



## Minutes Meeting of the University Executive Board

<b>Date:</b>	14 January 2025
<b>Present:</b>	Professor K Lamberts (KL) in the Chair  Professor R Blakeley (RB), Professor A Blom (AB), Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor G Jewell (GJ), Professor R Mokaya (RM), Professor C O'Bradaigh (CO)(items 1 to 4), R Sykes (RS), Professor M Vincent (MV)
<b>In attendance:</b>	T Wray (TW), V Jackson (VJ); D Ogden (DO)(item 2); C Willis (CW) and S Boyd(SB) (item 3); L McCarthy (LM) (item 4)
<b>Apologies:</b>	Professor S Hartley (SH), J Jones (JJ), J Strachan (JS), I Wright (IW)
<b>Secretary:</b>	D Swinn (DS)

### 1. USID Masterplan

- 1.1 This item was deferred to the Strategic UEB meeting on 28 January, having been included on the agenda in error.

### 2. Condition of Registration E6: transition to compliance January 2025

(DO in attendance for this item)

- 2.1 UEB considered an update on the University's progress towards being fully compliant with the new OfS condition of ongoing registration E6, which would replace the existing OfS Statement of Expectations from 1 August 2025 when providers were expected to comply with E6. The related paper also provided assurance that the necessary work was being undertaken in order to meet the new requirements, a summary of which was also noted together with details of the actions planned in response. A task and finish group had been established to identify and undertake the necessary actions to ensure compliance in advance of 1 August 2025. It was pleasing to note that there were no concerns about non-compliance as the University's previous and existing activities in this area left it well placed, although consideration was being given to some additional resource, within the existing budget envelope, to scale-up student training and ensure this reached the significantly higher numbers of students required.
- 2.2 With respect to regulatory requirements over personal relationships between staff and students, it was noted that the institutional response needed careful thought to avoid unintended adverse or unduly restrictive consequences, i.e. by focusing on those relationships where there would be a genuine imbalance of power. Further guidance and examples may also be needed to explain the expectations of

colleagues in disclosing any relevant personal relationships and the activities that it would be inappropriate for them to be involved with in such cases. Members also noted the significant amount of work required to ensure that the necessary policies, documentation and other information was located in the appropriate place and in the requisite accessible format.

2.3 UEB noted and endorsed the update and associated actions.

### **3. UEB IT Sub-Group Business**

(CW and SB in attendance for this item)

#### **3.1 Minutes of the UEB IT Sub-Group**

3.1.1 UEB received and noted the Minutes of ITSG's previous two meetings, substantive elements of which were presented separately under items 3.2-3.5, below.

#### **3.2 Amended Terms of Reference and Membership**

3.2.1 UEB received and approved amended ITSG terms of reference and membership.

#### **3.3 IT Services Capital Expenditure Review**

3.3.1 UEB considered and approved the outcomes of the IT Capital Expenditure Review. It was noted that the review followed a broader review of all capital expenditure by UEB in November 2024. Forecast spend across capital budgets had been reviewed to inform a series of recommended revisions for each. These were set out in the related paper together with an evaluation of the implications and impact of the resultant reduction in spend.

#### **3.4 Device Summary and Device Management Roadmap**

3.4.1 UEB considered and endorsed the direction of travel set out in the Device Management Summary and Roadmap, which had been considered in detail by both the One University IT Product Board and UEB IT Sub-Group.

#### **3.5 IT Access Management Policy**

3.5.1 UEB considered and approved the IT Access Management Policy, which had been considered in detail by both the One University IT Product Board and UEB IT Sub-Group. UEB noted that this was aligned with and was a key enabler of the Roadmap (see Minute 3.4, above) and related changes to the technical environment.

### **4. Closed Minute**

### **5. Financial Results to 30 November 2024**

5.1 UEB received and noted the financial results for the period to 30 November 2024.

### **6. Student Protection Plan**

6.1 It was reported that the updated Student Protection Plan had been approved by Senate in December 2024 and subsequently submitted to the OfS with the addition

of relevant financial information. The OfS had queried one specific change, which the University was content to accept and would be responding in these terms before finalising the SPP for publication online. UEB would receive a further update in due course.

## **7. Fraud Response Plan**

- 7.1 UEB received and noted the update Fraud Response Plan together with a short explanatory summary. It was noted that the Plan was one of a suite of financial policies that had been reviewed and updated, as well as the Financial Regulations, in order to ensure clarity and provide context about roles and responsibilities. The updates to the Plan were not substantive but were presented to UEB given that the Plan outlined the relevant processes and procedures and individuals' respective responsibilities. It was noted that, as a supporting policy, the CFO held delegated authority to approve the updates, with oversight by the Council Audit & Risk Assurance Committee on behalf of Council.
- 7.2 Clarification was provided that the Plan was complementary to the Public Interest Disclosure (Whistleblowing) Policy, though whistleblowing was much broader, and any fraud investigation would consider which process was the most appropriate in the circumstances of a particular case, given that disclosures could be made by either route. It was also clarified that the Plan was not limited to financial fraud and could extend to issues such as misrepresentation for personal gain.

## **8. Minutes of the UEB Sustainability Sub-Group**

- 8.1 UEB received and noted the Minutes of the Sub-Group's previous meeting. As incoming Chair, RB thanked SH, as outgoing Chair, for her work and leadership in this area.

## **9. Minutes of the UEB Student Recruitment and Population Sub-Group**

- 9.1 UEB received and noted the Minutes of the Sub-Group's previous meeting. Attention was drawn to the Group's discussions and future plans in relation to PGR target setting and assessment charges. With respect to portfolio reviews and action plans and programme approvals, it was noted that the Group had agreed not to support new programme proposals with a red market assessment rating and that significant progress had been made in relation to under-recruiting programmes.

## **10. Round Table**

- (a) University Secretary: KL reported that, owing to a recent urgent family issue, Jeannette Strachan had taken the difficult decision to step down and would be leaving the University on 31 January 2025. Given the circumstances, KL stated he thought this was the right decision, and the University had reluctantly accepted her resignation. KL and colleagues were working closely with the Chair of Council to consider the long-term options for the role of University Secretary. In the meantime, DS, Head of Governance, had agreed to act as Interim University Secretary. Members noted the planned communications and further work to agree the necessary backfill arrangements.

- (b) Purchase Cards: VJ reported that previous feedback had been taken into account and would inform further engagement with key senior leaders and managers commencing from 20 January.
- (c) Industrial Relations: It was reported that UCU and Unite had raised a grievance with the University, about which an initial meeting had taken place, with a further meeting scheduled in the week of 20 January. It was also reported that MV would be attending JUCC to discuss another matter