

UNIVERSITY OF CENTRAL LANCASHIRE
UNRESERVED MINUTES OF THE BOARD MEETING HELD ON 28TH JUNE 2018, COMMENCING AT 5.15PM IN THE
FUNCTION ROOM, 1ST FLOOR, OASIS FAITH AND SPIRITUALITY CENTRE, KIRKHAM STREET, PRESTON

Present:

David Taylor (Chair)

Andrea Adams	Sana Iqbal
Jim Edney	Lesley Lloyd
Dawne Gurbutt	Bill McQueen
Joanne Heaton-Marriott	Mike Thomas
Janice Horrocks	

In attendance:

Michael Ahern (Chief Operating Officer)
Ian Fisher (Clerk to the Board)
Ken Lee (Executive Director for Human Resources)
Lynne Livesey (Deputy Vice Chancellor (Academic))
Caitlin McLaren (SU President Elect)
Anne Roberts (Executive Assistant to the Vice Chancellor)
Fiona Winters (Deputy Clerk to the Board)
Sarah Woolford (Deputy Finance Director - Acting Finance Director)

UB646. Welcome and Apologies

The Chair welcomed those present to the meeting including Caitlin McLaren, the new SU President who will be taking up her post with effect from 1st July.

Apologies for absence had been received from Ebrahim Adia, Fiona Armstrong, Maria Darby-Walker, Richard Hext, Jon Hogan and Liz Bromley (Deputy Vice Chancellor Corporate Planning and International Strategy).

Mr Taylor also reported that Mr Hext had submitted a number of comments on the agenda items and these would be fed into the discussions as appropriate.

UB647. Declaration of Interests

Mrs Horrocks declared her interest in the matter to be discussed under UB657 (One Health Strategy). Other than that, no further declarations were declared.

On a related subject, Mr Fisher commented on the implications of new OfS guidance on register of interests best practice. He advised that he will contact Governing Body Members individually and submit a report to the Nominations Committee and the full Governing Body as necessary.

Resolved: That the interest of Mrs Horrocks and the oral report from the University Secretary be noted.

UB648. Chair's Announcements

- (i) The Chair updated the Board on the proposal to hold a future meeting at the UCLan Cyprus campus. Mr Taylor explained that it may be most cost-effective to hold the November meeting at the Cyprus campus in order to combine the visit with the Board off-site strategy meeting. Clearly, this would also reduce the costs associated with the visit. Subject to any views of Board Members, it was agreed that this option be examined further.
- (ii) The Chair reported that the University Fashion Show held the previous week had, again, been an excellent and popular event. However, Mr Taylor expressed some concern that the University was not obtaining maximum benefit from the event. In particular the Chair advised that combining the show with a business reception and briefing should be considered. Mrs Lloyd reported that the London event was also excellent.
- (iii) The Chair reported that Mrs Sarah Woolford was attending to present the Finance related reports at the start of the substantive Agenda.

Resolved: That the updates be noted.

UB649. Reserved and Unreserved Minutes of the University Board Meeting held on 17th May 2018

Resolved: That the Reserved and Unreserved Minutes of the University Board Meeting held on 17th May 2018 were agreed as a true record and signed by the Chair.

UB650. Matters Arising from the University Board Meeting held on 17th May 2018

Minute UB631: Governance portal development and cyber security report – Mr Ahern reported that this matter would now be considered in the Autumn.

Minute UB632: Further Pension Provision – Mr Lee reported that he had been in discussion with the University's external consultants and that a full report would be presented to a meeting of the Resources Committee on 23rd July.

Minute UB636: KPIs – Board member input to further development of agreed KPIs – The Vice Chancellor reported that a full report on the matter would be presented in the Autumn.

UB651. Tuition Fees 2019/20

The Deputy Vice Chancellor (Academic) presented a report setting out a proposed fee schedule for both standard and non-standard fees for the Academic Year 2019/20 for consideration by the Board. A copy of the Report is set out in the Minute Book.

In briefly presenting the report, Dr Livesey explained that, although the headline fees are set nationally, a number of fees are required to be set by the Board. Dr Livesey confirmed that the report had been endorsed by the Senior Executive Team. Mr Edney also reported that the document had been considered and endorsed by the Resources Committee.

Resolved: That the Report be noted and schedule of fees attached thereto be agreed.

UB652. Group Budget for 2018/19

Mrs Woolford (Acting Finance Director) presented the draft 2018-19 Group Budget for consideration by the Board. A copy of the Report is set out in the Minute Book.

