

APPROVED

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9 APRIL 2019 IN ROOM RS109, REGENT STREET.

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock Professor R Dannreuther (Deputy Chair) Professor A Hughes (Deputy Chair)	Professor M Kirkup Professor A Linn Professor J Stockdale
IN ATTENDANCE:	Mr P Funnell (Minute 18.134)	Mrs E McMillan (Minutes)
APOLOGIES:	Mrs J Lamarque (Secretary)	

18.132 ANNOUNCEMENTS

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

18.132.2 **Apologies:** Apologies are noted above.

18.132.3 **Requests to discuss starred items:** There were no requests to discuss starred items.

Chair's business

18.132.4 The Chair updated members on his recent activities including:

- A meeting with the Quintin Hogg Trust about the University's recent bids for funding; the Trust was meeting later in the day to consider the bids.
- A series of meetings with industrialists to identify the skills and attributes they want from graduates
- Social prescribing event at Clarence House
- Engagement with colleagues around planning for the Regent Street Cinema

18.132.5 The Chair informed members that updated individual objectives are required for the upcoming meeting of the Remuneration Committee.

18.132.6 The Chair asked members to encourage colleagues to participate in the University's Research conference on 18 June 2019.

18.132.7 Members discussed the current atmosphere around the University, noting that it is a very active time for students and that the mood in the Colleges and around the University is increasingly positive.

18.133 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.133.1 The minutes of the UEB meeting held on 26 March 2019 (Document UEB 190409A) were agreed as an accurate record.

18.133.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190409B) and confirmed those that were now complete.

18.133.3 **Corporate Social Responsibility periodic report March 2019 (Action 18.131.5.1)** The Chair encouraged members to review the report on the University's approach to the UN Sustainable Development Goals. The Chair explained that the approach will provide a

coherent means of reporting on this area of activity and will link with the new Times Higher Education ranking based on these goals.

- 18.133.4 **Risks relating to Brexit (Action 18.90.4.1)** The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement briefed members on a new portal for ongoing Erasmus projects and European Union (EU) funding for research should the UK leave the EU.
- 18.133.5 **Application process for professorships (Action 18.26.2.1)** A member raised a concern that the current annual review process for Professors is not aligned with line management discussions. The Pro Vice-Chancellor (PVC) for People and Culture confirmed that this will be included in his wider review of the personal development planning process. The DVC (Employability and Global Engagement) informed members that the process for Reader and Professorial promotions is to be streamlined.
- 18.133.5.1 **ACTION University Secretary and Chief Operating Officer (USCOO)** to ensure that the Resourcing and Reward team consider these matters as part of their work around development and salary reviews for senior colleagues, and that the team connects this work to that of the PVC (People and Culture) on personal development planning.
- 18.133.6 **Risks relating to the Research Excellence Framework (REF) exercise** Members agreed that the report should include an update on preparations for the REF as well as identification of risks and mitigations.
- 18.133.7 **QHT Field Trip fund allocation (Action 17.213.6.1)** Members agreed to close this historic action as it is picked up through business as usual activities.
- 18.134 29 MARYLEBONE ROAD**
- 18.134.1 The Strategic Programme and Change Manager presented an update on progress to explore options for development of 29 Marylebone Road since the last presentation to UEB.
- 18.134.2 Members received a diagram representing proposed uses, stakeholders and funding options (tabled Document UEB 190409G) and noted that a small project team and steering group have been established to develop the proposal further.
- 18.134.3 Members held a full discussion on progress to date and raised points for clarification around terminology, funding bids and timescales.
- 18.134.4 Members emphasised the need for the business case to state clearly the rationale for the proposal, and for the rationale to be supported by evidence.
- 18.134.5 Members discussed two specific potential funding streams for development of the building and considered that a primary element of the business case will be revenue funding to support activities post-development; internal charging should also be considered and included. Members agreed that should there be a need for any underwriting from University funds this would be reported transparently in the business case.
- 18.134.5.1 **ACTION USCOO** to make arrangements with the Director of External Relations to circulate a draft funding bid to UEB members for review and comment prior to submission.
- 18.134.6 Members discussed the potential positive impact of the building on student recruitment, induction and learning, and the potential for 29 Marylebone Road to be iconic in its reflection of the University's transformative student experience.
- 18.135 PROFESSIONAL DEVELOPMENT REVIEW PROCESS**
- 18.135.1 The PVC (People and Culture) presented the draft Professional development planning (PDP) policy and procedure (Document UEB 190409C).

- 18.135.2 Members noted that the proposed approach has been discussed and supported previously at UEB and at the University Planning Committee and has been discussed with the Unions also.
- 18.135.3 Members held a full discussion that focused on implementation of the team objectives element of the policy. Members considered that in the University's matrix structure – particularly for academic colleagues – the identification of an individual with a number of potential teams, and the need to recognise leadership roles and responsibilities within those teams, would add a level of complexity about which colleagues will require clear direction and guidance if the policy is to be implemented successfully.
- 18.135.4 Members noted that the proposed annual PDP meeting will include both a review of objectives from the current year, and agreement of objectives and workload allocation for the coming year.
- 18.135.5 Members identified the importance of appropriate academic line management structures to ensure the span of control is not too wide and therefore unmanageable.
- 18.135.6 The PVC (People and Culture) confirmed that colleagues in Human Resources are developing a series of templates, working examples and other tools to support implementation of the policy.
- 18.135.7 Members welcomed the new approach, reconfirmed their agreement of the principles, and considered the proposed policy to be both realistic and supportive of the University's values and objectives.
- 18.135.8 Members agreed that further discussions on the policy with the Unions and other key stakeholders, such as College Executive Groups and Assistant Heads of School, would be beneficial.
- 18.135.8.1 **ACTION PVC (People and Culture)** to revise the draft policy and procedure to reflect these discussions.
- 18.135.8.2 **ACTION UEB leads for engagement with Unison and UCU and Heads of College** to circulate the revised draft to relevant colleagues for comment.
- 18.136 TUITION FEE AND OTHER CHARGES POLICY**
- 18.136.1 Members reconfirmed the Tuition fee and other charges policy for 2019-20 (Document UEB 190409D).
- 18.137 KEY PERFORMANCE OBJECTIVES (KPO) LEAD INDICATORS REPORT**
- 18.137.1 Members received and noted the KPO lead indicators report (Document UEB 190409E).
- 18.138 COLLEAGUE WELLBEING SURVEY PROPOSAL**
- 18.138.1 The USCOO presented a proposal for a study into colleague wellbeing at the University (Document UEB 190409F), developed by the Organisation Development team and Dr Marie Polley from the School of Life Sciences.
- 18.138.2 Members offered comment on the proposal and identified two survey questions they considered require review.
- 18.138.3 A member suggested that the survey ought to consider colleague wellbeing holistically, including identification of what makes colleagues happy and what currently supports their wellbeing, and inclusion of wellbeing both inside and outside of the workplace.
- 18.138.3.1 **ACTION USCOO** to feedback members' comments on the survey to the authors.

18.138.3.2 **ACTION** UEB leads for engagement with Unison and UCU to circulate the proposal to Union colleagues for comment once revisions have been made.

18.138.4 **APPROVED** Subject to the revisions noted above, members supported the proposed study.

18.138.5 Members noted that the staff engagement survey will not be undertaken this academic year.

18.139 DATES OF FUTURE MEETINGS

UEB	7 May 2019
University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
UEB	2 July 2019
University Planning Committee	9 July 2019 (cancelled)
UEB Away Day	16 July 2019
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.140 ANY OTHER BUSINESS

18.140.1 Members did not identify any other matters for discussion.