

## MINUTES of the 15 June 2018 meeting

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### Present:

Jean Dent (Chair)

Professor Andrew Cooper

Megan Robinson

Les Everett

Professor Nicki Latham\*

### In attendance:

Rachael Bradford (Secretary)

Natalie Saunders

Phil Harrison

Professor Paul Smith

Tracey Lancaster\*

Caroline Thomas

### Apologies:

Ann Bishop

Professor Peter Slee

Andy Brown

Kirsty Bashforth

Jenny Ryatt

*\*As indicated in the minutes*

### Declaration of interests

148.2017.FSR Megan Robinson declared an interest in item B6, 'Approval of Block Grant to Students' Union'

### Minutes

149.2017.FSR The Committee **AGREED** that the minutes of its meeting held on 23 March 2018 were an accurate record (paper reference FSR-2017-046).

### Matters arising

150.2017.FSR The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 23 March 2018 (paper reference FSR-2017-047) and the Director of HR provided an update in relation to consultation with the Trade Unions regarding proposed changes to the Disciplinary Procedures. It was **reported** that a meeting had been held with the Unions and a further draft of the documents would be produced for their regional contact. It was **noted** that the Unions had demonstrated a degree of scepticism about the proposal to remove governor involvement in the procedures. The Chair reiterated that the Committee continued to support the proposed changes to the policy and procedures and were comfortable that they remained appropriate.

### Student Recruitment Update

151.2017.FSR The Committee received a report from the Deputy Vice Chancellor (Corporate Communications) providing an update on the University's latest position with regards to Undergraduate, Postgraduate Taught and International student recruitment for 2018/19 (paper reference FSR-2017-048).

*Minute 152.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

*Secretary's Note: Tracey Lancaster left the meeting*

### **Financial Update 2017/18**

153.2017.FSR The Committee received a report from the Director of Finance providing an update on the University' financial status (paper reference FSR-2017-049).

*Minutes 154.2017.FSR – 156.2017.FSR are exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

### **Draft Annual Revenue and Capital Budgets 2018/19**

157.2017.FSR The Committee received a report from the Director of Finance providing the proposed budget and the project annual revenue for the academic year 2018/19 (paper reference FSR-2017-051).

158.2017.FSR It was **noted** that budgets for individual Schools had been set using the Internal Funding Model and that budgets for individual corporate services had been set based on 2017/18 budgets.

*Minute 159.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

160.2017.FSR Following due consideration and discussion of the paper, the Committee **RECOMMENDED** that the Board of Governors approve the draft annual revenue and capital budgets 2018/19.

### **Financial Forecasts to 2022/23**

161.2017.FSR The Committee received a report from the Director of Finance providing financial forecasts through to July 2023 (paper reference FSR-2017-050).

162.2017.FSR It was **reported** that, under the annual accountability process, the University was required to submit its financial forecasts to the Office for Students.

*Minute 163.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

164.2017.FSR The Committee discussed the forecasts and, whilst acknowledging the risks associated with the assumptions, agreed that they were comfortable them. The

Committee accordingly **RECOMMENDED** that the Board of Governors approve the financial forecasts through to July 2023.

### Write off Sundry Debtors

165.2017.FSR The Committee received a report from the Director of Finance setting out the low value debts under £10,000 which had been approved for write-off by the Director of Finance and seeking the approval of the Committee for the write off of debts exceeding £10,000 (paper reference FSR-2017-052).

*Minute 166.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

167.2017.FSR The Committee considered the four debts and **APPROVED** them for write-off, noting that recovery options for each of them had been exhausted.

### Draft Annual Students' Union Block Grant 2018/19

168.2017.FSR The Committee received a report from the Director of Finance regarding the Students' Union's (SU) requested grant (paper reference FSR-2017-053).

*Minute 169.2017.FSR is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

170.2017.FSR The Committee **APPROVED** the proposed grant to the SU.

### Human Resources Update

171.2017.FSR The Committee received a report from the Director of HR providing an update on key HR activities and the implementation of the University People Strategy (paper reference FSR-2017-054).