In summarising the draft Budget, Mrs Woolford explained that she had had only limited time to familiarise herself with the content and issues but that she was confident that the underlying assumptions were reasonable.

TEXT REDACTED – RESERVED MINUTE

Resolved: That the draft Group Budget 2018/19 now presented by approved.

UB653. Finance Director's Report

In the absence of Mrs Bromley, Mrs Sarah Woolford presented the Finance Director's report. A copy of the Report is set out in the Minute Book.

Mrs Woolford confirmed that the Report was for information and that she had nothing to add.

TEXT REDACTED – RESERVED MINUTE

Resolved: That the Report be noted.

UB654. 2018/19 Students' Union Block Grant

The Board received a report incorporating a recommendation in respect of the proposed Students' Union Block Grant 2018/19. A copy of the Report is set out in the Minute Book.

The Chair of Resources Committee confirmed that the Report had been considered by the Committee. Mr Edney explained that there had been some confusion around the issue of the uplift of £50K to fund digital development. However, the matter had been explained to the Committee and the Committee had resolved to recommend the Grant proposed to the Board for approval.

Resolved: That

- (i) the Report be noted; and
- (ii) the proposed Block Grant of £1, 230,972 be approved.

UB655. Appointment of New Board Members

The Chair of the Nominations Committee presented an oral update on the outcome of the process followed by the Committee in order to recruit additional Members of the Board. Mrs Adams briefly summarised the process followed by the Committee to identify additional independent Members and to identify staff Members to replace Dawne Gurbutt and Joanna Heaton-Marriott.

With regard to the independent Members, Mrs Adams reported that, although a comparatively small number of applications had been received, the quality of the candidates was extremely high. In light of this, the Committee was recommending the appointment of four individuals as independent Board Members with effect from 1st August 2018. Mrs Adams then briefly summarised the profile of each of the

proposed appointees. In accordance with the constitution of the University, the initial appointments would be for probationary terms of 12 months.

The Chair of the Board noted that the appointments would slightly increase the size of the Governing Body but, given the quality of the recommended candidates, he strongly supported the proposal.

Resolved: That Dame Sue Ion, Ruth Lowry, Anne McCarthy and Lorraine Norris be appointed as Independent Members of the University Board with effect from 1st August 2018 for an initial probationary term of 12 months.

With regard to the staff Member appointments, again Mrs Adams summarised the process followed and reported that the quality of candidates was very strong. However, following detailed deliberation, the Committee unanimously agreed to recommend the appointment of Ms Nicky Danino and Mrs Ridwanah Gurjee. Again the appointments would be for initial probationary periods of 12 months.

Resolved: That Ms Nicky Danino and Mrs Ridwanah Gurjee be appointed as staff representatives of the Board with effect from 1st August 2018 for an initial period of 12 months.

UB656. Academic Governance Review

The Deputy Vice Chancellor (Academic) presented a Report incorporating proposals to amend the structure of the University Academic Governance arrangements. A copy of the Report is set out in the Minute Book.

In presenting the Report, Dr Livesey confirmed that much of the content was self-explanatory and that the change of responsibility for the Award of Non Academic Fellowships from the Academic Board to the Nominations Committee of the University Board had already been agreed.

The Vice Chancellor reported that the next stage of the review process was to revise the existing links between the University Board and the Academic Board in order to better enable the former to assure itself as to Academic Quality issues and a further Report on that issue would be presented in due course.

In response to a question from Mrs Iqbal, the Vice Chancellor confirmed that a review was being carried out into the existing Equality and Diversity arrangements.

Finally, the Chair of the Board reported that he was aware that the relationship between University and Academic Boards was a 'hot topic' around the Country.

Resolved: That the report be received and recommendations be approved.

UB657. One Health Strategy

Mrs Horrocks declared an interest in this item and did not participate in the discussion.

The Chair reported that the strategy document circulated (a copy of which is set out in the Minute Book) was the document considered and discussed at the last meeting and was now presented for formal endorsement.

Resolved: That

- (i) the University 'One Health' Strategy now presented, be approved; and

- (ii) Mrs Horrocks be thanked for all her work (including involving students as much as possible) in the production of the Strategy.

UB658. Update from the Vice Chancellor

The Vice Chancellor presented a Report updating the Board on a number of matters of interest. A copy of the Report is set out in the Minute Book.

