

Minutes of a Meeting of the Finance, Planning
and Resources Committee
held at 4pm on Thursday 5 May 2016
in room 1B16, Technopark, London Road, London SE1

Present

Andrew Owen	Chair
Jerry Cope	Chair of the Board
Prof David Phoenix	Vice Chancellor and Chief Executive
Michael Cutbill	
Mee Ling Ng	
Abdi Osman	SU President
Jenny Owen	Staff Governor

In attendance

Temi Ahmadu	SU President-elect (observing)
Pat Bailey	Deputy Vice Chancellor
Mandy Eddolls	Executive Director of Organisational Development and HR
Richard Flatman	Chief Financial Officer
Ian Mehrtens	Chief Operating Officer
James Stevenson	University Secretary and Clerk to the Board of Governors
Shân Wareing	Pro Vice Chancellor (Education and Student Experience)
Megan Evans	Governance Assistant

Apologies

Neil Gorman	
Paul Ivey	Pro Vice Chancellor (Research and External Engagement)

Welcome and Apologies

1. The Chairman welcomed members to the meeting. Apologies were received from Paul Ivey and Neil Gorman. Incoming Students' Union President, Temi Ahmadu, was welcomed as an observer.

Declaration of Interests

2. No member declared an interest in any item on the agenda.

Minutes of previous meeting

3. The committee approved the minutes of the meeting of 1 March 2016 subject to review of minute 17.

Matters Arising

4. The committee noted that all matters arising had been actioned.

Staff Engagement

5. The Executive Director for Organisational Development and HR presented the headline findings from the employee engagement survey to the committee.
6. The committee noted that the response rate had increased to 71% of staff completing the survey, which is a notable improvement on the last survey (52% in 2013). The overall engagement score remained at 58% from 2013.
7. The committee noted that recent organisational change may have had an impact on the results. The committee noted that the results of the survey would be presented at the staff conference on 18 May 2016.
8. Further analysis would be undertaken to break down the data by different demographics. The committee requested more detailed analysis for the next meeting.

Management Accounts to 31 March 2016

9. The committee discussed an update on the Management Accounts to 31 March 2016 (paper **FPR.12(16)**).
10. The committee noted that the difference in cost of professional and academic staff included the reorganisation of technical staff which transferred to Academic Related Resources.
11. The committee noted that Tribal benchmarking analysis had been recommissioned for autumn 2016.

HEFCE grant settlement

12. The committee discussed the HEFCE grant settlement (paper **FPR.13(16)**), also discussed at the recent Board Strategy Day.
13. The committee noted that funding was down by around £1.2m including a cut of £600,000 in student opportunity funding.

Key Performance Indicators Report

14. The Committee noted the Key Performance Indicators (paper **FPR.15(16)**), with the addition of appraisal completion rate of 91% for 2014/15.

Treasury Management Report

15. The committee noted that the Audit Committee regularly review the banking covenants for the loan portfolio.

Strategic HR Report

16. The Committee discussed the strategic HR report (paper **FPR.17(16)**)
17. The Executive Director of Organisational Development and HR reported that UCU have received a positive mandate for both a strike and industrial action short of a strike, likely during exam time. Detailed contingency planning was taking place.
18. The committee noted the adoption of the race action plan and that the University was on target to receive its Athena SWAN award.
19. The committee noted that the University had recently been awarded a bronze award for Health and Safety from the Royal Society for the Prevention of Accidents.
20. The committee requested a presentation on ICT once the new head had been recruited.

Chief Operating Officer's Report

21. The committee discussed the Chief Operating Officer's report (paper **FPR.18(16)**).
22. Following the resignation of the Director of Marketing, Recruitment & Admissions, a new head would be recruited. The committee noted interim arrangements.
23. The committee welcomed the recent accreditation visit by the Institute of Customer Service for four eligible services.

Committee Effectiveness

6. The Chair led a discussion on committee effectiveness (paper **FPR.19(16)**). The committee agreed to defer a detailed review of its effectiveness until a full business cycle had been completed next year.
7. The committee agreed that the terms of reference were appropriate, the quality of papers was good and there was an appropriate amount of time given to meetings to discuss items properly.

Any Other Business

8. The committee noted that this was Abdi Osman's last meeting as a governor. The Chairman thanked him for his contribution to the committee and the Board.

The Chair closed the meeting.

Confirmed as a true record:

..... (Chair)