



MINUTES of the 29 March 2019 meeting

Present:

Jean Dent (Chair)

Ann Bishop

Les Everett

Professor Peter Slee

Andy Brown

Jack Harrison

Professor Andrew Cooper

Professor Nicki Latham*

In attendance:

Trevor Armour*

Rachel Bradford (Secretary) Caroline Thomas

Phil Harrison

Professor Paul Smith

Natalie Saunders

Jess Carrier*

Chris Watts*

Priscilla Preston*

* present as indicated in the minutes

Part A: Preliminary Items

*Chris Watts (Director- University Recruitment), Priscilla Preston (Director of Student Services) and Jess Carrier (Students' Union Vice President for Welfare & Community) joined the meeting.

082.2018.FSR A quorum being present, the Chair declared the meeting open.

Declarations of Interest

083.2018.FSR No declarations of interest were made.

Minutes

084.2018.FSR

The Committee AGREED that the minutes of its meeting held 25 January 2019 were an accurate record (paper reference FSR-2018-030).
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Matters arising and schedule of actions

085.2018.FSR The University Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 25 January 2019 (paper reference FSR-2018-031). It was **reported** that:

(a) All actions on the schedule were complete.

(b) In relation to the item concerning the Students' Union financial statements 2017/18, the Director of Finance clarified that the query raised

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at the previous Committee meeting had been specifically in relation to bar and canteen sales, requesting information that would isolate the income generated by the SU bars and canteens. It was **noted** that there had been a small surplus generated in each of the years 2017 and 2018. The Student Governor advised that the bars on both the City and Headingley campuses had been renovated over the summer of 2018 and this appeared to have had a positive impact on sales. The SU were keeping a close eye on this area.

Part B: Strategic Updates

**Nicki Latham joined the meeting.*

Wellbeing and Mental Health Framework Action Plans

086.2018.FSR The Committee welcomed Priscilla Preston, Director of Student Services and Jess Carrier, Vice President for Welfare and Community for the Students' Union to the meeting.

087.2018.FSR It was **noted** that a draft of the revised Student and Colleague Mental Health and Wellbeing Action Plans had been circulated to the Committee in advance of the meeting. The Director of HR, Director of Student Services, the SU Vice President for Welfare & Community and the Student Governor talked the Committee through the document and the changes that had been made since October 2018.

088.2018.FSR It was **reported** that:

- (a) There has been amplified recognition from the sector and the government in respect of the level of intervention required of universities in relation to matters of mental health since the Committee last reviewed the University's mental health and wellbeing framework in October 2018.
- (b) There was now recognition that universities needed to work in partnership with the NHS and other external partners such as specialist agencies.
- (c) The key themes of the University's action plans for both colleagues and students were physical wellbeing, mental and emotional wellbeing, financial wellbeing and community and environment and the presentation set out what work was planned and already underway by the SU and the University.

089.2018.FSR The Committee **agreed** that the current and proposed work contained in the action plans was very valuable. It was **noted** that it was a priority to get mental health and wellbeing built into courses and curriculums. It was further **noted** that although the action plans presented contained a lot of detail, some of the work outlined was building on existing foundations rather than being all new activities and initiatives to be implemented. The University was therefore comfortable that what was proposed in the plans was achievable.

090.2018.FSR The Committee **APPROVED** the Student and Colleague Mental Health and Wellbeing Action Plans.

**Priscilla Preston and Jess Carrier left the meeting.*

Part C: Finance

Student Recruitment update

091.2018.FSR The Committee received a report providing an update on undergraduate application numbers for the September 2019 intake (paper reference FSR-2018-032).

Minute 092.2018.FSR is exempt from publication under section 43(2) (Commercial Interests) of the Freedom of Information Act 2000.

** Chris Watts left the meeting.*

Financial & Capital Expenditure Update

093.2018.FSR The Committee received a report from the Director of Finance providing an update on the financial forecasts and the allocation of saving targets for Schools and Services (paper reference FSR-2018-033).

Minute 094.2018.FSR is exempt from publication under the provisions of section 43(2) (Commercial Interests) of the Freedom of Information Act 2000.

Part D: Infrastructure

**Trevor Armour, Director of Estates, joined the meeting*

Estates Capital Programme update

095.2018.FSR The Committee received a report providing an update on the development and implementation of the Estates Capital programme (paper reference FSR-2018-034).

096.2018.FSR It was **reported** that:

- (a) The Creative Arts Building was behind schedule but the areas that were behind were not critical and measures were in place to recover lost time. The building was on track to be ready for teaching in September 2020.
- (b) The construction of the Carnegie Teaching and Research Building was slightly behind schedule but no direct costs would be incurred by the University as a result of the delay. It was planned that the building would be ready for use by Semester 2 of 2020.
- (c) Steady progress was being made with the Estates Masterplan and a progress report would be provided to the Board of Governors at its Away Day on 26 April 2019.

