

AGENDA

SUSTAINABILITY AND RESOURCES COMMITTEE

Date:	Tues 05 November 2019	Time:	1530 (refreshments from 1500)
Location:	Boardroom, University House, Leek Road Campus		

Notes:

1. This Agenda is divided into three headings: Estates; Financials; and Human Resources / Employment. Each of these headings has a section 2 (For Discussion and/or Approval) and a section 3 (For Information).
2. Items marked with an asterisk (starred items) are for information only or regarded as noncontentious. Starred items will not be discussed and will be assumed to have been noted or approved unless a request to unstar a named item is received from a Board member in advance, or at the commencement, of the meeting.
3. Items classified as Confidential, and their subsequent minutes, will be redacted before publication of the agenda and minutes on the University's public website.

		Lead	Pgs												
1 MEETING MANAGEMENT															
1.1	Apologies for Absence	Clerk													
1.2	Declarations of Interest	Clerk													
1.3	Membership of the Committee for 2019/20: <table border="0"> <tr> <td>Constitution</td> <td>MEMBERSHIP</td> </tr> <tr> <td>External Members</td> <td>John Henderson Mike Herbert (Deputy Chair) Colin Hughes Jonathan Vardon (Chair)</td> </tr> <tr> <td>Student Representative</td> <td>Scott William-Smith (Vice-President, Students' Union)</td> </tr> <tr> <td>Staff Representative</td> <td>Hannah Gibbard (Professional Services Staff Rep)</td> </tr> <tr> <td>Vice Chancellor</td> <td>Professor Liz Barnes</td> </tr> <tr> <td>In attendance</td> <td>Ian Blachford, Chief Operating Officer & Clerk to the Board Professor Martin Jones, Deputy Vice Chancellor Sally McGill, Chief Financial Officer Andrew Proctor, Pro Vice Chancellor - Digital Sue Reece, Pro Vice Chancellor - Student Experience</td> </tr> </table>	Constitution	MEMBERSHIP	External Members	John Henderson Mike Herbert (Deputy Chair) Colin Hughes Jonathan Vardon (Chair)	Student Representative	Scott William-Smith (Vice-President, Students' Union)	Staff Representative	Hannah Gibbard (Professional Services Staff Rep)	Vice Chancellor	Professor Liz Barnes	In attendance	Ian Blachford, Chief Operating Officer & Clerk to the Board Professor Martin Jones, Deputy Vice Chancellor Sally McGill, Chief Financial Officer Andrew Proctor, Pro Vice Chancellor - Digital Sue Reece, Pro Vice Chancellor - Student Experience	Clerk	
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1.4	Minutes of the last meeting of the Committee, 21 May 2019 SR/10/01	Clerk	3-10												
1.5	Matters arising: <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <ul style="list-style-type: none"> • Minute 189 – Public Interest Disclosure Update – to note that this appeared elsewhere on the agenda (at H2.1). 														
1.5	Schedule of Business for the Academic Years 2019/20 SR/10/02	Clerk	11												
1.6	Committee Terms of Reference (APPROVAL) SR/10/03	Clerk	12-15												

		Lead	Pgs
ESTATES AND INFRASTRUCTURE (E)			
E2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)			
E2.1	Catalyst Building – Contract Award and Project Update (DISCUSSION) SR/10/04	DVC	16-19
E2.2		DVC	20-25
E2.3	Digital Institute London – Update (DISCUSSION) SR/10/06	COO	26-32
E3 FOR INFORMATION59			
E3.1	*Compliance/Maintenance Update* SR/10/07	DVC	33-39
E3.2	*RSM Internal Audit Report – Estates Management: Compliance* (referred from Audit and Risk Committee) SR/10/08	DVC	40-60
FINANCIALS (F)			
F2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)			
F2.1	Student Numbers and Projected Financial Impact: In-Year Update (DISCUSSION) SR/10/09	PVC - SE	61-65
F2.2	Financial Statements for y/e 31 July 2019 (APPROVAL): i. Draft 2018/19 Annual Review and Financial Statements, including Letter of Representation SR/10/10 plus Appx A & B (<i>available separately on SharePoint</i>) ii. Draft KPMG audit highlights memorandum and management letter SR/10/11 plus Appx A (<i>available separately on SharePoint</i>) iii. OfS Annual Accountability Return SR/10/12 (<i>available separately on SharePoint</i>) <i>The Financial Statements were discussed and approved at Audit and Risk Committee on 29 October 2019 and will be presented for formal approval at Board of Governors on 20 Nov 2019.</i>	CFO	Available on Share-Point
F3 FOR INFORMATION			
F3.1	*Students' Union Accounts 2018-19 (draft)* SR/10/13	CFO	66-89
F3.2	*Management Accounts to 30 Sept 2019 (month 2)* SR/10/14	CFO	90-101
F3.3	Financial impact of the termination and managed teach-out of Collaborative Academic Partnerships (CAPs) SR/10/15	PVC – P&E	102-108
HUMAN RESOURCES/EMPLOYMENT (H)			
H2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)			
H2.1	Public Interest Disclosure (2018) Update (DISCUSSION) (referred from Audit and Risk Committee) SR/10/16	COO	109-133
H3 FOR INFORMATION			
H3.1	*Review of Organisational Structures and Staff Capability* SR/10/17	COO	134-135
H3.2	*Cost of Living Pay Award * SR/10/18	COO	136-137
4 ADDITIONAL MATTERS			
4.1	How have we made a positive impact on our students today?	Clerk	
4.2	Any additional matters	Clerk	
4.3	Items to be referred to Audit and Risk Committee	Clerk	
4.4	Items to be referred to Board of Governors	Clerk	
4.5	Next meeting: Tues 17 March 2020 (Boardroom, University House)		