

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 4 JUNE 2019 IN ROOM RS109, REGENT STREET.

| | | |
|----------------|--|-----------------------------|
| PRESENT: | Dr P Bonfield (Chair) | Professor M Kirkup |
| | Professor R Dannreuther (Deputy Chair) | Professor A Linn |
| | Professor A Hughes (Deputy Chair) | Professor J Stockdale |
| IN ATTENDANCE: | Mr N Catterall (minute 18.161) | Mr I Wilmot (minute 18.160) |
| | Mrs J Lamarque (Secretary) | |
| APOLOGIES: | Mr J Cappock | |

18.158 ANNOUNCEMENTS

- 18.158.1 **Welcome:** The Chair welcomed all members and attendees to the meeting,
- 18.158.2 **Apologies:** Apologies were noted as above.
- 18.158.3 **Requests to discuss starred items:** There were no requests to discuss starred items.
- 18.158.4 **Chair's business**
- 18.158.5 The Chair asked members for their thoughts on the recent Augar report, and the commentary from the Director of Strategy, Planning and Performance. Members had a full and broad discussion around the recommendations including initial suggestions for action the University might take to mitigate negative impacts and to benefit from potential opportunities.

18.159 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 18.159.1 The minutes of the UEB meeting held on 21 May 2019 (Document UEB 190604A) were agreed as an accurate record.
- 18.159.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190604B) and confirmed those that were now complete.
- 18.159.3 **Chair's business – new course development (Action 18.151.5.1)** The Deputy Vice-Chancellor (DVC) for Education confirmed that colleagues have produced a list of proposals. Members discussed whether to concentrate on three large courses, rather than several smaller ones, making internal efficiencies where courses shared resources. Members considered the Market Insight Team was not being used as effectively as it could be and external support would be welcome also to identify real opportunities for new courses.
- 18.159.3.1 **ACTION DVC (Education)** to update UEB on the proposals before the next CRIC meeting.
- 18.159.4 A member suggested it is critical the Curriculum Review and Innovation Committee (CRIC) leads a formal exercise to identify key portfolio development. Another member commented that CRIC needs to be more flexible about what is possible.
- 18.159.5 Members noted that an employer and school advisory panel is being set up in each School.

- 18.159.6 Members discussed opportunities to promote postgraduate programmes to existing undergraduate students.
- 18.159.7 **Chair's business – Readers and Professors Promotions Review (Action 18.151.6.1)**
The DVC (Education) informed members that the Professors and Readers Committee meet this week and discussions with the Deputy Director of Human Resources continue. The DVC (Education) agreed to inform the UEB Secretary when the matter will return to UEB.
- 18.159.8 **Colleague wellbeing survey proposal (Actions 18.138.3.1 and 18.138.3.2)** The Vice-Chancellor informed members that questions for the wellbeing survey have been amended and will be published soon.
- 18.160 MANAGEMENT ACCOUNTS PACK – APRIL 2019 AND QUARTER 3 FORECAST**
- 18.160.1 The Director of Finance presented the Management Accounts Pack for April 2019, which includes the Quarter 3 forecast (Document UEB 190604C).
- 18.160.2 Members were informed that the Quarter 3 forecast outturn is a £13.3m surplus before exceptional items and contingency.
- 18.160.3 The Director of Finance informed members of improvements in the student number planning process. Members discussed the approach to Clearing and noted that the Director of Global, Recruitment and Admissions will attend the University Planning Committee (UPC) meeting on 11 June to discuss the Clearing strategy. Members agreed it would be beneficial if a representative of the Marketing team attends future student number planning meetings.
- 18.160.3.1 **ACTION University Secretary and Chief Operating Officer (USCOO)** to arrange involvement of the Marketing team in the student number planning process.
- 18.160.4 The Director of Finance concluded that the University expects to complete the year in a strong position with borrowings reduced. Budgets have been set for Professional Services (PS), and the University will evaluate how well PS has performed with reduced capacity. Members considered the cost base for PS is correct and does not need to be increased.
- 18.161 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT**
- 18.161.1 The Senior Compliance and Development (SCD) Manager presented the Prevent Duty Compliance and External Events Group periodic update report (Document UEB 190604D).
- 18.161.2 The SCD Manager informed members the report is a quarterly update on Prevent activity, open debate and a review of policies to confirm they are effective and meeting requirements.
- 18.161.3 The SCD Manager informed members that the new process is working well and all events were low risk and went ahead. Members noted there has been a change in our Prevent Coordinator in the Department of Education (DofE) and a training session for UEB members is planned for September 2019.
- 18.161.4 Members heard the Safeguarding Policy is being produced by the Head of Student Support and Residential Life and UEB will consider it in due course. Members received confirmation there is no change to our Prevent policy, although changes are anticipated.
- 18.161.5 The University has invited the DofE Prevent Coordinator to visit this month and members agreed to invite a representative from the Office for Students.
- 18.162 WORK ALLOCATION MODEL (WAM) TARIFF FOR RESEARCH**
- 18.162.1 The Pro Vice-Chancellor (PVC) for Research presented the WAM tariff for Research (Document UEB 190604E).

- 18.162.2 The PVC (Research) reminded members that the Code of Practice for the approach to the Research Excellence Framework (REF) has been submitted and this paper is a proposed institutional approach to support the Code.
- 18.162.3 Members noted there are three levels of research hours and two-thirds of the criteria for each level must be implemented for the line manager to allocate these hours. The DVC (Education) confirmed he will update the WAM tariff document with the new allocations.
- 18.162.4 Members discussed communication of the tariff with colleagues, the academic union (UCU) and the Research Network.
- 18.162.5 The DVC (Education), PVC (Research) and PVC (Marketing and Enterprise) will work together to ensure that all constituents feel included and responded to, and to agree how best to communicate the WAM tariff for research.

18.163 ABSENCE POLICY AND PROCEDURE

- 18.163.1 **APPROVED** Members reconfirmed the existing Absence Policy and Procedure (Document UEB 190604F), which is legally compliant and fit for purpose.

18.164 KEY PERFORMANCE OBJECTIVES (KPO) LEAD INDICATORS REPORT

- 18.164.1 Members received and noted the KPO lead indicators report (Document UEB 190604G).

18.165 DATES OF FUTURE MEETINGS

| | |
|--|------------------------------------|
| 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 |

18.166 ANY OTHER BUSINESS

- 18.166.1 There were no other items reported.