Creative Arts Building Direct Costs Budget

- 097.2018.FSR The Committee received a report providing an update on the direct costs budget for the Creative Arts Building (paper reference FSR-2018-035).
- 098.2018.FSR It was **noted** that in order to operate the Creative Arts Building, the University was required to commit to direct costs expenditure that fell outside the approved Development Agreement in order to provide the furniture and equipment required to complete the fit out of the building.
- 099.2018.FSR The Committee **APPROVED** the requested budget allocation as detailed in the report.

Residential Portfolio update

- 100.2018.FSR The Committee received a report providing an overview of the University's review of its student residences portfolio (paper reference FSR-2018-036).

Minute 101.2018.FSR is exempt from publication under the provisions of section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

- 102.2018.FSR It was **noted** that the residential estate strategy formed part of the overall Estates Masterplan.

- 103.2018.FSR The Committee **considered** and **ENDORSED** the strategy for the University's Residential Estate 2019-2024.

**Ann Bishop left the meeting.*

Part E: Health & Safety

Health & Safety update

- 104.2018.FSR The Committee received a report from the Deputy Vice Chancellor (Resources) providing an update on the management of health and safety within the University (paper reference FSR-2018-037).
- 105.2018.FSR It was **reported** that:
- (a) The University had been awarded the RoSPA (Royal Society for the Prevention of Accidents) Gold for the tenth consecutive year, demonstrating that the University continued to have well-developed occupational health and safety management systems and culture, outstanding control of risk and very low levels of error, harm and loss.
 - (b) A programme of work to address work based stress was continuing.
 - (c) There was 1 RIDDOR reported in the 4th quarter of 2018 which was 2 less than the same quarter of the previous year.
 - (d) A strategic review of the Health and Safety team, and the University's arrangements was being undertaken by an external consultant and the outcomes would be reported to the Committee once available.

Annual Health & Safety Audit Report

- 106.2018.FSR The Committee received a paper providing the outcomes of the University's annual health and safety audit (paper reference FSR-2018-038).
- 107.2018.FSR It was **reported** that:
- (a) The annual audit had covered all of the University's schools, professional service areas and the department of languages.
 - (b) The schedule provided did not take into account impact and therefore some amber and red areas in the results were related to evidence submitted rather than being an area that was high risk.
 - (c) The Safety, Health and Wellbeing Committee had reviewed the report and the recommendations contained within it were for managers. Actions to address any areas of improvement required were underway.

**Trevor Armour left the meeting.*

Part F: Human Resources

People Strategy Update

- 108.2018.FSR The Committee received a report providing an overview of the People Strategy. (paper reference FSR-2018-039).

Minute 109.2018.FSR (b) and (c) exempt from publication under the provisions of section 43 (2) (Commercial Interests) of the Freedom of Information Act 2000.

- 109.2018.FSR It was **reported** that:
- (a) The Director of HR had attended the Golden Robes nominee evening which was also attended by the Student governor. There had been 800 nominations which would be shortlisted by May. The large volume of nominations reflected that both students and colleagues had shown a notable appreciation for those who contribute to the Leeds Beckett University experience.
 - (d) Work was planned to increase the confidence and capability of managers. A framework of expectations of managers was being developed to enhance accountability.

Gender Pay Gap

- 110.2018.FSR The Committee received a report from about the University's Gender Pay Gap together with its 2018 Gender Pay Gap Report (FSR-2018-040).
- 111.2018.FSR It was **reported** that:
- (a) The University's mean gender pay gap in 2018 was 9.5%, lower than the 10.2% in 2017. This was better than the HE sector average of 16.1% mean and 15% median.
 - (b) More women tended to work in lower paid roles in the University which contributed to the size of the pay gap. A factor which contributed to this

was the work preferences, aspirations and personal choices of employees. At the University it was still the case that a higher proportion of males occupied jobs in the upper middle and upper pay quartiles while more women occupied roles on the lower middle and lower quartiles.

- (c) The University was committed to taking action to ensure a greater gender balance across all grades and job roles by identifying attraction strategies to address the lower levels of women in more senior roles and the higher number of women in more junior roles.

Part G: Other Matters

Letting of Contracts

- 112.2018.FSR The Committee received a report from the Director of Finance providing an update on decisions made by the Tender Panel (paper reference FSR-2018-041) and noted the four decisions made by the tender panel since the Committee's last meeting.

Schedule of meetings and business for 2018/19

- 113.2018.FSR The Committee received and noted the Committee's schedule of meetings and business for 2018/19 (paper reference FSR-2018-042).

Date of next meeting

- 114.2018.FSR The next meeting of the Finance, Staffing & Resources Committee would be held on a date to be confirmed in June 2019, commencing at 12:30 in Room G05 Old Broadcasting House, City Campus.

Other business

- 115.2018.FSR No other business was raised.

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

Signed: _____ Date: _____