

**MINUTES** of the Finance, Staffing & Resources Committee held on 23 March 2018 meeting held in Corduroy Room, 4<sup>th</sup> Floor, Cloth Hall Court, Leeds, commencing at 12:30.

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**Present:**

Jean Dent (Chair)  
Kirsty Bashforth  
Ann Bishop

Andy Brown  
Professor Andrew Cooper  
Professor Peter Slee

Professor Nicki Latham  
Megan Robinson

**In attendance:**

Trevor Armour\*  
Rachel Bradford (Secretary)  
Phil Harrison

Professor Paul Smith  
Julie Maughan  
Natalie Saunders

Caroline Thomas  
Chris Watts\*

**Apologies:**

Les Everett  
Tracey Lancaster

Jenny Ryatt

David Lowen

*\*As indicated in the proceedings*

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## Introduction & Welcome

119.2017.FSR The Chair opened the meeting and welcomed new Committee member, Andrew Cooper and the University's new Director of HR, Natalie Saunders. It was noted that it was Julie Maughan last day at the University, and the Committee recorded it's thanks to her for all of her hard work as Director of HR during her time at the University and the great support that she had provided to the governors and to the Committee.

## Declarations of interest

120.2017.FSR No declarations of interest were made.

## Minutes of the meeting held 02 February 2018

121.2017.FSR The Committee **AGREED** that the minutes of its meeting held on 2 February 2018 were an accurate record (paper reference FSR-2017-022).

## **Matters Arising**

122.2017.FSR The Committee received a report on the matters arising and actions from the minutes of the previous meeting of the Committee held on 2 February 2018 (paper reference FSR-2017-023) and the following points were noted:

- (a) It was noted that a report on the University's residential property portfolio would come to the Committee at its meeting on 15 June 2018.
- (b) The Director of Finance tabled a paper on the University's Internal Funding Model Review 2017/18. It was noted 2017/18 was the first year that resources had been allocated using the new internal financial model. It was noted that the outcomes of the review would be shared with the Schools. It was noted that the Director of Finance had worked with the student governor to help their understanding of where student fees go. The student governor advised that this had been a very helpful exercise and the information would be shared with students next academic year.

*Secretary Note: Part of minute 122.2017.FSR (c) is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

- (d) The Director of HR advised that an unconnected matter had caused a delay with consulting with Trade Unions concerning proposed changes to the staff disciplinary procedure. This had been resolved so the consultation could get underway and a further update would be presented at the next meeting of the Committee.

## **Student Applications Update**

*The Director of University Recruitment joined the meeting.*

123.2017.FSR The Committee received a report from the Director of University Recruitment providing an update on student recruitment for 2018/19 (paper reference FSR-2017-037).

*Minutes 124.2017.FSR – 125.2017.FSR are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## **Tuition Fee Rates 2019/20**

127.2017.FSR The Committee received a report from the Director of University Recruitment requesting approval of the proposed approach to be taken for the setting of 'Home' postgraduate and international tuition fees for 2019/20 (paper reference FSR-2017-040).

*Minute 128.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

129.2017.FSR The Committee considered and **APPROVED** the proposed timescales for setting the 2019/20 fees as set out in the paper.

*The Director of Recruitment left the meeting.  
The Director of Estates joined the meeting.*

### **Financial Update**

130.2017.FSR The Committee received a report from the Director of Finance providing an update on the University's financial forecast for 2017/18 following updates to tuition fees, funding Council grants and other income (paper reference FSR-2017-038).

*Minutes 131.2017.FSR – 132.2017.FSR are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

### **Capital Expenditure Update**

133.2017.FSR The Committee received a report from the Director of Finance setting out changes to capital expenditure since the report provided to the Committee in February (paper reference FSR-2017-039).

134.2017.FSR It was **reported** that there had been two changes since the last meeting of the Committee which were increased forecast costs for (i) the Northern Terrace Reception Area and (ii) the Sheila Silver Library Interim Solutions in 2017/18 to reflect post tender prices. It was noted that the increased costs for both projects had been offset by an unallocated budget contingency.

135.2017.FSR The Committee noted that the report reflected a holding position and that there would be further changes following a detailed review by the Director of Estates.

136.2017.FSR In response to a query about the level of contingency factored into projects pre-tender, Director of Estates advised that it was dependant on the size and nature of the project. The Director of Estates reported that a new cost estimate template would be introduced for future projects to ensure that project costs do not end up being much more expensive than anticipated at the outset.

### **Capital Programme Update – Delivery of Projects**

137.2017.FSR The Committee received a report from the Director of Estates providing an update on the development and implementation of our estates capital programme (paper reference FSR-2017-043).

*Minute 138.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

139.2017.FSR

It was **AGREED** that at the informal session prior to the next Committee meeting the Director of Estates would provide an update on the Maintenance Investment Plan.

*The Director of Estates left the meeting.*

## **Human Resources Update**

140.2017.FSR

The Committee received a report from the Director of Human Resources providing an update on current HR activities and the implementation of the University People Strategy (paper reference FSR-2017-041).

141.2017.FSR

The following points were **noted** by the Committee:

- (a) there had been an informal session prior to commencement of the Committee meeting at which an update on the work that HR was doing in relation to onboarding had been provided and the Committee would be kept up to date with progress;
- (b) Natalie Saunders was now in post as the new Director of HR; and
- (c) Jenny Share had left the University and the role of Secretary & Registrar had been split. Barbara Colledge has been appointed as Registrar and an external search firm had been engaged to assist with the search for candidates for the role as Secretary and interviews would be held in June. Caroline Thomas was currently the Acting University Secretary.
- (d) HR had been working with Schools and Services regarding the results of the last staff survey. The next survey would be longer and address the issue of work related stress. Roll-out was planned for June/July.
- (e) The University had been preparing for the introduction of the General Data Protection Regulation in May 2018. A Steering Group had been established, there was a dedicated web page with information about GDPR and what its relevance to the University, group training and was being delivered and a paper was going to the Audit Committee for consideration on 20 April.
- (f) The University had joined together with the Students' Union to bring together the Achieving Excellence Awards with the Golden Robes to create a single event in the academic calendar.

*Minute 142.2017.FSR is exempt from publication under section 22 (Information intended for future publication) and section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## **Health & Safety Update**

143.2017.FSR

The Committee received a report from the Director of Human Resources providing an update on a number of key items relating to the management of safety, health and wellbeing at the University (paper reference FSR-2017-042).

*Minute 144.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

### **Letting of Contracts**

145.2017.FSR The Committee received a report from the Financial Director providing an update on decisions made by the panel (paper reference FSR-2017-044).

146.2017.FSR It was **reported** that there had been 4 submissions to the tender panel since the last meeting which related to boiler services, the Carnegie Stand, Catering Equipment Maintenance and the Northern Terrace Reception. The details of the tenders were noted by the Committee.

### **Schedule of meetings and business for 2015/16**

147.2017.FSR The Committee received its schedule of meetings and business for 2016/17 (paper reference FSR-2017-043).

### **Date of next meeting**

148.2017.FSR The next meeting of the Committee would be held at 12:30 on Friday 15 June 2018, Room G07, Old Broadcasting House, City Campus.

### **Other business**

*Minute 149.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_