

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 24
OCTOBER 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair)	Professor J Jones
IN ATTENDANCE:	Professor D Anand J Lamarque (Secretary) E McMillan (Observer)	C Molloy (Minute 23.30) D Takodra, TIAA (Minute 23.24) I Wilmot (Acting USCOO ¹)
APOLOGIES:	J Cappock (Deputy Chair) Dr P Elmer Professor A Hughes	Dr S Jarvis Professor A Linn

23.28 ANNOUNCEMENTS

- 23.28.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Elaine McMillan, Clerk to the Court of Governors and Head of University Governance, who was attending as an observer as part of the UEB effectiveness review.
- 23.28.2 **Apologies:** Apologies were received as noted above.
- 23.28.3 **Requests to discuss starred items:** The Chair confirmed there were no requests to discuss starred items and agreed to discuss one item of business not on the agenda (see Minute 23.37).
- 23.28.4 **Chair's business:** The Chair updated members on the potential impact of government interventions on Postgraduate students to university recruitment. Members discussed international students and the effect of the Israel-Gaza conflict on colleagues and students.

23.29 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 23.29.1 Ian Wilmot, Acting USCOO and Co-Chair, Staying Safe: Business Continuity Group reported that business continuity plans continue to be reviewed and updated, and further work has been undertaken on the draft Business Continuity Policy.

23.30 SAFETY, HEALTH AND WELLBEING ANNUAL REPORT

- 23.30.1 Caragh Molloy, Director of People, Culture and Wellbeing (PCW) presented the Safety, Health and Wellbeing (SHW) annual report 2022/23 (Document UEB 231024A).
- 23.30.2 The Director of PCW reported:
- A gap analysis is being undertaken for colleagues who work in high-risk activity to raise awareness and ensure compliance and appropriate training will be delivered.
 - The SHW team is working with colleagues in Estates Planning and Services to incorporate building fabric into the new maintenance contract and on development of a maintenance strategy.
 - Near misses and incident reporting are increasing.
- 23.30.3 In response to a member's query, the Director of PCW confirmed that sustainability and net-zero are integrated into all SHW work.

¹ University Secretary and Chief Operating Officer

- 23.30.4 The Director of PCW reported that sickness absence rates, including mental health related absences, have reduced slightly since last year, which is a better position than the sector benchmark. In response to a member's query the Director confirmed that the improvements are not due to a reduction in reporting.
- 23.30.5 The Director of PCW informed members that the new Professional Development Review (PDR) process will be crucial in the next year and analysis will focus on workload and wellbeing. In response to a member's query, the Director of PCW confirmed that the department is working with the supplier of the PDR system to extract data on development needs to inform the training and development plan and that line managers will be reminded of the need to act where development needs are identified.
- 23.30.6 A member asked about student wellbeing and the data being captured and the Director of PCW confirmed that whilst the SHW team has overarching responsibility they work closely with colleagues in Student and Academic Services.
- 23.30.6.1 **ACTION UEB Secretary** to invite the Director of Student and Academic Services to update UEB on student wellbeing.
- 23.30.7 In response to a member's query on academic annual leave the Director of PCW confirmed that the team plans to talk to line managers to confirm whether leave is being taken and logged on the self-service system.
- 23.30.8 Members commended the team on the report and action plan.
- 23.30.9 **AGREED** Members recommend the Safety, Health and Wellbeing annual report 2022/23 to the Resources Committee.
- 23.31 DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS TO 31 JULY 2023**
- 23.31.1 Ian Wilmot, Director of Finance presented the draft Annual Report and Financial Statements to 31 July 2023 (Document UEB 231024B).
- 23.31.2 The Director of Finance asked members to forward any further comments on the annual report narrative to the Director of Finance and Clerk to the Court within the next two weeks.
- 23.31.3 The Director of Finance informed members that the draft figures are in line with those shared in September 2023 and the University will report another strong year of financial performance, with a surplus of around **[REDACTED]** before adjustments, which is ahead of the 6% target.
- 23.31.4 The Director of Finance advised that the LPFA pension has changed from a liability to a surplus, which has to be recognised on the balance sheet.
- 23.31.5 In response to a member's query on the Teachers' Pension Scheme evaluation, the Director of Finance confirmed that the evaluation has been completed and will add **[REDACTED]** to academic salary costs.
- 23.31.6 The Director of Finance informed members that the external audit is in progress and no major adjustments are expected.
- 23.31.7 **AGREED** Members recommend the draft Annual Report and Financial Statements to the Audit Committee.
- 23.32 OFFICE FOR STUDENTS' FINANCIAL COMMENTARY AND FINANCIAL RETURN**
- 23.32.1 The Chair informed members that this item had been included on the agenda in error and would be discussed at the meeting on 7 November 2023².

² As a result, there is no Document UEB 231024C for this meeting.

23.33 STRATEGIC KPIs – PHYSICAL ENVIRONMENT

- 23.33.1 The Chair postponed this item to the meeting on 7 November 2023 as the proposal had not been received³.

