198.4 **APPROVED** Proposals to be implemented as set out in the paper.

## 21.199 MANAGEMENT ACCOUNTS MAY 2022

21.199.1 Members noted the Management Accounts for May 2022 (Document UEB 220628D).

**21.200 SCHEDULE OF DELEGATION – ANNUAL REVIEW OUTCOMES**

21.200.1 **AGREED** Members recommend the Schedule of Delegation (Document UEB 220628E) to the Court of Governors.