

**TEESSIDE UNIVERSITY  
BOARD OF GOVERNORS**

**A Meeting of the Board of Governors was held on 12 July 2019.**

<b>Present:</b>	Mr A MacColl (Chair)	Dr S Akram
	Ms S Bennett	Mr D Benson
	Mr P Booth OBE	Ms A Burns
	Professor P Croney	Mr J Cross
	Mr D Cooley	Mr C J Fleetwood
	Dr N Johnson	Ms S Kiddle
	Mr A Lofthouse	Mr D Russell
<b>Apologies:</b>	Dr J Atkinson	Mrs M Grieves
	Mr J Hogg	Professor P Jones
	Ms S McArdle	Mr S Tonks
	Ms C Vaughan	Mr G Worsdale OBE
<b>Officers:</b>	Ms J Amos	Dr D Bell
	Mrs H Cutting (Secretary)	Professor S Hodgson
	Mr M Page	Professor M Simpson
	Professor J Turner	Mrs S Thompson (Asst Secretary)

**In**

**Attendance:** Mr D Hudson (for TU 3556)

**TU 3550      DECLARATIONS OF INTEREST**

It was **NOTED:**

1. That no declarations of interest were made regarding matters on the Agenda.

**TU 3551      COMMITTEE TERMS OF REFERENCE and WORK PLANS**

It was **NOTED:**

1. That the terms of reference and associated work plans for each Committee have been reviewed.
2. That, with regard to the University's Tier 4 Licence, a specific provision has been added to the Audit Committee's Terms of Reference.
3. That, with regard to the University's subsidiary vehicles, a specific provision has been added to the Resources Committee Terms of Reference.
4. That, in line with good practice the Work Plans for the 2019/20 academic year have been endorsed by each Committee

It was **AGREED**:

6. To approve the revised Terms of Reference and Work Plans for each of the following committees:

Audit Committee  
Resources Committee  
People & Organisational Development Committee

7. To approve the use of 'Teams', following a successful trial at a recent meeting of POD, to enable remote participation by Members where requested who are unable to attend committee meetings in person, but that it would not currently be appropriate for use at Board meetings.

#### **TU 3552 BOARD WORK PLAN**

It was **NOTED**:

1. That, in line with good practice, the Board Work Plan provides Members with a schedule of items currently allocated to appropriate agendas throughout the 2019/20 academic year.
2. That the Work Plan is a fluid document to react to internal and external factors and, as such, may be subject to change.

It was **AGREED**:

3. To approve the Board Work Plan for the 2019/20 academic year.

#### **TU 3553 VICE-CHANCELLOR'S REPORT**

It was **NOTED**:

**TU 3554 MINUTES**

It was **AGREED**:

1. To approve, as an accurate record, the minutes of the meeting held on 24 May 2019.

**TU 3555 INTERNATIONAL STRATEGY**

It was **NOTED**:

1. That Members received a presentation on the International Strategy from Dr David Bell, Pro Vice-Chancellor (International).

2. That highlights of the Strategy include:

**[FOI exempt – Prejudicial to Commercial Interests],**

3. That highlights of annual KPI performance, so far, include:

**[FOI exempt – Prejudicial to Commercial Interests],**

4. That forthcoming challenges include:

**[FOI exempt – Prejudicial to Commercial Interests],**

**[FOI exempt – Prejudicial to Commercial Interests],**

**TU 3556 ANNUAL REPORT ON RECRUITMENT & MARKETING STRATEGY AND CAMPAIGN MESSAGES**

It was **NOTED**:

1. That Members received a presentation on the Recruitment & Marketing Strategy and Campaign Messages from Mr David Hudson, Director of Student Recruitment & Marketing.

**[FOI exempt – Prejudicial to Commercial Interests],**

**TU 3557 CORPORATE PERFORMANCE REPORT – PERIOD 10 – 2018/19**

It was **NOTED**:

1. That Members have been provided with the Period 10 Corporate Performance Report for 2018/19.
2. That the report covers the period August 2018-May 2019, providing performance to date and forecast outturn information.
3. That Strategic Key Performance Indicators are reviewed annually as part of the business planning process to ensure that, where appropriate, the

KPI targets reflect the deliverables within the submitted OfS Forecast and any changes in the external environment.

4. That the review, now concluded for 2019/20 onwards, has included any changes required to respond to recent League Table performance and associated underpinning metrics (TU 3566 refers).