*Minutes 172.2017.FSR – 174.2017.FSR are exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

175.2017.FSR The Committee **AGREED** that only strategic HR matters needed to be reported and that updates on more operational matters could be considered through the informal sessions. The HR Director agreed to review the reporting of HR matters to the Committee for the academic year 2018/19.

### Health & Safety Update

176.2017.FSR The Committee received a report from the Director of HR providing an update on key items relating to the management of safety, health and wellbeing related activity undertaken by Occupational Health and HR Services (paper reference FSR-2017-055).

177.2017.FSR It was **noted** that the University was revising its approach to the management of work-related stress and associated risk assessments. Stress management training

was underway for all managers to provide them with an overview of the new approach and feedback from the training sessions so far had been positive.

- 178.2017.FSR It was **reported** that a Wellbeing and Mental Health Strategy was being developed for colleagues and students. The strategy would cover physical health, mental health and financial health. Once developed it would be presented to the University Executive Team and to the Committee for approval.
- 179.2017.FSR It was reported that accidents and injuries reported in the first quarter were lower than the corresponding quarter of 2017 and no RIDDOR accidents were reported by the University in the first quarter of 2018.
- 180.2017.FSR It was **noted** that, for the ninth consecutive year, the University had been awarded a gold medal in the Royal Society for the Prevention of Accidents Occupational Health and Safety Awards which was a great achievement.

### Fire Safety Policy

- 181.2017.FSR The Committee received a report from the Director of HR providing a new Fire Safety Policy which incorporated the University's revised Fire Regulations and Procedures (paper reference FSR-2017-056).
- 182.2017.FSR The Deputy Vice Chancellor (Resources) advised the Committee that the University undertook regular checks on evacuations and that the Health & Safety Team had a structured and diligent approach to ensuring that the regulations were complied with.
- 183.2017.FSR It was **noted** that currently the Committee received information about fire safety as part of the annual Health & Safety report confirming compliance. It was **agreed** that the Committee would like to receive notifications of any one-off fire safety incidents throughout the year and this could be done via the regular Health & Safety update.
- 184.2017.FSR 

The Committee <b>APPROVED</b> the Fire Safety Policy.
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### Equality, Diversity & Inclusion Framework

- 185.2017.FSR The Committee received a report from the Director of HR providing a copy of the 'Equality, Diversity & Inclusion Framework' which had recently been agreed by the University Executive Team (paper reference FSR-2017-057).
- 186.2017.FSR It was **noted** that having a robust Equality, Diversity and Inclusion Framework provided:
- (a) Clarity on how the University would attract, develop, engage and support a diverse community of staff and students; and
  - (b) Evidence of how the University met its legal requirements under the Public Sector Equality Duty.

- 187.2017.FSR The Director of HR **noted** that the Framework focused on articulating four key objectives that the University felt that it was important to commit to which were:
- (a) Promotion, celebration and valuing equality, diversity and inclusion.
  - (b) Attracting, retaining and developing a diverse student and staff community.
  - (c) Fostering an inclusive educational environment, advancing excellence in research and learning.
  - (d) Ensuring the University's campus is inclusive and accessible and supports everyone to achieve their full potential.
- 188.2017.FSR It was **AGREED** that it would be helpful for the framework to be reported against its RAG status format in next year's Equality & Diversity Annual Report.
- 189.2017.FSR The Committee endorsed the Equality, Diversity & inclusion Framework.

