

AGENDA for the meeting on Friday 23 March 2018

The twenty third meeting of the Finance, Staffing and Resources Committee will be held on Friday 23 March 2018 at 12:30 in Corduroy Room, 4th Floor, Cloth Hall Court, Leeds, LS1 2HA.

12:30	Part A: Preliminary Items	Paper	Led by
	A1 Apologies	Oral	Secretary
	A2 Declarations of interest	Oral	Chair
	A3 Minutes of the meeting held on 2 February 2018	FSR-2017-035 CONFIDENTIAL	Chair
	A4 Matters arising & Schedule of actions	FSR-2017-036	R Bradford
12:45	Part B: Strategic Updates	Paper	Led by
	B1 Student Applications Update	FSR-2017-037 CONFIDENTIAL	C Watts
13:15	Part C: Finance	Paper	Led by
	C1 Financial Update	FSR-2017-038 CONFIDENTIAL	P Harrison
	C2 Capital Expenditure Update	FSR-2017-039 CONFIDENTIAL	P Harrison
13:45	Part D: Item for Decision	Paper	Led by
	D1 Tuition Fee rates 2019/20	FSR-2017-040 CONFIDENTIAL	C Watts
14:15	Part E: Human Resources	Paper	Led by
	E1 Human Resources Update	FSR-2017-041 CONFIDENTIAL	J Maughan
	E2 Health & Safety Update	FSR-2017-042 CONFIDENTIAL	J Maughan

14:45	Part F: Estate & Infrastructure		Paper	Led by
	F1	Capital Programme Update – Delivery of Projects	FSR-2017-043 CONFIDENTIAL	T Armour
15:00	Part G: Other Matters		Paper	Led by
*	G1	Letting of Contracts	FSR-2017-044 CONFIDENTIAL	P Harrison
*	G2	Schedule of Business 2017/18	FSR-2017-045	C Thomas
	G3	Other Urgent Business		Chair
	G4	Date of Next Meeting: 12:30 on Friday 15 June 2018, Room G07, Old Broadcasting House, City Campus		

■ Shaded items indicate that the Committee is being asked to make a decision.

*Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate

Matters Arising

Executive Summary

This paper provides an update on matters arising from previous meetings of the Committee that are not otherwise covered by items on the agenda for this meeting.

Action Requested

The report is for information. The Committee is asked to note the report.

Appendices

Schedule of Actions

Author

Name: Rachel Bradford
Job title: Governance Services Manager
Date: 8 March 2018

FSRC -Matters arising/Update on outstanding actions as at 23 March 2018

Minute	Matter and action required	Responsibility	Progress and status
015.2017.FSR (a)	Paper to be brought to a future FSR meeting providing an overview of the University's residential property portfolio.	Deputy VC (Resources) Director of Estates Director of Finance	In progress – this report is scheduled to come to the meeting on 15 June 2018.
015.2017.FSR (b)	Seek feedback from the Deans at the end of the academic year on the budgeting process under the new model and its impact by School. The feedback should be reported to the Committee.	Director of Finance	In progress – A consultation process with Deans and Directors would gather the feedback. This would be presented to the SMG and then reported to the Committee.
031.2017.FSR	Final documents relating to proposed changes to Staff Disciplinary Procedures to come back to the FSR Committee following consultation with the Trade Unions.	Director of HR	In progress - A meeting was arranged to take place on 12 March 2018 with UCU and UNISON to discuss the Disciplinary Procedure. Both unions have cancelled their attendance at the meeting. The Director of HR will provide a verbal update for the Committee on 23 March 2018.
109.2017.FSR	SWOT analysis of the University's Estate to be presented to the Committee.	Director of Estates.	In progress – this will come to the meeting on 15 June 2018.

Schedule of business 2017/18

Executive Summary

The schedule of business for the Finance, Staffing and Resources Committee (FSR) 2017/18 is attached. Its contents are based on the University's business cycle.

Members of the Committee will have the opportunity to add or amend the schedule at each meeting and between meetings in consultation with the Chair.

Amendments to note since the last meeting are:

- Movement of the 'Equality & Diversity Strategy' item from the February to the June meeting; and
- Removal of the 'HEFCE Annual Assessment of Institutional Risk' from the March meeting. This is due to the regulator of Higher Education changing from HEFCE to the OfS. It is expected that the OfS will monitor and regulate institutional risk annually but it is not clear at this point in time how that will be done. FSR will be kept updated of what the OfS requires in terms of assurances in this regard.

Recommendation

The Committee is asked to note the current schedule of business for 2017/18 and to add or amend it as necessary in response to the discussion and priorities identified at the meeting.

Appendices

FSR - Schedule of Business 2017/18

Author

<i>Name</i>	Rachel Bradford
<i>Job title</i>	Governance Services Manager
<i>Date</i>	8 March 2018

Finance, Staffing & Resources Committee – Schedule of Business 2017/18

03 November 2017 Deadline: 19 October 2017	02 February 2018 Deadline: 18 January 2018	23 March 2018 Deadline: 8 March 2018	15 June 2018 Deadline: 31 May 2018
Draft financial statements 2016/17*	SU financial statements 2016/17	Tuition Fee rates 2019/20*	Financial forecast*
Insurance arrangements 2017/18	IT Strategy Implementation - Update	Capital Programme Delivery	Draft annual revenue and capital budgets 2018/19*
Student Recruitment update	Annual Health & Safety Audit Report*	Student Applications update	Student Applications update
Capital Programme Delivery Update Creative Arts Building – Development Agreement Review of Final Business Case (a) Creative Arts Centre (b) Carnegie Teaching and Research Building	Student Recruitment update		Capital Programme Delivery
Staff Survey Staff Disciplinary Procedures Pension Opt-Out (TBC)	Capital Programme Delivery		Equality and Diversity Report & Strategy
Annual Sustainability Assurance Report*			Students' Union – Grant funding 2018/19*
Students' Union Review and Funding – Update from University perspective			Safety, Health and Wellbeing Policy Review*
			Residential Property Portfolio (including SWOT analysis of the University's estate)
Standing items (as necessary)			
Financial update (each meeting)			
Capital Expenditure Update			
Estates update			
HR update			
Safety, Health & Wellbeing Update (Including update on audit action plan)			
Letting of contracts (starred item)			
Schedule of Business 2017/18 (each meeting)			

** starred items indicate where a recommendations is to be made to the Board of Governors*