

Minutes Meeting of the Executive Board

Date and time:	Tuesday 10 January 2012, 10am.
Present:	Professor D Shellard (in attendance via video conferencing for item 3), Professor A Ashton, Mr M Needham, Dr C Baines, Professor D Wilson (Chairman), Mr B Browne, Professor H Macpherson, Professor A Collop, Professor A Downton, Mrs K Law, Dr G Moran
In attendance:	Mr S Ambrose, Executive Officer to the Vice-Chancellor Mr K Perch, Head of Corporate Communications
Apologies:	No apologies for absence were received
Secretary:	Mr A Erdlenbruch, Executive Officer to the Chief Operating Officer

1 Minutes of the Executive Board held on the 19 December 2011

The minutes of the meeting held on Monday 19 December 2011 were approved as a correct record, subject to the correction of item 6, removing the reference to forming an inter-faculty group to investigate a close collaboration between the faculties and Demon FM.

2 Matters Arising

1. Executive Board Code of Conduct: It was noted that a revised version of the Executive Board Code of Conduct (which now takes into account the Bribery Act 2010) would be circulated to members by email for comment.
2. Arts & Humanities Research Council (AHRC) Bid: Members noted that the collaborative AHRC bid would be submitted in February 2012 and that the outcome would be announced in May 2012.
3. De Montfort Students' Union (DSU): The Executive Board noted that increasing student participation would be a university and Students Union priority for the forthcoming Students' Union elections.
4. International Student Fee Waivers: Members noted that a paper on international student fee waivers and the distribution of bursaries would be presented at the next meeting of the Executive Board.
5. Unitemps: Members noted that a memorandum of understanding had been signed

between the University of Leicester and the University of Warwick and would be signed and approved by De Montfort University (DMU) on 10 January 2012.

6. Employability: It was noted that the new employability strategy would be distributed amongst members of the Executive Board by email.
7. Responses from Faculties on Overseas Students Targets: It was noted that both the faculties of Technology and Health and Life Sciences were to meet with Martin Kendrick, Director of International Strategy, to discuss their challenging targets for overseas student recruitment.
8. Freedom of Information (FOI) / Data Protection Act (DPA): Members were reminded to nominate relevant members of staff from their departments/faculties for FOI and DPA training courses.
9. Staff Recognition Scheme: Members noted that a revised paper proposing the introduction of a staff recognition scheme would be brought to the Executive Board in February 2012. Members were again invited to provide ideas on what should be included in the scheme.
10. Staff Social Committee: Members noted that further discussions on identification of a suitable Chairman were required.

3 Vice-Chancellor's Report

The Executive Board received a report from the Vice-Chancellor on the following items of business:

1. Business Trip to the United States, Japan and Thailand: The Executive Board noted that the Vice-Chancellor was currently conducting a business trip to the United States, Japan and Thailand. It was further noted that the Vice-Chancellor had:
 1. Met with Reverend Jesse Jackson in Chicago to discuss a number of initiatives, including a proposed Centre for Diversity at DMU;
 2. Met with representatives from Knox College in Illinois to discuss establishing links between both institutions, including the possible establishment of a junior year abroad, joint degrees and UG-to-Masters study routes;
 3. Attended an alumni dinner in New York, and met with the Chancellor of De Montfort University, Lord Alli. It was further noted that Lord Alli would be visiting DMU on Friday 3 February 2012 and would meet with the Black and Ethnic Minority (BME) staff group during his visit;
 4. Received confirmation from the British Library that Shakespeare's First Folio and a copy of a Conan Doyle manuscript would be sent to Tokyo as part of a series of events organised by DMU in Japan, to coincide with the British government's Great! initiative between the 23 and 25 April 2012; and
 5. Scheduled further meetings in Tokyo and in Bangkok prior to his return to the UK.
2. Expenses: The Executive Board noted that a report detailing the Vice-Chancellor's expenses had been made available on the De Montfort University website. It was further noted that an article presenting a cost-benefit analysis of the Vice-Chancellor's business trips would also be published on the website, in due course. Members of the Executive Board endorsed the Vice-Chancellor's recommendation that they develop personal communication plans with Keith Perch, Head of Corporate Communications.

3. Executive Board Away Day: It was noted that an Executive Board Away Day would be held on Thursday 19 January 2012 as part of the DMU 2012 planning round. Members were asked to prepare reports on the progress achieved under their areas of responsibility in the Strategic Plan.

4 Recruitment and Admissions Report

The Executive Board noted the update on student recruitment and admissions activities. It was agreed to continue monitoring developments to the student recruitment numbers and adapting the marketing strategy appropriately.

5 Log of HEFCE & UUK Publications and Correspondences

Members noted the log.

6 Members' Updates

1. Staff Training: Members were asked to sign up relevant colleagues within their departments to Equality and Diversity and Data Protection courses.
2. Financial Management Changes and Process: It was noted that a new approach for bad debt provision was being piloted and the university would review learning from this project before altering the current approach.
3. Parabilis Procurement System: It was noted that the implementation of the new Parabilis procurement system was experiencing some managed delays. Members further noted that these delays were not significant and that implementation was expected in the next few weeks.
4. Research, and Learning and Teaching Strategies: It was noted that the Academic Board had approved both the Research and the Learning and Teaching Strategies and that work is underway to develop e-materials.
5. Student Charter: It was noted that the Student Charter Development Group would be taking into account issues raised by students that they viewed as important to include.
6. DSU: It was noted that DSU was in the advanced stages of recruiting a new Chief Executive Officer.
7. Professorial Appointments: Members received an update on the current round of professorial appointments.
8. ESRC / University Alliance (UA): Members noted that the Pro-Vice-Chancellor for Research and Innovation would be attending an ESRC and UA collaborative event on the future of doctoral training. It was noted that feedback on the meeting would be circulated to all members of the Executive Board.
9. Equality Challenges Unit: It was noted that new information was received on Research Excellence Framework (REF) submission rules by the Equality Challenge Unit and that this information would be forwarded to all academics at DMU.
10. UCAS consultation: Members noted the draft DMU response to the UCAS Admissions Process Review Consultation and agreed to forward comments to the Admissions and Student Recruitment teams.
11. Goodbye: Members noted that this would be the final meeting of the Executive Board for Kerry Law, Director of External Relations, and members expressed their gratitude for all her work and contribution to the university and wished her well for

her future role.

7 Any Other Business

There were no other items of business.

8 Date of the Next Meeting

The next meeting of the Executive Board would be held on Monday 23 January 2012 in Edith Murphy Building (Room 2.27), at 10am.