

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26 MARCH 2019 IN ROOM RS109, REGENT STREET.**

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PRESENT: Dr P Bonfield (Chair) Professor M Kirkup  
Mr J Cappock Professor A Linn  
Professor R Dannreuther (Deputy Chair) Professor J Stockdale  
Professor A Hughes (Deputy Chair)

IN ATTENDANCE: Mrs J Lamarque (Secretary)

APOLOGIES:

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**18.123 ANNOUNCEMENTS**

18.123.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

18.123.2 **Apologies:** There were no apologies received.

18.123.3 **Requests to discuss starred items:** There were no requests to discuss starred items.

18.123.4 **Chair's business:** The Chair updated members on the recent submission of bids to the Quintin Hogg Trust, and the Court of Governors meeting that took place on 20 March 2019. Members briefly discussed the Estates strategy and a member asked about expectations around delivery. The University Secretary and Chief Operating Officer (USCOO) responded that he expects the definitive strategy to be presented to the Court in July 2019.

**18.124 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

18.124.1 The minutes of the UEB meeting held on 26 February 2019 (Document UEB 190326A) were agreed as an accurate record, subject to a change to 18.111.6.

18.124.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190326B) and confirmed those that were now complete.

18.124.3 **Work Allocation Model and the Research Excellence Framework (Action 18.93.3.1)**  
Members confirmed that colleagues had been encouraged to complete the Time Allocation Survey/Transparent Approach to Costing and by the due date numbers were above the threshold set.

**18.125 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE – PERIODIC REVIEW**

18.125.1 The USCOO presented the periodic review of the University Risk Register and Mitigations Schedule (Document UEB 190326C).

18.125.2 Members were informed that a comprehensive review is undertaken twice a year, and this review will be submitted to Audit Committee on 9 April 2019. The report is our own assessment, with the internal auditors producing their own report.

18.125.3 The review focused on the estate and the financial position and the biggest concern is Brexit; however, mitigations are in place. Members noted there are a cluster of amber flags around two further areas of risk; however, when mitigations are applied all are reduced to yellow or green.

18.125.4 Members discussed the report and noted that it can be updated at any time. Any gaps identified between formal reviews should be forwarded to the Director of Strategy, Planning and Performance.

#### **18.126 MANAGEMENT ACCOUNTS PACK – FEBRUARY 2019**

18.126.1 Members received and noted the Management Accounts Pack for February 2019 (Document UEB 190326D).

#### **18.127 KEY PERFORMANCE OBJECTIVES (KPO) LEAD INDICATORS REPORT**

18.127.1 Members received and noted the KPO lead indicators report (Document UEB 190326E).

#### **18.128 QUINTIN HOGG TRUST (QHT) BID SUMMARY REPORT**

18.128.1 Members received and noted the QHT bid summary report (Document UEB 190326F).

#### **18.129 UPDATED BUSINESS CASE FOR THE CENTRE FOR EDUCATION AND TEACHING INNOVATION**

18.129.1 Members received and noted the updated business case for the Centre for Education and Teaching Innovation (Document UEB 190326G).

#### **18.130 DATES OF FUTURE MEETINGS**

University Planning Committee	2 April 2019
UEB	9 April 2019
UEB	7 May 2019
University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
UEB	2 July 2019
University Planning Committee	9 July 2019 (cancelled)
UEB Away Day	16 July 2019
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

#### **18.131 ANY OTHER BUSINESS**

18.131.1 The USCOO brought to members attention the internal auditors ICT review of General Data Protection Regulations Compliance (Document UEB 190326H), which has an agreed score of limited assurance.

18.131.2 Members were informed that we are in a similar position to comparable organisations. The USCOO is working through a plan with the Project Manager, there is an implementation timetable, and dates are reviewed each month to ensure that the work is on track.

18.131.3 A member commented that a risk factor is the competency of our people. The USCOO informed members in response that there is an e-module agreed for governors to complete and staff training has been completed. Members heard that the University has been tested and have adhered to the timelines, and there is no issue with the Information Commissioner's Office.

18.131.4 The USCOO is content that the issue is being dealt with in line with agreed timescales.

- 18.131.5 The Vice-Chancellor agreed to seek endorsement for the approach to developing a strategy and implementation plan for applying the UN Sustainable Development Goals (SDGs).
- 18.131.5.1 **ACTION Vice-Chancellor** to email UEB members seeking endorsement of Document UEB 190326 CSR Periodic Report March 2019.