

# AGENDA

## SUSTAINABILITY AND RESOURCES COMMITTEE, SR-11

**Date:** Tues 17 March 2020

**Time:** 1300

**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
<b>1 MEETING MANAGEMENT</b>			
1.1	<b>Apologies for Absence</b>	Clerk	
1.2	<b>Declarations of Interest</b>	Clerk	
1.3	<b>Minutes of the last meeting of the Committee, 5 Nov 2019 SR/11/01</b>	Clerk	3-9
1.4	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>• <b>Minute 184 (arising from minute 160 and minute 2488, BofG) – Lichfield Coach Park, Squires View and Cotes Heath</b> – to note that these items were included elsewhere on the agenda (Estates Projects Update).</li> <li>• <b>Minute 234</b> - the Terms of Reference for the Committee had been approved at the November 2019 Board of Governors meeting.</li> <li>• <b>Minute 235</b> – the catalyst building contract award paper was approved by the Board of Governors, following the last meeting of the Sustainability and Resources Committee.</li> <li>• <b>Minute 236</b> – the Estates Update paper had been referred to the November 2019 Board of Governors meeting for noting.</li> <li>• <b>Minute 237</b> – the closure report on the Digital Institute London appeared later on the committee agenda and the update from the last committee had been referred to the November 2019 Board of Governors meeting for noting.</li> <li>• <b>Minute 241</b> – the Financial Statements and OfS Accountability Return had been approved at the November 2019 Board of Governors meeting. Pensions had not been discussed at the BofG Strategic Event due to preparatory work still being undertaken, however an update on the LGPS Triennial Valuation appeared on this committee agenda.</li> <li>• <b>Minute 242</b> – the Student Union accounts had been referred to the November 2019 Board of Governors meeting for noting.</li> <li>• <b>Minute 243</b> – the Management Accounts to Sept 2019 (month 2) had been referred to the November 2019 Board of Governors meeting for noting.</li> <li>• <b>Minute 242</b> – the financial impact of the termination and managed teach out of collaborative academic partnerships had been referred to the November 2019 Board of Governors meeting for noting.</li> </ul>		
1.5	<b>*Schedule of Business for the Academic Year 2019/20*</b> SR/11/02	Clerk	10-11
<b>ESTATES AND INFRASTRUCTURE (E)</b>			
<b>E2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)</b>			
E2.1	<b>Catalyst Building – Project Update (DISCUSSION)</b> SR/11/03	DVC	12-14

		<b>Lead</b>	<b>Pgs</b>
E2.2	<b>Estates Projects Update (DISCUSSION)</b> SR/11/04	PVC - D	15-17
E2.3	<b>Digital Institute London – Implementation Report (DISCUSSION)</b> SR/11/05	COO	18-38
E2.4	<b>Sustainability Strategy (DISCUSSION)</b> SR/11/06	CFO	39-51
<b>E3 FOR INFORMATION</b>			
E3.1	<b>*Compliance/Maintenance Update*</b> SR/11/07	PVC – D	52-64
E3.2	<b>*Student Journey: Residences Internal Audit Report (2018-19 plan)*</b> SR/11/08 ( <i>referred from Audit and Risk Committee</i> )	PVC – D	65-84
E3.3	<b>*UUK/Guild HE Code of Practice for the Management of Student Housing – Compliance Review (2019-20 plan)*</b> SR/11/09 ( <i>referred from Audit and Risk Committee</i> )	PVC - D	85-108
<b>FINANCIALS (F)</b>			
<b>F2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)</b>			
F2.1	<b>Student Numbers &amp; Projected Financial Impact: In-Year Update (DISCUSSION)</b> SR/11/10	CFO	109-115
F2.2	<b>Pensions: LGPS Triennial Valuation (DISCUSSION)</b> SR/11/11	CFO	116-124
F2.3	<b>Staffordshire University Pension Scheme Update (DISCUSSION)</b> SR/11/12	COO	125-127
F2.4	<b>Review of Travel and Expenses Policy (APPROVAL)</b> SR/11/13 ( <i>referred from Remuneration Committee</i> )	CFO	128-148
F2.5	<b>Value for Money (DISCUSSION)</b> SR/11/14	CFO	149-157
<b>F3 FOR INFORMATION</b>			
F3.1	<b>*Half-Year Management Accounts to 31 Jan 2020*</b> SR/11/15	CFO	158-178
F3.2	<b>*Treasury Management Report (Nov 2019 – Feb 2020)*</b> SR/11/16	CFO	179-184
F3.3	<b>Schools and Colleges Liaison Internal Audit Report (2019-20 plan)</b> ( <i>referred from Audit and Risk Committee</i> ) SR/11/17	PVC-P&E	185-195
<b>HUMAN RESOURCES/EMPLOYMENT (H)</b>			
<b>H2 FOR DISCUSSION AND/OR APPROVAL (marked below accordingly)</b>			
H2.1	<b>Employee Engagement Survey – Update (DISCUSSION)</b> SR/11/18	COO	196-198
H2.2	<b>Connected Culture – Cultural Change Project (DISCUSSION)</b> SR/11/19	COO	199-205
H2.3	<b>*Human Resources &amp; Organisational Development Annual Report 2018-19* (DISCUSSION)</b> SR/11/20	COO	206-248
H2.4	<b>*Equality, Diversity and Inclusion Annual Report 2018-19* (DISCUSSION)</b> SR/11/21	COO	249-287
<b>H3 FOR INFORMATION</b>			
H3.1	<b>Casualisation of the Workforce</b> SR/11/22	COO	288-292
H3.2	<b>*Review of Organisational Structures and Staff Capability*</b> SR/11/23		293-295
H3.3	<b>*Cost of Living Pay Award*</b> SR/11/24	COO	296-297
<b>4 ADDITIONAL MATTERS</b>			
4.1	<b>How have we made a positive impact on our students today?</b>	Clerk	
4.2	<b>Any additional matters</b>	Clerk	
4.3	<b>Items to be referred to Audit and Risk Committee</b>	Clerk	
4.4	<b>Items to be referred to Board of Governors</b>	Clerk	
4.5	<b>Next meeting:</b> Tues 18 May 2020 (Boardroom, University House)		