

University of Central Lancashire
Unreserved Minutes of the Board Meeting Held on 1st July 2021 commencing at 10.00am

Present (via video-conference):

David Taylor (Chair)

Andrea Adams	Ridwanah Gurjee
Fiona Armstrong	Sue Ion
Graham Baldwin	Lesley Lloyd
Zuleika Chikh	Ruth Lowry
Nicky Danino	Anne McCarthy
Jim Edney	Bill McQueen

Also in attendance (via video-conference):

Michael Ahern (Chief Information and Infrastructure Officer)
George Charles (Chief Finance Officer)
Ruth Connor (Chief Marketing Officer)
Ian Fisher (University Secretary and General Counsel and Clerk to the Board)
Carolyn Johnson (Executive Officer to the Vice Chancellor)
Ken Lee (Chief People Officer)
Lynne Livesey (Deputy Vice Chancellor)
Peter McMellon (assisting the Clerk to the Board)
Lisa Atty (Governance Support Officer)
Fiona Winters (Deputy Clerk to the Board)

UB937. Welcome and Apologies

The Chair welcomed all present to the meeting.

Apologies for absence had been received from Mr Hext and Mrs Norris. The Chair undertook to mention matters raised by Mr Hext (in e-mails) at appropriate points in the meeting.

UB938. Declaration of Interests

There were no declarations of interests other than those recorded under UB947 below.

UB939. Chair's Announcements

There were no Chair's announcements.

UB940. Reserved and Unreserved Minutes of the University Board Meeting held on 21st May 2021

Resolved: That the Reserved and Unreserved Minutes of the University Board Meeting held on 21st May 2021 were agreed as a true record and signed by the Chair.

UB941. Matters Arising from the University Board Meeting held on 21st May 2021

There were no matters arising.

UB942. Vice-Chancellor's Update

Professor Baldwin presented his report. A copy of the report is set out in the Minute Book.

Professor Baldwin commented on his report as follows:

(i) Return to Campus

The plans for students and staff to return to campus for the commencement of the 2021-22 academic year have to take into account the Government's interventions and changes in the light of unexpected developments in its implementation of the 'road map' to normal life. As regards the desired return to a September start for courses, it seems unlikely that the timing of Government announcements will allow sufficient time for fully considered responses by institutions in the HE sector and thus the Vice Chancellor's Group (VCG) is putting in place arrangements for a 'nearly normal' commencement to the academic year. Arrangements for the return of staff to campus working are in hand with the University committed to getting as many students as possible back to 'face-to-face' learning. There are arrangements in place for pandemic-related provisions such as Covid testing, and plans to address various scenarios or variations have been developed. The testing of campus users will continue up to the start of the new term. From consultation with and messages from the Government, it seems clear that the Government continues to be concerned about the potential consequences of the mass coming together of students at universities in September. There may be special requirements placed upon institutions beyond those applicable to the public at large. In any event, UCLan will continue to maintain close relations with the Directors of Public Health.

The VCG has also resolved to assist international students with financial support.

(ii) League Tables

It is widely acknowledged that UCLan generally performs impressively and attains many outstanding achievements. This is not to overlook aspects and areas where there is scope for improvement, but the national League Tables (which have a particular importance in the context of international student recruitment) tend not to capture or highlight the excellent service which UCLan provides, year on year. Thus, greater consistency in achieving a place in the upper half of League Tables must remain an objective.

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(iii) Burnley Levelling Up Bid

The bid by Burnley Borough Council which include measures which will see significant expansion of UCLan's campus in Burnley has now been submitted.

(iv) Lancashire 2020-25 City of Culture Bid

The County Council's withdrawal from the Bid Team has received media coverage and this is inevitably disadvantageous to the bid's prospects.

(v) **TEXT REDACTED - RESERVED MINUTE**

(vi) *Covid at UCLan*

The Director of Public Health had been satisfied with the University's responses to the recent rise in Covid cases in the regional community.

(vii) **TEXT REDACTED - RESERVED MINUTE**

(viii) **TEXT REDACTED - RESERVED MINUTE**

(ix) **TEXT REDACTED - RESERVED MINUTE**

(x) **TEXT REDACTED - RESERVED MINUTE**

Resolved: That the Vice-Chancellor's Update Report be received.

