Strictly Private and Confidential

UNIVERSITY OF CENTRAL LANCASHIRE

UNRESERVED MINUTES OF THE UNIVERSITY BOARD MEETING HELD ON 22ND MARCH 2018 AT BAE SYSTEMS, ACADEMY FOR SKILLS AND KNOWLEDGE, SIR FREDRICK PAGE WAY, SAMLESBURY ENTERPRISE ZONE, SAMLESBURY, BLACKBURN, BB2 7FT

Present:

David Taylor (Chair)

Andrea Adams	Jon Hogan
Ebrahim Adia	Janice Horrocks
Maria Darby-Walker	Sana Iqbal
Jim Edney	Lesley Lloyd
Dawne Gurbutt	Bill McQueen
Joanne Heaton-Marriott	Mike Thomas

In attendance:

Michael Ahern (Chief Operating Officer)
Daniel Benham (Director of Finance)
Ian Fisher (Clerk to the Board)
Ken Lee (Executive Director for Human Resources)
Lynne Livesey (Deputy Vice Chancellor (Academic))
Anne Roberts (Executive Assistant to the Vice Chancellor)
Fiona Winters (Deputy Clerk to the Board)

UB609. Welcome and Apologies

The Chair welcomed those present to the meeting and formally thanked BAE Systems for hosting the meeting and providing the Board with a Tour of the new Academy. Mr Taylor also briefly summarised the history of the site and developments on the Samlesbury Enterprise Zone.

Apologies for absence had been received from Richard Hext and Fiona Armstrong. Mr Taylor also reported that both had passed on some comments and these would be fed into the meeting as appropriate and/or passed onto the authors of the relevant reports.

UB610. Declaration of Interests

No further declarations were declared.

UB611. Chair's Announcements

RESERVED MINUTE

The Chair also formally reported that formal letters had been received from HEFCE and circulated to the Board for information. The first confirmed that the University had discharged its duty under the Prevent

Strategy. The second was the Annual Assessment of Institutional Risk and confirmed that the University was not at higher risk. A copy of each letter is set out in the Minute Book.

UB612. Reserved and Unreserved Minutes of the University Board Meeting held on 25th January 2018

The Reserved and Unreserved Minutes of the University Board Meeting held on 25th January 2018 were agreed as a true record and signed by the Chair.

UB613. Matters Arising from the University Board Meeting held on 25th January 2018

There were no matters arising.

UB614. Statutory Returns

The Board received a Report from the Director of Finance incorporating a copy of the 2016-17 Annual Efficiency Return and the 2016-17 TRAC Return. A copy of the Report is set out in the Minute Book.

In briefly summarising the Report, Mr Benham explained that the Annual Efficiency Return was a new document and had replaced the previous Annual Value For Money (VfM) Report. Mr Benham further explained that, unlike the old VfM Report, the content should reconcile with the Annual Financial Statements and that the new system was consistent with a tightening of reporting requirements as envisaged under the new Office For Students Regulatory Regime.

Finally, Mr Benham confirmed that because of pressure of time the return had already been submitted. However, in future years, he would expect the Board to receive the Report prior to formal submission.

With regard to the TRAC Return, Mr Benham reported that the document had been approved by the Chair of the Audit and Risk Committee prior to submission and subsequently presented to the full Committee.

Resolved: That the 2016-17 Annual Efficiency Return and 2016-17 TRAC Return now presented, be approved.

UB615. Modern Slavery Statement

The Director of Finance presented a Report incorporating the University's Annual Modern Slavery and Human Trafficking Statement. A copy of the Report is set out in the Minute Book.

In briefly summarising the Report, Mr Benham explained that the production of the Statement was a statutory requirements and that the document sets out the actions taken by the University to combat Modern Slavery and Human Trafficking through its Employment and Procurement activities.

In response to questions from the Board, Mr Benham agreed that he would look at building in a mechanism to facilitate the reporting of any concerns to Senior Managers and ensuring that our overseas partnerships were aware of the obligations.

Resolved: That the University's Annual Modern Slavery and Human Trafficking Statement now presented be approved and that any Governor be authorised to sign the same on behalf of the Board.

UB616. Update from the Vice Chancellor

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

In briefly summarising his Report, Professor Thomas explained that the contents were largely self-explanatory and for noting.

RESERVED MINUTE

Other issues highlighted by Professor Thomas included:

- brief updates on recent awards and appointments;
- **RESERVED MINUTE**

Professor Thomas also updated the Board on a recent industrial strategy event hosted by the University and Chaired by the Chair of the Board. He reminded the Board of the forthcoming meeting of the Board of Trade to be held at the University and subsequent reception to which Board Members were invited.