Professor Thomas explained that the Report was largely self-explanatory and, due to pressure on time, simply drew the attention of the Board to a small number of important issues.

TEXT REDACTED – RESERVED MINUTE

Finally, in response to a question from Mr McQueen, the Vice Chancellor confirmed that the University was acutely aware of the current concerns regarding student suicides and that the University was working on a range of measures to address this issue. Professor Thomas also confirmed that a report on the issue would be presented to a future meeting of the Board.

Resolved: That the Report be noted.

UB659. People Plan Priorities 2018/19

The Executive Director of Human Resources presented a Report updating the Board on the delivery of the People Plan Priorities 2018/19.

Mr Lee confirmed that the Report was self-explanatory. However, he highlighted the significant time investment in learning and development and the benefits of that investment in terms of improved management skills and actions. Mr Lee also underlined the continuing importance of working with the Trades Unions on these issues.

Resolved: That the Report be noted.

UB660. Academic Board Annual Assurance Report

The Deputy Vice Chancellor (Academic) presented the Academic Board Annual Assurance Report. A copy of the Report is set out in the Minute Book.

Dr Livesey explained that the Report was self-explanatory and that she had nothing to add.

Resolved: That

- (i) the Annual Assurance Report from the Academic Board be received; and
- (ii) the Board confirmed that it is assured that the Academic Board, through its Committees and Sub Committees, is effectively fulfilling its responsibilities in accordance with its Terms of Reference.

UB661. Students' Union Annual Report

Mrs Iqbal made a brief presentation summarising the key activities undertaken by the Students Union during the 2017-18 Academic Year. A copy of the Report is set out in the Minute Book.

During the presentation, Mrs Iqbal briefly explained a number of the actions taken and services delivered by the Union under the headings of 'representation' of students; 'supporting' students; 'inspiring' students and 'connecting' students.

Mrs Iqbal also briefly explained how the income of the Union had been spent during the year.

Mrs Iqbal highlighted the importance of working in partnership with the University as demonstrated by the creation of the Oasis Centre where the meeting was being held and the new subsidised bus scheme and student involvement in the development of the campus masterplan.

Finally, Mrs Iqbal briefly summarised the proposed actions for the forthcoming year and presented a short video on the topic of respect.

In thanking Mrs Iqbal for the presentation, the Board also expressed their appreciation for all the work and support she had given to the Board over her two years as a Member of the Board and wished her every success in the future.

UB662. Chairs' Updates – Resources Committee 5th June 2018 and Audit and Risk Committee 7th June 2018

Resources Committee: The Chair of the Committee and Chair of the Board briefly reported on an initial findings presentation received from Mr Mike Tynan following his review of Training 2000. Mr Taylor explained that the presentation from Mr Tynan had been very good but a more detailed and final report would be presented to the Resources Committee on 23rd July.

Audit and Risk Committee: Mr McQueen reported that there were no particular problems to report. However, the Committee had agreed to free up some of the days initially allocated to review Member and Officer expenses, which was considered low risk, in order to utilise the time on potentially higher risk issues. Mr McQueen also confirmed that the Internal Auditors were entirely comfortable with the change.

Resolved: That the updates be noted.

UB663. Masterplan Delivery Update

The Chief Operating Officer presented a Report updating the Board on developments and risks associated with the Masterplan development.

Mr Ahern confirmed that the document was self-explanatory and for note.

Resolved: That the Report be noted.

UB664. Institutional Risk Register

In the absence of Mrs Bromley, the Vice Chancellor presented a report incorporating the latest version of the Institutional Risk Register. A copy of the Report is set out in the Minute Book.

Mr McQueen confirmed that the Report had been considered in detail by the Audit and Risk Committee and that there were no additional issues which he needed to draw to the attention of the Board.

In noting the Report, the Board welcomed the revised format. However, Mrs Adams highlighted the need to be mindful of the issue of Senior Executive capacity. Mrs Lloyd also highlighted the importance of the need to engage with Alumni.

Resolved: That the report and revised Risk Register be noted.

UB665. Corporate Planning Update

This matter was deferred to a future meeting.

UB666. Any Other Business

The Chair again thanked all retiring Members for their contribution and support to the Board during their respective tenures.

In response, each of the retiring Members expressed their individual thanks to the Board for their help and support during their respective terms of office.

UB667. Date and Time of Next Meeting

Resolved: That the next meeting be held in September 2018.

**I M Fisher
Clerk to the Board**