UB943. TEXT REDACTED - RESERVED MINUTE

UB944. TEXT REDACTED - RESERVED MINUTE

UB945. TEXT REDACTED - RESERVED MINUTE

UB946. Students' Union Annual Report to the University Board

Ms Chikh presented the Students' Union Annual Report on 2021-22. A copy of the Annual Report is set out in the Minute Book.

Ms Chikh reminded the Board that 2020-21 had been the first year under the SU's new strategy. As all are aware, 2020-21 has been an unusually challenging year, but the SU has been broadly successful in meeting its objectives.

Ms Chikh then commented further on aspects of the Report and the year including the following:

- close and effective liaison with University Management in handling the pandemic issues.
- UCLan's involvement in the national launch of 'BetterByU' (campaign on academic integrity)
- research into hidden costs for students on certain courses (with a view to presenting data to University Management for budget consideration)
- SU connections with Schools
- mentoring and the involvement of alumni
- availability of halal food in UCLan outlets and other measures which enhance a student's sense of belonging
- liaison with the Student Services team
- the need for wider diversity of staff in the Professional Services teams

Ms Chikh then commented on the SU governance arrangements and finally, in drawing attention to two lay trustee vacancies in the SU, where experience in financial and general management would be valuable qualities.

Mrs Gurjee considered that the SU work in the last year had been excellent. She expected that, with increasing numbers of students at the Burnley campus, the SU would continue to work towards ensuring that a sense of belonging and integration reached those students. Ms Chikh advised on the SU's involvement on the Levelling Up Bid. There is much work at Burnley which needs addressing and the SU representative in Burnley has many ideas and plans. The SU will visit the Burnley Campus in September for an open discussion with students at that site.

The Board had already addressed financial support for the SU in 2021-22 (UB944(xii) above).

In commending Ms Chikh for her Annual Report and for the SU's work, the Chair advised that by no means all institutions in the sector had such positive and constructive working relationships with their SUs.

Resolved: That the Students' Union Annual Report for 2020-21 be noted.

UB947. TEXT REDACTED - RESERVED MINUTE

UB948. University Academic Board Governance Manual

Dr Livesey presented the report on changes to the Academic Board Governance Manual. A copy of the report is set out in the Minute Book.

Dr Livesey advised that the Academic Board had considered the need for amendments to the Governance Manual at its meeting in June 2021. Proposed changes are included in detail in the attachment to the report. Dr Livesey then outlined the principal change which entails the establishment of a new Equality, Diversity and Inclusion Committee as a sub-committee of the Academic Board. The change would reflect the importance of the area to the University's work and aims to provide a more effective structure to oversee the delivery and to monitor progress in the achievement of the strategic objectives related to Equality Diversity and Inclusion. A separate change would also see the disestablishment of the Honorary Academic Awards Committee as that area of work is now covered elsewhere as previously noted by the Board.

The Board noted that, at its meeting in June, the Academic Board had resolved to confirm to the University Board that academic governance remains.

Resolved: That

- (i) the Academic Board's resolution to confirm that academic governance is fit for purpose be noted, and
- (ii) changes to the Academic Governance Manual for the 2021-22 academic year covering
 - (a) the Terms of Reference and Constitution of the Academic Board for 2021-22;
 - (b) the amendments to the Academic Board Committee structure, and
 - (c) the Standing Orders and Scheme of Academic Governance outlined in the Academic Governance Manual for 2021-22 be agreed.

UB949. Research Integrity Annual Statement 2020-21

Dr Livesey presented her report on the Research Integrity Annual Statement 2020-21. A copy of the report is set out in the Minute Book.

Dr Livesey advised that the Annual Statement indicated how the University's full commitment to the Concordat to Support Research Integrity is translated into practice.

The Board noted that the Annual Statement had been considered by the University's Committee for Ethics and Integrity and had been approved by the Academic Board.

Dr Livesey confirmed that, if approved, the Annual Statement will be published on the University's website in line with the Concordat.

Resolved: That the Research Integrity Annual Statement 2020-21 be approved for signature by the Board Chair and for publication on the University's website.