Resolved: That the Report be noted.

UB617. Chair's Update – Audit and Risk Committee 23rd February 2018

The Board received a short written update from the Chair of the Audit and Risk Committee setting out the main issues considered at the meeting of the Committee held on 23rd February 2018. A copy of the Report is set out in the Minute Book.

Mr McQueen briefly summarised the key points and confirmed that there were no issues of concern the Committee wishes to raise with the Board.

Resolved: That the update be noted.

UB618. Staff Survey Results

The Executive Director of Human Resources circulated a series of presentation slides setting out the headline results of the recent staff survey. A copy of the slides is set out in the Minute Book.

In briefly summarising the key results, Mr Lee reported that the response rate had been good (73%) and that the responses had been firmer than previously. That is, more respondents had 'agreed' or 'disagreed' with a proposition rather than "tended to agree/disagree".

Mr Lee further explained that, overall, the results were more positive than previously cited and that the number of staff who "feel valued" by the University had risen to 66%. Overall the University was ranked 5th out of a group of 47 comparators.

In welcoming the results, the Board discussed a number of issues included the need to focus on maintaining the improvement, particularly in areas where the results had been less positive. It was also noted that some of the questions were a little ambiguous and that some of the responses may well reflect concerns currently prevalent across the sector. Mr Lee agreed to produce a further report on the next steps when the more detailed data had been analysed.

Finally, Professor Thomas thanked the Board for their part in embedding a more positive ethos in the organisation.

Resolved: That the presentation be noted.

UB619. Forensic Science Academy

The Deputy Vice Chancellor (Academic) presented a Report updating the Board on the progress made in respect of the Lancashire Forensic Science Academy. A copy of the Report is set out in the Minute Book.

Resolved: That the Report be noted.

UB620. Institutional Risk Register

The Board received a Report from the Deputy Vice Chancellor (Corporate Planning and International Strategy) incorporating the updated Risk Register considered by the Audit and Risk Committee. A copy of the Report is set out in the Minute Book.

Resolved: That the Report be noted.

UB621. Finance Director's Report

The Board received a Report from the Finance Director providing an update on key Finance issues. A copy of the Report is set out in the Minute Book.

RESERVED MINUTE

Resolved: That the Report be noted.

UB622. UCLan Gender Pay Gap Reporting

The Board received a Report from the Executive Director of Human Resources setting out details of the University's Gender Pay Gap details. A copy of the Report is set out in the Minute Book.

In noting the Report, the Board asked for details of possible targets and timetable in which the University would seek to reach the targets.

Resolved: That

(i) the Report be noted; and

(ii) a further Report be presented setting out proposed targets and associated timetable.

UB623. Masterplan Update

The Board received a Report from the Chief Operating Officer containing an update on a number of key issues. A copy of the Report is set out in the Minute Book.

In response to questions, Mr Ahern confirmed that he would present a financial overview similar to the one presented the previous year by the Deputy Director of Finance.

RESERVED MINUTE

Resolved: That the Report be noted.

UB624. Safety, Health and Environment Report

For information, the Board received a copy of the Safety, Health and Environment Report received by the Audit and Risk Committee at its meeting on 23rd February 2018. A copy of the Report is set out in the Minute Book.

Resolved: That the Report be noted.

UB625. Any Other Business

1. The Chief Operating Officer reported the need to update the existing IT support arrangements for the Board and that Members would be contacted on an individual basis to take that forward. In that regard Mr Ahern also agreed to provide more details regarding the Cyber Security systems in place at the University.

2. Mrs Iqbal reported that Caitlin McLaren had now been appointed as the new President of the Students Union and that Ms McLaren would be taking up her new role on 1st July 2018. The Chair confirmed that Ms McLaren would be invited to the May residential event as part of the handover process.

3. Mrs Heaton-Marriott informed the Board that the 2018 Science Festival was now fully booked without any marketing.

4. Mrs Heaton-Marriott reported that the existing staff members of the Board would be happy to help in the induction of new staff Board Members later in the year.

5. The Vice Chancellor reported that the Preston Jazz Festival would take place between the 6th and 10th June.

UB626. Date and time of Next Meeting

Resolved: That the next Board meeting be held at The Belsfield Hotel, Bowness-on-Windermere, Cumbria commencing at 2.00pm.

I M Fisher
Clerk to the Board