

**University Management Board**  
**Summary of Items for Discussion/Decision**  
**28 March 2023**

**UMB Annual Pattern of Work and Schedule of Delegation**

- The Board received the College Secretary and General Counsel's, Grainne Brankin, paper detailing the UMB Annual Pattern of Work and the Schedule of Delegation.
- The Board raised items to be added to the Annual Pattern of Work and Schedule of Delegation including, the Access and Participation Plan, annual REF and TEF discussions, and the list of sub-strategies.
- The Board approved the documents with the revised changes and agreed that they would be reviewed in six months at the October UMB meeting.

**Cyber Security Risk Deep Dive**

- The Board received the Chief Operating Officer's, Robert Kerse, Cyber Security Risk Deep Dive paper.
- The Board endorsed the recommendations to create an academic lead Cyber Security Task Force, to initiate third party cyber security risk assessments and to develop and promote cyber security awareness training.

**Total Remuneration Package – Local Pay Award and Pay Review<sup>1</sup>**

- The Joint Trade Unions presented the 2023/24 pay claim of a 10.5% increase with early implementation in May 2023. In addition, they presented the vote from the all staff meeting on Monday 27 March with 562 in favour of the motion to 'meet the Joint Trade Union claim and award a pay deal that reflects inflation, and to bring this year's pay claim implementation forward as early as possible'.
- The Director of HR, Harbhajan Brar, presented the Total Remuneration Package paper which included the Local Pay Award Mandate and the Discretionary Pay Review.
- The Board agreed the mandate for the Total Remuneration Package, including the local pay award.

**Review of Pay Supplement paid to staff opting-out of, or reducing the level of pension saving**

- The Board received the Director of HR's, Harbhajan Brar, Review of Pay Supplement paid to staff opting-out of, or reducing the level of pension saving paper.
- The Board agreed that staff should no longer be able to opt into the scheme, but that the scheme should continue at the current rates for existing recipients until employer contribution rates were confirmed on completion of the pension valuations.

### **Professional Services Transformation**

- The Board received the Chief Financial Officer's, Tony Lawrence, Professional Services Transformation paper.
- The Board endorsed the approach, and the Chief Financial Officer confirmed the recommendation for the preferred software vendor to support the revised processes would be presented to UMB in the summer as part of a full business case.

### **Court Membership Alumni intake**

- The Board received the Vice President (Advancement)'s, Michael Murphy, Court Membership Alumni Intake paper.
- The Board endorsed the recommended candidates to replace the six outgoing Court Members.

### **Fourth Graduation Ceremony Pilot**

- The Board received the Vice Provost (Education and Student Experience)'s, Peter Haynes, Fourth Graduation Ceremony Paper.
- The Board noted that an additional late ceremony would be unpopular among staff and students but also recognised that a third day at the Royal Albert Hall to accommodate increased student numbers was not currently possible, therefore the fourth ceremony pilot was approved.

### **AOB**

- The Director of HR, Harbhajan Brar, raised the Executive Sponsor for ABLE and thanked UMB members who had volunteered. It was confirmed that the Executive Sponsor would be agreed offline to ensure that all the staff networks were represented at UMB meetings.

**Next Meeting:** The April meeting of the University Management Board will be held on Tuesday 2 May 2023.

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<sup>1</sup>Tom Pike, UCU Representative, in attendance

<sup>1</sup>Greg Casson, Unison Representative, in attendance

<sup>1</sup>Trevor Stickland, Unite Representative, in attendance