

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 JUNE 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	O Adetona (Minute 22.191) J Lamarque (Secretary) C Molloy (Minute 22.189 and 22.192)	Dr T Moore (Minute 22.196) A Norris (Minute 22.192) R Poole (Minute 22.194)
APOLOGIES:	J Cappock (Deputy Chair)	I Wilmot (Acting USCOO ¹)

22.189 ANNOUNCEMENTS

- 22.189.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Caragh Molloy, Director of People, Culture and Wellbeing (PCW). The Director of PCW outlined her activities since joining the University.
- 22.189.2 **Apologies:** Apologies were received as noted above.
- 22.189.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.189.4 **Chair's business:** Members discussed the Marking and Assessment Boycott and the mitigations in place.

22.190 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 22.190.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education and Co-Chair, Staying Safe: Business Continuity Group reported on membership of the group, hot weather warnings, Prevent and how to support UWSU in their engagement with Prevent.

22.191 FINAL UNIVERSITY BUDGET 2023/24

- 22.191.1 Oyin Adetona, Deputy Director of Finance, presented the proposed University budget 2023/24 (Document UEB 230613A).
- 22.191.2 The Deputy Director of Finance reported that the figures included in the budget were presented at the University Planning Committee in April 2023 and that student recruitment is progressing well and is set to target this year, rather than baseline.
- 22.191.3 Members heard that:
- staff costs are modelled on a full complement and pay awards have been factored in;
 - there is a proposed 7% increase in pension provision;
 - depreciation costs have increased by [REDACTED];
 - priorities for estates are included in the Appendix; and
 - the Regent Street roof and façade are being reviewed and discussed.
- 22.191.4 In response to a member's query on the proposed increase to pension costs, the Deputy Director of Finance confirmed that if realised this will impact salary outturn costs.

¹ University Secretary and Chief Operating Officer

22.191.5 Members also discussed workforce planning and the estates project pipeline.

22.191.6 **AGREED** Members recommend the final University budget for 2023/24 to Resources Committee.

22.192 WELLBEING SURVEY OUTCOMES REPORT

22.192.1 Caragh Molloy, Director of PCW and Andy Norris, Head of Culture and Inclusion (CI), presented the Wellbeing and Engagement Survey report (Document UEB 230613B).

22.192.2 The Head of CI reported that academic responses were affected by the timing of the survey and industrial action and although there was an increase in responses, these were all from Professional Services (PS) colleagues.

22.192.3 Members heard that one of the recommendations is for PCW colleagues to look at engagement activities with academic colleagues and provide support to reduce the issues in workload and wellbeing. The Head of CI reported that the People Strategy KPIs are below target, but there has been improvement in all for both academic and PS colleagues.

22.192.4 A member commented that the Centre for Education and Teaching Innovation (CETI) is always included under PS, but all CETI colleagues are academics and asked for their responses to be moved accordingly.

22.192.5 Members thanked the Head of CI for his work on the survey.

22.193 RESEARCH UNITS POLICY

22.193.1 Andrew Linn, Pro Vice-Chancellor (PVC) for Research, presented the updated Research Units Policy (Document UEB 230613C).

22.193.2 The PVC (Research) confirmed that the policy is fit for purpose and will be submitted to Academic Council for approval on 21 June 2023.

22.194 DIGITAL STRATEGY 2022-24

22.194.1 **AGREED** A two-hour workshop with the Director of Information Systems and Support is needed to further develop the proposed Strategy.

22.194.1.1 ACTION Secretary to confirm the date of the session as soon as possible.

22.195 RESEARCH AND KNOWLEDGE EXCHANGE (RKE) STRATEGY

22.195.1 The PVC (Research) and Janet Jones, PVC (Knowledge Exchange) presented the proposed RKE Strategy (Document UEB 230613E).

22.195.2 Members heard that the Strategy is based on eight commitments and implementation will be covered by the Workstream Charters and College operational plans.

22.195.3 Members comments included:

- Grow research revenue and create impact
- Best impact scores for KE in the next REF
- Support our local communities and public engagement
- Innovation to take to market
- Each lecturer to take part in the early-stage career programme
- Bring more content into a top level executive summary
- Students doing research
- More human profiles of research should be included in our communications

- 22.195.4 **ENDORSED** Members supported the proposed RKE Strategy, subject to the suggested amendments, which will be submitted to Academic Council for approval.

22.196 CASE FOR SUPPORT FOR NEW HEALTH EDUCATION COURSES

- 22.196.1 Andrew Linn, Head of the College (HOC) of Liberal Arts and Sciences (LAS), and Thomas Moore, Associate Head of College (AHOC), Education and Students (ES), LAS, presented a recommendation for launching Health Professional courses (Document UEB 230613F).
- 22.196.2 The AHOC (ES) reported that an NG6 post is included in the proposal to assist the academic teams with activities such as working with the Quality and Standards team, addressing General Medical Council accreditation, working with providers and project management.
- 22.196.3 In response to a member's query, the AHOC (ES) confirmed that the costs of the Health Professional courses are already factored into the financial outturn.
- 22.196.4 The HOC confirmed that the two new Senior Lecturer posts will be senior nurses.
- 22.196.5 Members commented that the new courses will improve graduate outcomes.
- 22.196.6 **APPROVED** Members confirmed the following initial investment in colleagues and infrastructure:
- Initial development costs - approximately **[REDACTED]** for each course (total **[REDACTED]**).
 - Annual cost of delivering each course - approximately **[REDACTED]** for staffing, and **[REDACTED]** for consumables and other operating expenses (total **[REDACTED]**).

22.197 STUDENT RETENTION UPDATE

- 22.197.1 Due to time constraints the Chair deferred the update on student retention to the next meeting.

22.198 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 22.198.1 **AGREED** Members confirmed the minutes of the meeting held on 23 May 2023 (Document UEB 230613G) as an accurate record of the meeting.
- 22.198.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230613H) and noted those that were now complete.

22.199 ANY OTHER BUSINESS

- 22.199.1 There were no other items of business reported.

22.200 PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING) REGISTER – ANNUAL SUBMISSION

- 22.200.1 Members received the annual submission of the Public Interest Disclosure (Whistleblowing) Register (Document UEB 230613I).

22.201 LEGAL REGISTER

- 22.201.1 Members noted the annual review of the Legal Register (Document UEB 230613J).

22.202 DEVELOPMENT MID-YEAR REVIEW OF QHT FUNDED LIVE PROJECTS

- 22.202.1 The Chair removed this item from the agenda, and therefore there is no Document UEB 230613K for this meeting.

22.204 QHT BID SUMMARY REPORT

22.204.1 Members noted the QHT bid summary report (Document UEB 230613L).

22.205 DATES OF FUTURE MEETINGS

All regular meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

2022/23

27 June 2023

25 July 2023

10 July 2023 – evening – UEB dinner

8 August 2023

11 July 2023 – all day – Away Day