



Minutes University Executive Board

Date:	28 May 2024
Present:	Professor K Lambers (KL) (in the Chair), Professor A Blom (AB), Professor C O’Bradaigh (CB), Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor S Hartley (SH), Professor G Jewell (GJ), J Jones (JJ), Professor M Vincent (MV), I Wright (IW)
In attendance:	Professor R Blakeley (RB), J Strachan (JS), T Wray (TW), T Flaherty (TF) and L McCarthy (LM) (Items 1 and 2), C Willis (CWx) (Item 3), Professor J Flint (JF) (Item 4), H Morgan (HM) (Item 5)
Apologies:	R Sykes (RS), Professor C Watkins (CW)
Secretary:	E Allan and Dr E Smith

1. **Student Recruitment Update**

(TF and LM in attendance for this item)

- 1.1 UEB received and noted an update on the latest student recruitment position for 2024 entry as of 15 May 2024, including additional commentary on the figures and updates on a range of recruitment and marketing activities.
- 1.2 It was reported that the University’s three recent award wins at the WhatUni Student Choice Awards would be given maximum exposure at upcoming Open Days. There had also been positive growth in both attendance and feedback at the Offer Holder Days in the current cycle.
- 1.3 During discussion, UEB raised and/or noted the following points:
 - 1.3.1 The UK government’s response to the Migration Advisory Committee (MAC) review report on the Graduate Visa Scheme had been more positive than anticipated. SRMA and GE were reviewing the international student recruitment activities that had been on hold during the review period and could now be put in train subject to available resources.
 - 1.3.2 The latest QS Top 100 World University Rankings would be published on 4 June.

2. **Closed Minute and Paper**

3. **Closed Minute and Paper**

4. **Proposed Policy and Guidance for Instant Messaging Platforms**

(JF in attendance for this item)

- 4.1 UEB discussed the possible impact of the proposal and were informed that, as Google Messenger had been the University's approved platform for some time, little impact on staff working practices was expected. The policy would clearly define that circumscribed activities would be related to generation of data rather than publication of research and would align to broader institutional policies regarding social media usage.
- 4.2 UEB approved the adoption of a new policy on the use of Instant Messaging Platforms in Research, Innovation and Knowledge Exchange.

5. Staff Survey 2024 - Questions

(HM in attendance for this item)

- 5.1 Members reviewed the updated question set. The Staff Survey would launch early in the 2024/25 academic year. Staff communications would begin in June, and an overall participation rate of 60% was targeted.
- 5.2 UEB approved the amended questions and the draft communications and engagement plan.

6. Quarterly Financial Results to 30 April 2024

- 6.1 UEB received and noted the financial results for the University for the three months ended 30 April 2024 and the related detailed presentation, which compared the results with the budget approved in July 2023. Members observed the following headlines:
 - 6.1.1 Cash from operations and cash at bank.
 - 6.1.2 Capital expenditure in the year to date.

7. School Education and Research & Innovation Committee ToRs

- 7.1 UEB considered the final proposed Terms of Reference (ToRs) for both the School Education Committees and the School Research and Innovation Committee which, subject to UEB approval, would come into force in 2024/25 as part of Phase 1 of the New School Structure. In both cases, the related paper set out the ToRs; the core membership of the committee; and clarification of their reporting lines, including the bodies to which academic assurance should be provided.
- 7.2 During discussion, UEB raised and/or noted a number of points to be reflected in the final versions of the ToRs.
- 7.3 UEB approved the proposed School Education Committee and School Research and Innovation Committee ToRs, subject to the amendments noted in discussion and noting that there was current work in train to draft the School One University Committee ToRs for presentation at a future meeting of UEB.

8. Report of the UEB Risk Review Group

- 8.1 UEB considered and approved the report, including:
 - 8.1.1 The most recent iteration of the Corporate Risk Register for 2023/24.

- 8.1.2 The proposal for a revised approach to risk appetite sections. Making these statements more granular would support the prioritisation of workload by identifying risks that were assessed as above or below appetite and therefore enabled more targeted interventions, when needed.
- 8.2 UEB also noted that the most recent version of the OfS Conditions Compliance Register would be presented to Council Audit and Risk Assurance Committee (ARAC) alongside Risk Review Group's report at ARAC's next meeting on 3 June 2024.

9. 4 June Strategic UEB Agenda Discussion

- 9.1 UEB considered its Agenda for the next strategic meeting on 4 June and agreed the topics that would be taken:

10. Round Table

- 10.1 New Schools Structure: UEB received and noted an update from TW on planned communications regarding the New Schools Structure. Confirmation was provided that the current regular meetings of UEB-HoDs would be replaced with UEB-Senior Leaders briefings, and that both Phase 1 and Phase 2 Heads of School should be invited to attend these meetings. It was also clarified that administration responsibilities for the briefings would sit in the Vice-Chancellor's Office rather than the University Secretary's Office.
- 10.2 National Pay Negotiations: IW updated UEB on the latest positions of the Trade Unions and UCEA in the negotiations.
- 10.3 World University Network (WUN): KL provided an update on a recent meeting of the WUN in South Africa, and noted that the Director of GE would share further details with UEB in due course.
- 10.4 Alumni Relations: CB reported on a CAR event in New York that featured contributions from University alumnus Lee Child.