UB950. Academic Board - Update from Meeting on 16th June 2021

Mrs Lloyd confirmed that the meeting of the Academic Board on 16th June 2021 had dealt effectively with a range of issues, the key ones of which had already been presented to the University Board earlier in today's agenda. In general, the Academic Board continued to function effectively and in line with its important remit.

Dr Ion suggested that the record ('In Attendance' section) of the meetings of the Academic Board should include University Board members present.

Resolved: That the report be noted.

UB951. Committee Chairs' Update

Audit Committee

Mrs Lowry (Chair of Audit Committee) reported on the matters covered at an inquorate meeting of the Audit Committee on 16th June 2021.

The performance assessment of internal and external audit services providers had been considered. It was also noted that a new risk to cover environment matters has now been added to the Risk Register. The Register will be reviewed in full by the Governance, Risk and Nominations Committee in due course.

On internal audit, it had been pleasing to note completion of all audits in the schedule for 2020-21, with final reports on the audits of Student Support during Covid, Competition & Markets Authority (including OfS interests), Budget Monitoring Framework and HESES Data Quality all providing reassurance. Progress on the completion of many long-standing audit actions was noted, although a focus must be maintained on the issues raised in the Degree Apprenticeships audit of 2019-20 (as confirmed by the Vice Chancellor in UB942(viii) above).

Finally, a review of the external auditor's financial benchmarking report contained no surprises or concerns.

Resources Committee

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UB952. University Access and Participation Plan - Update

Dr Livesey presented the Access and Participation Plan (APP) - update report. A copy of the report is set out in the Minute Book.

Dr Livesey reminded the Board about the University's OfS registration conditions and also about the APP's key significance in the University's drive to improve access to higher education and student progression.

The Board noted the widened scope of the 2020-25 APP including widening participation, continuation and attainment and graduate outcomes, all of which are key contributors to UCLan's student retention and recruitment endeavours.

Resolved: That the Access and Participation Plan update report be noted.

UB953. Safety, Health and Environment - Annual Report

Mr Ahern presented the Safety, Health and Environment Annual Report on 2020-21. A copy of the Report is set out in the Minute Book.

Mr Ahern confirmed that the report had been reviewed by the Resources Committee on 17th June 2021 and that the Committee had been pleased to note that there were no matters of concern.

Resolved: That the Safety, Health and Environment Annual Report on 2020-21 be noted.

UB954. Masterplan Delivery Update

Mr Ahern presented the Masterplan Delivery Update report dated 1st July 2021. A copy of the report is set out in the Minute Book.

Mr Ahern advised that, with final resolution of the ventilation issue which had delayed the hand-over of the Student Centre, occupation of the new building can now commence. Arrangements will be made to enable Board members to visit the new building within which the lighting and the artwork are among the most impressive features.

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He described the open-plan accommodation which the VCG will soon occupy on the top floor of the Student Centre. This arrangement will increase opportunities for senior management interaction with the different user communities in the University.

Resolved : That the Masterplan Update Report be noted.

UB955. Any Other Business

(i) **TEXT REDACTED - RESERVED MINUTE**

(ii) **Mrs Andrea Adams**

The Chair thanked Mrs Adams at this, her final meeting of the University Board, for her extensive and impressive service as a member of the Board including as a Committee Chair and as a member of a number of key sub-groups. He considered that Mrs Adams had made an immense contribution to the University's governance.

All agreed that working with Mrs Adams had been very rewarding and all wished her well for the future.

Mrs Adams thanked the Chair and Board Members. She commented on several of the colleagues with whom she had served during her nine years as a Board Members and she acknowledged that she would miss contributing to the University's drive to provide the education which can transform the lives of the students who attend UCLan. She undertook to continue as an ardent supporter of the University.

It was agreed that a dinner to mark Mrs Adams's departure should be arranged as a token of appreciation of her services as a Board Member.

UB956. Date and Time of Next Meeting

It was agreed, if at all possible (depending upon Government guidelines on Covid), the next meeting of the Board should be 'in person' on campus.

Resolved: That the next meeting be on Thursday, 23rd September 2021 at a time to be confirmed.

I M Fisher
Clerk to the Board