

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 17 MARCH 2020 IN ROOM RS103 (VICE-CHANCELLOR'S OFFICE), 309 REGENT STREET AND VIA MICROSOFT TEAMS.**

---

PRESENT: Dr P Bonfield (Chair) Professor M Kirkup  
Mr J Cappock (Deputy Chair) Professor A Linn  
Professor A Hughes (via Teams) Professor J Stockdale  
Dr S Jarvis

IN ATTENDANCE: Mrs J Lamarque (Secretary)

APOLOGIES:

---

**19.87 ANNOUNCEMENTS**

19.87.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

19.87.2 **Apologies:** There were no apologies received.

19.87.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or raise matters not on the agenda.

19.87.4 **Chair's business:** There were no items of Chair's business reported.

**19.88 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

19.88.1 The minutes of the UEB meeting held on 25 February 2020 (Document UEB 200317A) were agreed as an accurate record.

19.88.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200317B) and confirmed those that were now complete.

19.88.3 **Review of the Readers and Professors promotion and PDR roll-out (Actions 19.75.6.1, 19.75.7.1 and 19.17.2.1)** The Pro Vice-Chancellor (PVC) for People and Culture informed members that the colleague representative groups had commented and fed back to the Director of Human Resources (HR) and Organisational Development and Wellbeing on the Professional Development Review (PDR) process. Prior to the meeting the University Secretary and Chief Operating Officer (USCOO) circulated notes on progress on the implementation of the PDR process from the Director of HR.

19.88.4 **Management Accounts Pack – January 2020 (Action 19.79.4.1)** The capital expenditure projects at risk of postponement will be discussed at the University Planning Committee meeting on 24 March 2020.

19.88.5 **Management Accounts Pack – January 2020 (Action 19.79.6.1)** The PVC for Research updated members on the Graduate Centre project, which remains a priority but has been delayed to next year.

**19.88.5.1 ACTION Vice-Chancellor** to write to Godfrey Cole, Chair of the Quintin Hogg Trust, regarding the underspend on some projects.

19.88.6 **UEB activity review (Action 19.80.2.1)** The Deputy Vice-Chancellor (DVC) for Education confirmed that the leaders of the Graduate School and the Centre for Education and Teaching Innovation have had discussions around mutual support. Leigh Wilson, Director of the Graduate School is included in the Executive and Operational Leadership Forum and members agreed that it would be useful for her to be invited to the Heads of Schools forum.

19.88.7 **AGREED** Head of the College of Liberal Arts and Sciences to take on the role of line manager for the Director of the Graduate School.

## 19.89 RESEARCH UNITS POLICY

19.89.1 Andrew Linn, the PVC (Research), presented the draft Research Units Policy (Document UEB 200317C).

19.89.2 Members discussed the various research units, their web presence, and whether some of the smaller units might become part of a bigger group. Grass roots research and robust communications and connections are important and it was felt that the number of units could be reduced.

19.89.3 **ENDORSED** Members supported the direction set out in the paper and mandated the Research Committee to develop the approach in appropriate detail.

## 19.90 PROFESSIONAL DEVELOPMENT REVIEW (PDR) PROCESS

19.90.1 Members discussed in more detail the update received from the Director of HR (see Minute 19.88.3). A member commented on the line management structure and the USCOO explained that management tier posts were established to manage colleagues. Members noted that to achieve no more than 20 colleagues per line manager the structure would have to be revisited.

19.90.2 Members considered that the current focus of the PDR process is systems-led and it should be people-driven and management-led.

19.90.2.1 **ACTION** PVC (People and Culture) to take the lead on the PDR process with UEB support.

## 19.91 STUDENT FEES AND OTHER CHARGES POLICY – ANNUAL REVIEW

19.91.1 Members noted the updated Student Fees and Other Charges Policy 2020-23 (Document UEB 200317D).

## 19.92 MANAGEMENT ACCOUNTS PACK – FEBRUARY 2020

19.92.1 Members received the Management Accounts Pack for February 2020 (Document UEB 200317E).

## 19.93 DATES OF FUTURE MEETINGS

<b>UPC</b>	24 March 2020
<b>UPC</b>	21 April 2020
<b>UEB</b>	28 April 2020
<b>UEB</b>	12 May 2020
<b>UPC</b>	19 May 2020
<b>UEB</b>	26 May 2020
<b>UEB</b>	09 June 2020
<b>UPC</b>	16 June 2020
<b>UEB</b>	23 June 2020

<b>UEB - away day location tbc</b>	13 July 2020 - evening 14 July 2020 - all day
<b>UEB</b>	28 July 2020
<b>UEB</b>	11 August 2020
<b>UPC</b>	18 August 2020

#### **19.94 ANY OTHER BUSINESS**

19.94.1 The USCOO updated members on the recent Finance and Property Committee meeting.

19.94.2 In response to a member's query, members confirmed that recruitment to new posts that had been agreed previously can continue.