

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8
NOVEMBER 2022 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield Professor A Hughes Dr S Jarvis Professor J Jones	Professor M Kirkup Professor A Linn I Wilmot (Acting USCOO)
IN ATTENDANCE:	N Catterall (Minute 22.44) L Cole (Minute 22.43)	J Lamarque (Secretary) E Standen (Minute 22.44)
APOLOGIES:	Mr J Cappock (Deputy Chair)	

22.41 ANNOUNCEMENTS

- 22.41.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.41.2 **Apologies:** Apologies were received as noted above.
- 22.41.3 **Requests to discuss starred items:** Members were informed that the Human Trafficking and Modern Slavery statement would need to be discussed at the meeting as members did not have the opportunity to review and approve the statement in advance.
- 22.41.4 **Chair's business**
The Chair reported on his recent visit to Sri Lanka, planned industrial action, financial support for students and financial performance rankings.
- 22.41.5 Members discussed processing of the colleague hardship loan and the Voluntary Release Scheme.
- 22.41.6 **AGREED** The University will make a one-off fixed payment of £500 to all colleagues, except for UEB members, in the December payroll.

22.42 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 22.42.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent Being Safe, Feeling Safe Team meeting and reported on promotion of vaccinations, ventilation, academic delivery, and the development of quiet areas.
- 22.42.2 In response to a member's query the DVC (Education) confirmed that the team would continue to meet on a regular basis until the end of the year. Members noted that if there are no significant rise in COVID-19 case rates over winter the team will be disbanded.

22.43 UPDATE ON APPRENTICESHIP PROVISION

- 22.43.1 Linsey Cole, Director of Business Engagement (BE), presented the update on apprenticeship provision (Document UEB 221108A).
- 22.43.2 The Director of BE commented that academic colleagues need to have a greater role in apprenticeships and meet with the employer and apprentice.
- 22.43.3 In response to a member's query the Director of BE confirmed that resource for onboarding will be reviewed.

- 22.43.4 Members were informed that there will be an apprenticeship celebration event at the end of the academic year.
- 22.43.5 Members discussed the university apprenticeship levy and its progress.
- 22.43.5.1 **ACTION Pro Vice-Chancellor (PVC) for People and Culture** to report to UEB in 2-3 months on how to use our own apprenticeship levy.
- 22.44 OFFICE FOR STUDENTS (OfS) PREVENT DUTY MONITORING RETURN**
- 22.44.1 Emma Standen, Deputy Registrar (Quality and Standards) and Nicholas Catterall, Assistant Registrar (Compliance and Development), presented the annual Prevent Duty monitoring return (Document UEB 221108B).
- 22.44.2 Members were informed that the OfS may consider the change in the Prevent Lead as material and may therefore request a meeting.
- 22.44.3 In response to a member's query on the low incidence of referrals, the Assistant Registrar reported that the University has an effective process and internal wellbeing systems, and people are directed to the right kind of help. The Deputy Registrar confirmed that academic colleagues know when to report and seek advice.
- 22.44.4 The Deputy Registrar informed members that she will be the Prevent Lead until 1 February 2023, when it will be taken over by the new Assistant Registrar (Compliance and Development).
- 22.44.5 **AGREED** Members recommend the report and risk assessment to the Court of Governors.
- 22.45 STUDENT RETENTION UPDATE**
- 22.45.1 The DVC (Education) reported that there was a dip in retention last year as expected and module grades overall remain at the same level.
- 22.45.2 Members heard that the Retention Team have been contacting students that are not engaging and this is having an impact.
- 22.45.3 Members heard that Associate Heads of College (Education and Students) have worked with module leaders to communicate confidently and clearly the expectation that students will attend and engage with material.
- 22.45.4 The DVC (Education) reported that there is clear evidence that students who enrol late are less likely to continue and perform well in their studies.
- 22.46 TEACHING EXCELLENCE FRAMEWORK (TEF) UPDATE**
- 22.46.1 The DVC (Education) updated members on progress in producing the TEF submission.
- 22.46.2 The DVC (Education) asked members to be conscious of the workload for colleagues working on the submission and ensuring that their work on the submission is prioritised where necessary.
- 22.47 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 22.47.1 **AGREED** Members confirmed the minutes of 25 October 2022 (Document UEB 221108C) as an accurate record of the meeting.
- 22.47.2 Members reviewed a summary of the actions from previous meetings (Document UEB 221108D) and noted those that were now complete.
- 22.47.3 **Chair's business (Action 22.25.7.1)** The DVC (Education) confirmed that not all lectures are currently recorded and that this will be addressed.

- 22.47.4 **Draft annual report and financial statements to 31 July 2022 (Action 22.31.3.1)** The Acting University Secretary and Chief Operating Officer (USCOO) confirmed that the ‘Successes’ section of the draft annual report had been sent to the DVC (Education).
- 22.47.5 **TEF update (Action 22.32.3.1)** The DVC (Education) confirmed that Heads of Colleges are aware who is involved in producing the TEF narrative.
- 22.47.6 **Feedback on starting new semester (Action 22.33.6.1)** The DVC (Education) confirmed that she has discussed the areas to take forward in terms of arrivals, support and induction.
- 22.47.7 **Assistance with cost-of-living (Action 22.35.4.1)** The PVC (People and Culture) confirmed that communications have been completed.

22.48 ANY OTHER BUSINESS

- 22.48.1 Members did not raise any other matters not on the agenda.

22.49 OfS FINANCIAL COMMENTARY AND FINANCIAL RETURN

- 22.49.1 **AGREED** Members recommend the OfS financial commentary and return (Document UEB 221108E) to the Resources Committee.

22.50 HUMAN TRAFFICKING AND MODERN SLAVERY STATEMENT TO 31 JULY 2022

- 22.50.1 **AGREED** Members recommend the Human Trafficking and Modern Slavery Statement to 31 July 2022 (Document UEB 221108F) to the Court of Governors.

22.51 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).

2022/23

29 November 2022	25 April 2023
13 December 2022	9 May 2023
10 January 2023	23 May 2023
24 January 2023	13 June 2023
14 February 2023	27 June 2023
28 February 2023	10 July 2023 – evening – UEB dinner
13 March 2023 – evening – UEB dinner	11 July 2023 – all day – Away Day
14 March 2023 – all day – Away Day	
	25 July 2023
30 March 2023	8 August 2023
11 April 2023	