### **Equality & Diversity Annual Report**

- 190.2017.FSR The Committee received a report from the Director of HR outlining the activities undertaken by the Equality and Diversity team in conjunction with the Equality and Diversity Committee and other key stakeholders in progressing the University's diversity agenda in the period May 2017 to May 2018 (paper reference FSR-2017-058).
- 191.2017.FSR The Committee discussed the report and agreed that it felt like the University was covering a very broad scope of activity and it could benefit from making its approach more focused and delivering a smaller number of activities but in a way that would have more of an impact.
- 192.2017.FSR It was **reported** that the SU led Campus PRIDE was supported by colleagues from Rainbow Rose and the Equality and Diversity Committee. The event was jointly nominated by staff and students for, and ultimately won, the 2018 Best Memorable Moment Golden Robe. This was noted as a good example of the University promoting, celebrating and valuing equality, diversity and inclusion.
- 193.2017.FSR It was **noted** that the University had published its first gender pay gap figures in April 2018. It was noted that in the period reported, the University had a mean pay gap of 10.2% and a median pay gap of 8.4%. The University's gender pay gap was lower than the national average, the University was putting an action plan together to address the existing gap over time.

*Minute 194.2017.HEC is exempt from publication under section 43 (Commercial Interests) of the Freedom of Information Act 2000*

### **Triathlon Centre**

*Minutes 195.2017.FSR – 197.2017.FSR are exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## Rhodes Beckett Limited

- 198.2017.FSR The Committee received a paper proposing that Rhodes Beckett Limited be put into liquidation (paper reference: FSR-2017-064).
- 199.2017.FSR It was noted that that Rhodes Beckett Limited had been dormant for a number of years and was no longer required so it was proposed to put it into liquidation to rationalise the University's corporate structure.
- 200.2017.FSR The Committee **APPROVED** in principle the proposal for Rhodes Beckett Limited to be put into liquidation, on the proviso that further details about the process being made available to them in due course.

*Secretary's note: Professor Nicki Latham left the meeting.*

## Capital Programme Update – Delivery of Projects

- 201.2017.FSR The Committee received a report from the Deputy Vice Chancellor (Resources) providing an update on the development and implementation of the Estates Capital Programme (paper reference FSR-2017-059).
- 202.2017.FSR It was **noted** that good progress had been on the Creative Arts Building with piling and other substructure work underway. There had been some authorised extra spend within contingency for glass based cladding which was non-combustible.
- Minute 203.2017.FSR is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.*
- 204.2017.FSR It was **reported** that migration from the Design Technology Building to the Carnegie Teacher Education Building was complete.
- 205.2017.FSR It was **noted** that the Maintenance Improvement Plan had been subject to a thorough review and would be significantly reduced in scope and only essential work would be undertaken.

## Residential Portfolio Review Update

- 206.2017.FSR The Committee received a report from the Deputy Vice Chancellor (Resources) providing an update on the review of the University's student residences portfolio (paper reference FSR-2017-060).
- Minutes 207.2017.FSR to 210.2017.FSR are exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.*

## Letting of Contracts

- 211.2017.FSR The Committee **noted** a report from the Director of Finance providing an update on the decisions made by the Tender Panel (paper reference FSR-2017-061).

## Governance

212.2017.FSR The Committee received a report from the Acting University Secretary on various Governance matters for the Finance, Staffing and Resources Committee's consideration (paper reference FSR-2017-062)

### Schedule of Business 2017/18

213.2017.FSR The Schedule of Business 2017/18 was **noted**.

### Draft Schedule of Business 2018/19

214.2017.FSR The draft Schedule of Business for 2018/19 was **noted** and **approved**.

### Review of Terms of Reference and Committee Membership

215.2017.FSR Proposed changes to the Terms of Reference were noted and the Committee agreed to **recommend** them for approval to the Board of Governors.

216.2017.FSR It was noted that Kirsty Bashforth would be stepping down as a governor at the end of the academic year and this would create a vacancy for an independent governor on the Committee. The Committee **agreed** to hold this vacancy pending the outcome of the Board Effectiveness Review 2018/19.

## Other business

### Vote of thanks for outgoing Committee members

217.2017.FSR It was noted that this was the last Committee meeting for Megan Robinson and Kirsty Bashforth. The Committee put on record its thanks to both governors for their commitment and their valuable contributions to the work of the Committee.

## Date of next meeting

218.2017.FSR The next meeting of the Finance, Staffing & Resources Committee would be held at 12:30 on 26 October 2018 in room G07, Old Broadcasting House, City Campus.

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

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