

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 14  
DECEMBER 2021 VIA MICROSOFT TEAMS

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PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis Professor J Jones (to Minute 21.73)	Professor M Kirkup Professor A Linn Mr I Wilmot
IN ATTENDANCE:	Mrs J Lamarque (Secretary) Mr A Norris (Minute 21.72 to 21.74)	Ms D Son Robinson (Minute 21.74)
APOLOGIES:	Mr J Cappock (Deputy Chair)	

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**21.69 ANNOUNCEMENTS**

- 21.69.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda. Members noted that Ian Wilmot, Director of Finance, was attending as Acting University Secretary and Chief Operating Officer (USCOO) in John Cappock's absence.
- 21.69.2 **Apologies:** Apologies were noted as above.
- 21.69.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items. The Chair agreed to a request to discuss an item of business not on the agenda.
- 21.69.4 **Chair's business:** The Chair did not have any matters to report that were not on the agenda.

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

- 21.70.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent Being Safe, Feeling Safe Team meeting. She reported on January exams and enrolments, face coverings, student communications, onsite activity, and business continuity.

**21.71 HEADS OF SCHOOL SALARIES (Confidential)**

- 21.71.1 [\[Redacted\]](#)
- 21.71.2 [\[Redacted\]](#)
- 21.71.3 [\[Redacted\]](#)
- 21.71.4 [\[Redacted\]](#)
- 21.71.5 [\[Redacted\]](#)

**21.72 ANNUAL REPORT FOR EQUALITY, DIVERSITY AND INCLUSION (EDI) 2020/21**

- 21.72.1 Professor Alex Hughes, a Co-Chair of the EDI Committee, presented the EDI annual report for 2020/21 (Document UEB 211214B).
- 21.72.2 Andy Norris, Head of Culture and Inclusion (CI) informed members that the longer-term aim is to target the data and what needs to improve.
- 21.72.3 A member commented that showing an EDI breakdown by percentage for each School and Professional Services department would be helpful.

- 21.72.4 A member commented that the annual report does not include the action taken since August 2021, and a quarterly or six-monthly update showing progress on appointments would be welcome. The Head of CI confirmed that he would discuss the suggestion with the Deputy HR Director.
- 21.72.5 In response to a member's query, the Head of CI confirmed that the annual report could be shared with colleagues.
- 21.72.6 A member queried the lower casework numbers and the Head of CI commented that Report and Support has had an impact, with colleagues feeling more confident about reporting incidents, although casework numbers have been relatively low for some time.
- 21.72.7 Members commended the report, which will be submitted to the Court of Governors in March 2022.

21.72.8 The Head of CI confirmed he would share the Equal Pay Audit and appendices with members.

## **21.73 SUSTAINABLE DEVELOPMENT GOALS ANNUAL REPORT FOR 2020/21**

- 21.73.1 Members noted the Sustainable Development Goals Annual Report for 2020/21 (Document UEB 211214C).

## **21.74 SUSTAINABILITY POLICY**

- 21.74.1 Dain Son Robinson, Sustainable Development Goal (SDG) Coordinator, presented the revised Sustainability Policy (Document UEB 211214D).
- 21.74.2 Members heard that progress had been made on SDGs, the correct terminology had been reflected in the policy document, and some wording around education had been amended.
- 21.74.3 Members asked for the introduction to be more overt about the objectives that connect the wellbeing programme and EDI.
- 21.74.4 **AGREED** Sustainability Policy to be implemented on approval of the requested changes by correspondence.

## **21.75 SEMESTER ONE PROGRESS UPDATE**

- 21.75.1 The DVC (Education) updated members on progress made during the first semester which included:
- Roll-out of School operating plans
  - Roll-out of training in conjunction with the Centre for Education and Teaching Innovation
  - Student attendance and attendance dashboards
  - Personal tutors and student retention
  - Friends of Arriving New Students to be enhanced and developed for September 2022
  - Recent mock Ofsted experience
  - Intensive development of existing programmes at Portfolio Planning Committee
  - Evaluation framework for EDI initiatives
- 21.75.2 In response to a member's query, the DVC (Education) confirmed that employing our own graduates to engage with new students helps with the sense of belonging and need to be worthwhile roles that add value.

## **21.76 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

- 21.76.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 23 November 2021 (Document UEB 211214E) as an accurate record.

- 21.76.2 Members reviewed a summary of the actions from previous meetings (Document UEB 211214F) and noted those that were now complete.

## 21.77 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).

<b>UEB</b>	11 January 2022
<b>UEB</b>	25 January 2022
<b>UEB</b>	8 February 2022
<b>UEB</b>	22 February 2022
<b>UEB</b>	7 March 2022 – evening – UEB dinner 8 March 2022 – all day – Away Day
<b>UEB</b>	22 March 2022
<b>UEB</b>	12 April 2022
<b>UEB</b>	26 April 2022
<b>UEB</b>	10 May 2022
<b>UEB</b>	24 May 2022
<b>UEB</b>	14 June 2022
<b>UEB</b>	28 June 2022
<b>UEB</b>	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
<b>UEB</b>	26 July 2022
<b>UEB</b>	9 August 2022

## 21.78 ANY OTHER BUSINESS

- 21.78.1 The Chair agreed to a request from the DVC (Education) to add a progression, retention and continuation report to the agenda on 11 January 2022.

## 21.79 CHANGE TO MANDATORY TRAINING – SAFEGUARDING ESSENTIALS MODULE

- 21.79.1 **APPROVED** Safeguarding Essentials to be a mandatory e-learning module for all University colleagues with immediate effect (Document UEB 211214G).

## 21.80 UPDATE ON DIGITAL AND CYBER SECURITY

- 21.80.1 Members noted the update on Digital and Cyber Security (Document UEB 211214H).