

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 25 MAY 2021 VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Ms N Davies (Minute 20.162) Mrs J Lamarque (Secretary) Mrs E McMillan (Minute 20.160)	Mr C Mpofu, TIAA (Minute 20.159) Ms D Takodra, TIAA (Minute 20.159) Mr I Wilmot (Minute 20.161)
APOLOGIES:		

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**20.157 ANNOUNCEMENTS**

- 20.157.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.
- 20.157.2 **Apologies:** There were no apologies received.
- 20.157.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or matters not on the agenda.
- 20.157.4 **Chair's business**
- 20.157.5 The Chair briefly updated members on the adoption of the IHRA definition and the mid-term Being Westminster review.

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

- 20.158.1 The Deputy Vice-Chancellor (DVC) for Education and the University Secretary and Chief Operating Officer (USCOO) updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including supporting colleagues returning to the office, colleague communications, hybrid meetings and smart working.

**20.159 DRAFT INTERNAL AUDIT STRATEGIC PLAN 2021/22**

- 20.159.1 Dakshita Takodra, Senior Audit Manager, TIAA and Clarence Mpofu, Director of Audit, TIAA, presented the draft Internal Audit Strategy Plan for 2021/22 (Document UEB 210525A) for recommendation to Audit Committee.
- 20.159.2 The Senior Audit Manager reported that the paper sets out the three-year plan, which is flexible in year.
- 20.159.3 **AGREED** Members recommend the draft Internal Audit Strategy Plan 2021/22 to Audit Committee.

**20.160 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE – PERIODIC REVIEW 3**

- 20.160.1 The Clerk to the Court and Head of University Governance presented the University risk register and mitigations schedule periodic review (Document UEB 210525B).

- 20.160.2 The Clerk to the Court reported that there have been only a small number of changes to risk scores and mitigations since the last report in February 2021.
- 20.160.3 Members commented on the operational risk register summary and challenged and asked for two of the scores identified by operational risk owners to be looked into.
- 20.160.3.1 **ACTION Clerk to the Court** to contact risk owners for the two risk assessments challenged by UEB members with a request to update the relevant risks and scores.
- 20.160.4 Members reflected on the recent horizon scanning discussion at the University Planning Committee and the potential impact of the matters discussed on the strategic risk register.
- 20.161 MANAGEMENT ACCOUNTS APRIL 2021 AND QUARTER 3 FORECAST**
- 20.161.1 Ian Wilmot, the Director of Finance, presented the Management Accounts for April 2021 and the Quarter 3 (Q3) forecast (Document UEB 210525C) for recommendation to Resources Committee.
- 20.161.2 The Director of Finance reported that the Q3 forecast outturn is a £4.5m surplus before exceptional items. He reported that the improvement from Q2 is largely due to the continued increase in tuition fees because of less than anticipated student withdrawals and tuition fee refunds.
- 20.161.3 The Director of Finance reported that staffing costs remain in line with budget after an additional adjustment to pension provision, other operating expenses are in line with the forecast and the balance sheet remains strong.
- 20.162 L2-L5 SALARY DECISIONS – REVISED PROCESS**
- 20.162.1 Nicola Davies, Deputy HR Director, presented the revised process for L2-L5 salary decisions (Document UEB 210525D).
- 20.162.2 The Deputy HR Director informed members that the process is based on adherence to and meeting PDR objectives and is aligned to PDR and Remuneration Committee processes. She reported that all recommendations will be reviewed by the respective panel to ensure consistency, fairness and transparency of process across the University.
- 20.162.3 **AGREED** Outcomes from the Academic and Professional Services panels will be sent to an additional Moderation Panel for final confirmation.
- 20.162.4 **APPROVED** Revised process and timescale for L2-L5 salary decisions to be implemented from September 2021, subject to addition of the Moderation Panel.
- 20.163 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**
- 20.163.1 The minutes of the UEB meeting held on 13 May 2021 (Document UEB 210525E) were agreed as an accurate record.
- 20.163.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210525F) and noted those that were now complete.
- 20.163.3 **Proposal for an Institute of Healthy Urban Living (Action 20.139.4.2)** The USCOO informed members that he is waiting for the expected numbers of additional students from the Head of School, Life Sciences.
- 20.163.4 **Any Other Business (Action 20.147.6.1)** The EDI Committee Co-Chair confirmed that she has now received confirmation of the EDI points of contact from all colleges.

**20.164 DATES OF FUTURE MEETINGS**

08 June 2021	12 July 2021 - evening (Away day)	27 July 2021
22 June 2021	13 July 2021 - all day (Away day)	10 August 2021

**20.165 ANY OTHER BUSINESS**

20.165.1 There were no other items of business reported.