#### **TU 3558 STUDENT RECRUITMENT UPDATE NO 5**

It was **NOTED**:

1. That Members have been provided with Student Recruitment Update No 5.

**[FOI exempt – Prejudicial to Commercial Interests]**

#### **TU 3559 CAMPUS MASTERPLAN – OVERVIEW AND PROGRESS REPORT**

It was **NOTED**:

1. That Members received a video presentation giving an overview and progress of the complex Campus Masterplan projects currently being delivered whilst enabling day-to-day business continuity. The update was well-received.

#### **TU 3560 CAPITAL and ESTATES PROGRAMME 2018/19 – UPDATE NO 5**

It was **NOTED**:

1. That Members have been provided with the Capital and Estates Programme Monitoring Update No 5 for the 2018/19 financial year.
2. That the Report was considered by the Resources Committee at its meeting held on 28 June 2019.
3. That whilst most projects continue to make good progress, an additional budget allocation of **[FOI exempt – Prejudicial to Commercial Interests]** is requested for the Student Life Building due to the complexities of engineering all student services in one building.
4. That the proposed re-engineering will allow for the introduction of:
  - A Digital Education Studio (to support the Future Facing Learning Programme).
  - Extended Student Futures capacity (including for significantly increased international student numbers)
  - Enhanced Digital Futures provision for students and Digital Capacity across the Building.
  - Enhanced Catering offer.

It was **AGREED**:

5. To approve an additional budget allocation of **[FOI exempt – Prejudicial to Commercial Interests]**, (total expenditure **[FOI exempt – Prejudicial to Commercial Interests]**.) for the Student Life Building to enhance student facing provision resulting from the reconfiguration of services and processes.

#### **TU 3561 REVENUE BUDGET MONITORING 2018-19 – UPDATE NO 5**

It was **NOTED**:

1. That the financial forecasts (2018-2023) were approved by the Board of Governors at its meeting in July 2018.
2. That this report updates the 2018/19 estimates to reflect the latest 2018 student recruitment cycle and its impact on tuition fees and other significant financial variations including a revised Income and Expenditure account and analysis of income.
3. That all financial KPIs remain forecast to be achieved.

#### **TU 3562 CAPITAL BUDGET (2019-20) and ESTATES PROGRAMME (2019-2024)**

It was **NOTED**:

1. That Members have been provided with proposals for expenditure on the Campus and associated infrastructure over the 5 year period 2019/20 - 2023/24 with Board approval being sought for the 2019/20 Capital Budget and the 2019/20 - 2023/24 Capital Programme.
2. **[FOI exempt – Prejudicial to Commercial Interests]**,
3. That this Report was considered by the Resources Committee at its meeting on 28 June 2019, and is recommended to the Board for approval.

It was **AGREED**:

4. To approve the inclusion within the financial forecasts of the expenditure on the estate for the period 2019/20 – 2023/24, on the understanding that any major projects would require specific Board authorisation.
5. To approve the 2019/20 Capital Budget on this basis.

**TU 3563 REVENUE BUDGET AND FINANCIAL FORECASTS 2019-24**

It was **NOTED**:

1. That Members have been provided with a detailed report (supported by a presentation, and discussion) on the 2019/20 budget and financial forecasts 2019-2024.
2. That this Report was considered by the Resources Committee at its meeting on 28 June 2019, and is recommended to the Board for approval.
3. That key objectives of the 2019-2024 Forecast are to:

**[FOI exempt – Prejudicial to Commercial Interests]**

It was **AGREED**:

4. To approve the 2019-2024 forecast for submission to the OfS.
5. To approve the 2019/20 Revenue Budget; and
6. Authorise Officers to allocate budgets for 2019/20 in line with the current Forecast.

**TU 3564 REVIEW OF STRATEGIC KPIS**

It was **NOTED**:

1. That, following the establishment of the initial suite of Teesside 2020 KPIs, a number of amendments, including definition changes, are now required to the Strategic Key Performance Indicators to reflect the changes in the external environment and to add clarity where appropriate.
2. That the proposed KPIs are aligned with the draft 2019-2024 financial forecast (TU 3563 refers).

Following discussion, it was **AGREED**:

3. To endorse the required changes to the Strategic Key Performance Indicator targets for 2019/20.

**TU 3565 TEESSIDE UNIVERSITY STUDENT'S UNION (TUSU) BLOCK GRANT**

It was **NOTED**:

1. That, it is a requirement of the Education Act 1994, that 'appropriate arrangements should exist for the approval of the Students' Union budget and the monitoring of its expenditure by the Governing Body'.
2. That this Report was considered by Resources Committee at its meeting of 28 June 2019, and is recommended to the Board for approval.