23.34 INTERNAL AUDIT ANNUAL REPORT 2022/23

- 23.34.1 Dakshita Takodra, TIAA Senior Audit Manager presented the internal audit annual report for 2022/23 (Document UEB 231024E).
- 23.34.2 The Senior Audit Manager reported that the internal audit team had carried out 11 reviews; one received substantial assurance, nine reasonable assurance and one was an advisory review.
- 23.34.3 The Senior Audit Manager informed members that reviews of the Service Desk and Research Grant Management are in progress and if completed before the Audit Committee meeting on 14 November 2023 the annual report will be updated to include the outcomes. In response to a member's query, the Senior Audit Manager confirmed that completion of these reviews will not change the internal audit opinion.
- 23.34.4 **(Confidential) [REDACTED]**
- 23.34.5 In response to a member's query on oversight of progress against the recommendations, the Senior Audit Manager confirmed that a follow-up report is submitted to the Audit Committee and, whilst there is a good level of completion and engagement, any issues with completion are escalated to the manager responsible if necessary.
- 23.34.6 Members noted that all limited assurance reports are submitted to UEB prior to consideration by the Audit Committee and UEB members have access to all internal audit reports through the Reading Room in the Court of Governors SharePoint site.

23.35 UEB EFFECTIVENESS REVIEW SURVEY OUTCOMES

- 23.35.1 The Chair presented a summary of the UEB effectiveness review survey responses (Document UEB 231024N).
- 23.35.2 The Chair informed members that the survey be re-opened for completion in November to allow new members and those that did not complete the survey an opportunity to respond. Members noted that those who had already completed the survey could amend their responses in November.
- 23.35.2.1 **ACTION Clerk to the Court** to re-send the survey questionnaire in mid-November.
- 23.35.3 **AGREED** UEB will complete the effectiveness review survey and discuss the findings annually.
- 23.35.3.1 **ACTION UEB Secretary** to add the annual effectiveness review to the schedule of business.

23.36 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 23.36.1 **AGREED** Members confirmed the minutes of the meeting held on 10 October 2023 (Document UEB 231024F) as an accurate record of the meeting.
- 23.36.2 Members reviewed a summary of the actions from previous meetings (Document UEB 231024G) and noted those that were now complete.
- 23.36.3 **Student Retention Update (Action 22.174.3.1)** Members noted completion of the report on bursaries and hardship funds, which will be shared with UEB members at the next meeting.
- 23.36.3.1 **ACTION UEB Secretary** to obtain a copy of the report from the Student Advice and Funding Manager.

23.37 ANY OTHER BUSINESS

³ As a result, there is no Document UEB 231024D for this meeting.

- 23.37.1 The Acting USCOO reported that initiatives to ease the cost-of-living crisis for colleagues and students (e.g., free breakfast, subsidised lunches and free sanitary products) continue.
- 23.37.2 **[REDACTED]**
- 23.37.3 The Chair confirmed that he would discuss the payment with the Chair and Deputy Chair of the Court of Governors and seek comment from members absent from the meeting before the decision is implemented.
- 23.38 TREASURY MANAGEMENT – REPORT, STRATEGY AND POLICY REVIEW (INCLUDING INVESTMENT MANAGEMENT POLICY)**
- 23.38.1 **AGREED** Members recommend the Treasury Management report, strategy and policy review and the Investment Management Policy (Document UEB 231024H) to the Resources Committee.
- 23.39 ASSUMPTIONS UNDERPINNING THE UNIVERSITY’S GOING CONCERN STATUS AND THE ASSOCIATED RISK**
- 23.39.1 Members received a paper on assumptions underpinning the University’s going concern status and the associated risk (Document UEB 231024I), which will be submitted to the Audit Committee.
- 23.40 MANAGEMENT ACCOUNTS – SEPTEMBER 2023**
- 23.40.1 Members noted the Management Accounts for September 2023 (Document UEB 231024J).
- 23.41 SUB-COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**
- 23.41.1 **APPROVED** Updated Safety Health and Wellbeing Committee (Document UEB 231024Ki) and Partnership Scrutiny Panel (Document UEB 231024Kii) terms of reference and membership to be implemented with immediate effect.
- 23.42 ORGANISATIONAL ARRANGEMENTS: CAPABILITIES AND TRAINING**
- 23.42.1 Members noted the revised Organisational Arrangements on Capabilities and Training (Document UEB 231024L).
- 23.43 LABORATORY CONTAINMENT LEVEL 2 CODE OF PRACTICE**
- 23.43.1 Members noted the Laboratory Containment Level 2 Code of Practice (Document UEB 231024M).
- 23.44 DATES OF FUTURE MEETINGS**

All regular meetings are from 10.30am to 12.30pm and take place in RS109, Regents Street or via Microsoft Teams.

2023/24

7 November 2023	16 April 2024
27 November 2023	30 April 2024
12 December 2023	14 May 2024
9 January 2024	28 May 2024
23 January 2024	11 June 2024
13 February 2024	25 June 2024
28 February 2024	9 July 2024 (UEB dinner)
11 March 2024 (UEB dinner)	10 July 2024 (UEB away day)
12 March 2024 (UEB away day)	23 July 2024
28 March 2024	7 August 2024