

EMPLOYMENT AND FINANCE COMMITTEE

19 September 2023 via Microsoft Teams (including videolink)

UNCONFIRMED SUMMARY MINUTES

Contact Georgina Bailes georgina.bailes@northumbria.ac.uk, Secretary to the Board of Governors, with any queries about these Summary Minutes.

Present: H Fairfoul (Chair), Dr R Blackman-Woods [absent EF23/05, EF23/09], H Colclough, M Larsen, Prof A Long, I Wilkin
 Observers: L Bird [EF23/05, Student Recruitment Presentation], S Pelham [from EF23/05]
 Apologies: H Kajee, L Orme, D Pearson, N Shah (L Bird attending)
 Secretary: G Bailes, R Elliott (Assistant Secretary)
 In attendance: H Bower [Student Recruitment Presentation], Dr G Brown [EF23/12], R Carthy [Student Recruitment Presentation], J Embley, Prof T Lawson, J McKenna [Student Recruitment Presentation], D Monnery [EF23/06, Student Recruitment Presentation], S Newitt, C Stogden, P Thomas

MAIN ITEMS DISCUSSED/DECIDED ON AT THE MEETING

1	<p><u>Introduction</u></p> <p><u>Vice-Chancellor’s Horizon Scanning</u> [Oral Report] The Vice-Chancellor and Chief Executive presented on sector wide matters and the implications of these for the University. There had been continued improvement in NSS scores with Northumbria now ranked above sector average in three out of seven categories; the University was now ranked in the Top 50 of all the major UK leagues tables for the first time. The University had been shortlisted in the THE awards for Outstanding Services to Students for work on supporting nurses and Knowledge Exchange/Transfer Initiative of the Year as part the Northern Accelerator. The Committee noted the report.</p>
2	<p><u>People</u></p> <p><u>Transforming People Metrics and People Analytics</u> [EF23/05] The Committee considered an update on the development of a People Metrics Report as a way of reviewing the University’s performance in relation to its staff. It would include analysis of data in the context of the historic position, the sector and the market seeking to understand what was done well and areas for improvement. The report would align to the People Strategy in support of the new University Strategy and would be regularly reviewed until fully developed. The Committee noted the report, that the development would be iterative with the Committee across 2023/24, and requested that the report include a headline summary of the key messages from the data.</p> <p><u>Embedding our Northumbria Values and Behaviours into Recognition Activity</u> [EF23/06] The Committee considered an update on the progress and planned next steps to embed the University’s Value and Behaviours into recognition activity. The first Shine awards held in July had been well received and would be held again in July 2024, and proposals for the next phase of recognition activity would be brought to the 6 November meeting of the Committee. The Committee noted the update and commended the success of the Shine Awards.</p> <p><u>USS Pension 2023 Valuation and Consultation</u> [EF23/07] The Committee approved the proposed response to the UUK consultation following consideration by University Executive.</p>

3	<p><u>Core Financial Performance and Planning</u></p> <p><u>Student Recruitment</u> [Presentation] The Committee noted an update on Student Recruitment for 2023/24 and its implications for the University.</p> <p><u>Review of Approved Tuition Fees 2024/25</u>[Oral Report] The Committee noted that no changes to the fee levels approved on 12 June 2023 were proposed.</p> <p><u>Finance Monthly Report P12 2022/23</u> [EF23/08] The Committee noted the University’s financial position and performance at Period 12.</p> <p><u>Revised Financial Regulations</u> [EF23/09] The Committee considered draft updates and changes to the University’s Financial Regulations which University Executive and Audit Committee would consider prior to approval by this Committee at the 6 November 2023 meeting. The updates reflected changes to the regulatory environment, the growth of the University itself and the implementation of the ERP system which would allow a re-balancing of financial control with a reduced administrative burden. The Committee noted the update.</p>
4	<p><u>Policy/Regulation/Projects</u></p> <p><u>Accommodation Strategy Update</u> [Presentation] The Committee noted an update on the Accommodation Strategy; options for maintaining a guarantee of accommodation for first year students were being considered.</p> <p><u>Estate: 2023/24 Programme</u> [Presentation] The Committee considered an update on the Estate 2023/24 Programme. Initial preparatory works for NESST and CHASE were mobilised and RAAC surveys were underway with full findings expected by mid-October - initial findings indicated that the presence of RAAC was not expected. The Committee noted the update.</p> <p><u>Treasury Management Annual Report</u> [EF23/11] The Committee approved the Treasury Management Report for year ending 31 July 2023.</p> <p><u>London Campus Contract Extensions</u> [EF23/12] The Committee approved the proposed contract extensions for London Campus and the National Degree Apprenticeship Offer at London.</p> <p><u>Contracts and Legal Claims Update</u> [EF23/14] The Committee approved the proposed contract extensions for Dentsu UK Ltd and Ex Libris UK Ltd, and noted expected future contract approval requirements.</p> <p><u>Xerox Design and Reprographics Contract Extension</u> [EF23/13] The Committee noted the response to its queries regarding the extension and tender process followed for the approval of the Xerox Design and Reprographics contract.</p>

Richard Elliott, Assistant Secretary to Employment and Finance Committee
September 2023