

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 25 JUNE 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Professor P Bonfield (Chair) Professor D Anand Dr S Jarvis	Professor J Jones Professor C Kalantaridis Dr T Moore
IN ATTENDANCE:	J Lamarque (Secretary) A Lynch (Minute 23.233)	P Mashumba (Minute 23.233)
APOLOGIES:	Professor A Linn	I Wilmot (Deputy Chair)

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**23.230 ANNOUNCEMENTS**

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

23.230.2 **Apologies:** Members noted apologies as recorded above.

23.230.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.

23.230.4 **Requests to discuss starred items and business not on the agenda:** The Chair agreed to discuss starred item 13.0 (see Minute 23.239) and confirmed there were no requests to raise items of business not on the agenda.

**Chair's business**

23.230.5 The Chair updated members on student applications and recent graduate shows and events. Members heard that the University has formalised a process for supporting colleagues and students affected by conflict.

23.230.6 The Chair informed members that Professor Roland Dannreuther, Chair of the Professors and Readers Awarding Committee will retire as Committee Chair and proposed that Professor Andrew Linn is appointed as the new Committee Chair.

23.230.7 **APPROVED** Members confirmed the appointment of Professor Andrew Linn as Chair, Professors and Readers Awarding Committee with effect from 1 August 2024.

**23.231 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

23.231.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group reported that a business continuity process is being embedded into operational planning and that this new system is currently being piloted. Members heard that the Martyn's Law - as the draft Terrorism (Protection of premises) Bill is known - is in hiatus due to the upcoming general election.

23.231.2 The Co-Chair of the Group also updated members on campus meetings, horizon scanning, measles and the recent Information Systems and Support (ISS) phishing simulation.

**23.232 COLLEGE RESEARCH AND KNOWLEDGE EXCHANGE LEADERSHIP (Confidential)**

23.232.1 **[REDACTED]**

23.232.2 **[REDACTED]**

23.232.3 **[REDACTED]**

23.232.4

**[REDACTED]****23.233 COLLEAGUE WELLBEING AND ENGAGEMENT SURVEY**

23.233.1 Pela Mashumba, Associate Director Organisational Development (OD) and Ailbhe Lynch, Organisational Development (OD) Manager presented the Colleague Wellbeing and Engagement survey data for Colleges, Schools and Professional Services (Document UEB 240625E).

23.233.2 The Associate Director OD reported on the high-level key findings and the responses on wellbeing, workload, annual leave and hybrid working. Members heard that there are improvements in colleagues taking annual leave and positive responses about line management support.

23.233.3 The OD Manager reported on the College-level data and summarised positive and negative responses.

23.233.4 Members discussed areas of focus such as workload, embedding values, hybrid working, developing the workforce, addressing inequalities and communication.

23.233.5 The Chair asked the Associate Director OD to arrange a follow up meeting for him and the OD Manager to discuss the data further.

**23.234 UPDATE ON MEMBER PRIORITIES FOR 2024**

23.234.1 All members gave an update on their key priorities for 2024.

**23.235 STUDENT CONTINUATION**

23.235.1 The DVC (Education) informed members that trends for student continuation and attrition remain the same and the focus is on supporting students who have failed exams. Members heard that the 'We Thrive' initiative is now properly timetabled, and the Colleges are working on student attendance.

23.235.2 The Head of the College of Design, Creative and Digital Industries (DCDI) commented on students who are in financial arrears and asked that they are still considered for exams. The Head of College (DCDI) confirmed they would forward information on this matter to the DVC (Education).

**23.236 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

23.236.1 The minutes of the meeting held on 11 June 2024 (Document UEB 240624B) were agreed as an accurate record of the meeting.

23.236.2 Members reviewed a summary of the actions from previous meetings (Document UEB 240625C) and noted those that were now complete.

**23.237 ANY OTHER BUSINESS**

23.237.1 Members did not raise any other matters for discussion.

**23.238 MANAGEMENT ACCOUNTS – MAY 2024**

23.238.1 Members noted the Management Accounts for May 2024 (Document UEB 240625D).

**23.239 NEW SUSTAINABLE DEVELOPMENT GOALS COORDINATING GROUP TERMS OF REFERENCE AND MEMBERSHIP**

23.239.1 The DVC (Employability and Global Engagement)/Co-Chair, Sustainable Development Goals (SDG) Coordinating Group presented the proposed terms and reference and membership (Document UEB 240625F).

23.239.2 Members heard that the Group would continue to focus on high-level coordination, SDGs in education and research and knowledge exchange and the key priorities for the SDGs. Members noted that the Vice-Chancellor is sponsor of the Group.

23.239.3 **APPROVED** SDG Coordinating Group terms of reference and membership 2024/25 to be implemented with immediate effect.

**23.240 DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

**2023/24**

9 July 2024 at 4pm (UEB dinner)	23 July 2024
10 July 2024 9am to 5pm (UEB away day)	7 August 2024

**2024/25**

10 September 2024	4 March 2025 – all day (UEB away day)
24 September 2024 - evening (UEB dinner)	25 March 2025
25 September 2024 – all day (UEB away day)	8 April 2025
8 October 2024	29 April 2025
22 October 2024	13 May 2025
5 November 2024	27 May 2025
26 November 2024	10 June 2025
10 December 2024	24 June 2025
7 January 2025	7 July 2025 - evening (UEB dinner)
21 January 2025	8 July 2025 – all day (UEB away day)
11 February 2025	22 July 2025
25 February 2025	5 August 2025
3 March 2025 - evening (UEB dinner)	