3. **[FOI exempt – Prejudicial to Commercial Interests],**

It was **AGREED**:

4. **[FOI exempt – Prejudicial to Commercial Interests],**

#### **TU 3566 STRATEGIC RISK MANAGEMENT – UPDATE NO 5**

It was **NOTED**:

1. That Members have been provided with an update on Strategic and Operational Risk Management activity which was endorsed by the Audit Committee at its meeting held on 10 June 2019.
2. That Strategic Risks have been updated by the relevant Risk Owners and provided to Members for review.
3. That the risk rating for Risk F (reputational risk relating to league tables) has increased from Minor to Medium which reflecting the recently published Complete University Guide (CUG).

It was **AGREED**:

4. To endorse the Strategic Risk Management update and the updated Strategic Risk Register.

#### **TU 3567 TREASURY MANAGEMENT POLICY ANNUAL REVIEW**

It was **NOTED**:

1. That, following annual review, with support from external advisers, Members have been provided with the updated Treasury Management Policy.
2. That the Policy has been updated to reflect legislative, including Office for Students, and governance changes.
3. That the University adopts the key recommendations of CIPFA Treasury Management in the Public Services: Code of Practice.

It was **AGREED**:

4. To approve the reviewed Treasury Management Policy.
5. To approve continued annual review of the Treasury Management Policy and to give authority for any minor amendments or housekeeping updates to be made by the Chief Operating Officer, in consultation with the Chair of the Resources Committee.

**TU 3568 INTELLECTUAL PROPERTY POLICY (IPP)**

It was **NOTED**:

1. That Members received the revised University IPP for both staff and students, following consideration and recommended Board approval, by the Resources Committee at its meeting of 28 June 2019.
2. That, as this Policy relates to both staff and students, it also received approval by the Academic Board at its meeting held on 10 July 2019.

It was **AGREED**:

3. To approve the revised IPP and the associate updated Internal Guidance/Toolkit on Commercialisation.
4. To delegate authority, for future review and approval, to the Academic Board and the People & Organisational Development Committee with a further review in 2020 and thereafter every two years.

**TU 3569 INSURANCE ARRANGEMENTS**

It was **NOTED**:

1. **[FOI exempt – Prejudicial to Commercial Interests]**,
2. That this proposal was considered at the meeting of the Resources Committee of 28 June 2019 and recommended to the Board for approval.

It was **AGREED**:

3. **[FOI exempt – Prejudicial to Commercial Interests]**,

**TU 3570 ANNUAL EQUALITY and DIVERSITY ANNUAL REPORT 2018**

It was **NOTED**:

1. That Members have been provided with the Equality and Diversity Annual Report 2018, previously considered and recommended to the Board for approval by the People & Organisational Development Committee at its meeting held on 14 June 2019.
2. That the Report summarises progress made by the University during 2018, against the four-year Equality and Diversity Action Plan (2016-2020), along with key statistical data, including the results of the 2018 Equal Pay Audit.
3. That it has been a particularly strong year with significant developments relating to the Action Plan, highlights of which include:
  - Athena Swan Bronze Institutional Award
  - Stonewall Top 100 Employer (ranking 47<sup>th</sup>)

4. That the University has also received recent notification of its successful application as a Disability Confident Leader- Level 3, the highest award available.

It was **AGREED**:

5. To approve the Equality and Diversity Annual Report 2018.

**TU 3571 OFS: TU INDIVIDUAL ALLOCATIONS: AUGUST 2019 - JULY 2020**

It was **NOTED**:

1. That the OfS has recently announced details of the recurrent grants for 2019/20, details of which have been provided to Members.

**TU 3572 STAFF HEALTH & WELLBEING STRATEGY and 2019/20 ACTION PLAN**

It was **NOTED**:

1. That Members have been provided with the recently developed Staff Health and Wellbeing Strategy which reflects the University's commitment to the health and wellbeing of its staff and will also form part of the University's submission for a Better Health at Work Award (Continuing Excellence Level).
2. That, as well as addressing a number of health and wellbeing priorities, the main focus of the associated Action Plan for 2019/20 relates to mental health and work related stress.
3. That the Strategy and associated Action Plan has been considered, and recommended for endorsement by the Board, by People and Organisational Development Committee at its meeting held on 14 June 2019.

It was **AGREED**:

4. To approve the Staff Health and Wellbeing Strategy and 2019/20 Action Plan.

**TU 3573 AUDIT COMMITTEE – 12 JUNE 2019**

It was **NOTED**:

1. That the Committee considered:
  - 1.1 Review of Terms of Reference and Work Plan 2019/20
  - 1.2 Strategic Risk Management Update No 5
  - 1.3 Draft Internal Audit Plan and Draft Internal Charter
  - 1.4 Review of Strategic Risk E
  - 1.5 Assurance Framework
  - 1.6 International Compliance Update No 5
  - 1.7 Risk and Control Assurance Update No 5
  - 1.8 Food Hygiene Report Update
  - 1.9 Internal Audit 2018/19:

- Education & Skills Funding Agency
- 1.10 External Audit Update
- 1.11 Prevent Duty Update No 5
- 1.12 Information Governance Update No 5
- 1.13 Cyber Security Update

**TU 3574 PEOPLE & ORGANISATIONAL COMMITTEE – 14 JUNE 2019**

It was **NOTED**:

1. That the Committee considered:
  - 1.1 Review of Terms of Reference and Work Plan 2019/20
  - 1.2 HR Policy Development and Review
  - 1.3 Equality and Diversity Annual Report 2018
  - 1.4 Health, Safety and Wellbeing Strategy (Wellbeing Action Plan 2019/20)
  - 1.5 General Staffing Update
  - 1.6 University Workforce Plan
  - 1.7 TU Pay and Grading/Staffing Structures
  - 1.8 Strategic Transformation & Change Programme Update
  - 1.9 National Pay Negotiations

**TU 3575 RESOURCES COMMITTEE – 28 JUNE 2019**

It was **NOTED**:

1. That the Committee considered:
  - 1.1. Review of Terms of Reference and Work Plan 2019/20
  - 1.2 University Seal
  - 1.3 Intellectual Property (Staff and Students) Policy
  - 1.4 2019/20 Revenue Budget and 2019-2024 Financial Forecasts
  - 1.5 Revenue Budget Monitoring Report 2018/19 Update No 5
  - 1.6 Capital Budget 2019/20 and 2019-2024 Estates Programme
  - 1.7 Treasury Management 2018/19 Update No 5
  - 1.8 Treasury Management Policy
  - 1.9 Procurement Strategy
  - 1.10 Insurance Arrangements
  - 1.11 Corporate Performance Report – Period 10 - 2018/19
  - 1.12 Office for Students TU Individual Allocation August '19 – July '20
  - 1.13 OfS Annual TRAC 2017-28 Sector Summary Report
  - 1.14 LGPS Consultation
  - 1.15 Spin-out Companies
  - 1.16 Students' Union Block Grant
  - 1.17 Student's Union 2018-19 Update No 5
  - 1.18 Capital and Estates Programme Monitoring Update No 5 - 2018/19

**TU 3576 PRO VICE-CHANCELLOR PORTFOLIO UPDATES**

It was **NOTED**:

1. That Members have received an update report on the key activities carried out within the portfolio of each Pro Vice-Chancellor, highlights of which include:

**[FOI exempt – Prejudicial to Commercial Interests],**

**TU 3577 NATIONAL PAY NEGOTIATIONS 2018-19**

It was **NOTED**:

1. **[FOI exempt – Prejudicial to Commercial Interests],**

**TU 3578 STUDENTS' UNION CODE OF PRACTICE**

It was **NOTED**:

1. That Members have been provided with the Code of Practice with Teesside University Students' Union (previously approved by the Board in July 2018) and, following annual consultation with the Students' Union, no further updates are required at this time.

**TU 3579 STUDENTS' UNION UPDATE**

It was **NOTED**:

1. That Members have been provided with an update outlining a number of hugely successful achievements for the 2018/19 academic year and look forward to welcoming students back for the forthcoming year.

**TU 3580 SCHEDULE OF MEETINGS AND EVENTS**

It was **NOTED**:

1. That the following times have been scheduled for meetings of the Board:

Friday 27 September 2019  
Friday 22 November 2019  
Friday 31 January 2020  
Friday 27 March 2020  
Friday 22 May 2020  
Friday 10 July 2020

2. That the Summer Graduation Ceremonies for 2019 will take place on Campus, from Monday 15 July 2019 to Friday 19 July 2019.