

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Friday 23 June 2023, St Andrew's Court, Boardroom 4.18
PRESENT	David Madoc-Jones (Chair) Roger Burke-Hamilton Madeline Denmead Professor Graham Galbraith Vineet Khurana (via videoconference) (To Minute 91) David Willan Christopher Williams (to Minute 92)
IN ATTENDANCE	Dr Rich Boakes, Staff Representative Dr Adrian Hull, Academic Council Nominated Staff Governor (from Minute 86) Dominic Owen, UPSU Elected Officer Bernie Topham, Deputy Vice-Chancellor and Chief Operating Officer Emma Woollard, Executive Director of Finance Kerry West, Senior Management Accountant (Minute 86) Jon Ward, Chief Information Officer (Minute 88) Simon Gardner, Cyber Security Manager (Minute 88) Tahir Ahmed, Director of Estates and Campus Services (Minute 89 to 91) Sarah Duckering, Director of Research and Innovation Services (Minute 91) Professor Adam Amara, Director of the Institute of Cosmology and Gravitation (Minute 91)
SECRETARIAT	Claire Dunning, Executive Director of Corporate Governance and Clerk Jacqui Bryden, Senior Governance Officer

83 Welcome, apologies, declaration of interests and apologies

- i. Apologies were received from Penny Emerit, External Governor.
- ii. There were no interests to declare.
- iii. The Clerk confirmed that the meeting was quorate and could proceed to business.

84 Minutes of the previous meeting

The minutes of the meeting held on 15 March 2023 were confirmed as an accurate record subject to the addition of a minute after 74(ix) as follows: A space utilisation survey would be undertaken to measure the use of building and office space and identify the University's future needs.

Action: Senior Governance Officer

85 Matters actioned and matters arising

- i. Claire Dunning, Executive Director of Corporate Governance, reported that:
 - a. The tracker for significant strategic projects had been populated and the risk score identified.
 - b. Confidential item.

- c. Confidential item.
- d. The OfS report on data for Transparent Approach to Costing (TRAC) was provided to the Committee and would be reviewed by the University's TRAC Working Group.
- e. Following the appointment of the Interim Head of Continuous Improvement, there were five immediate areas of focus. The strategy and plans to develop continuous improvement would be presented to the next meeting in September.

Action: Senior Governance Officer

- ii. There were no other matters arising that were not covered above or as discrete items elsewhere on the agenda.

86 Budget 2023/2024 - confidential item

87 Executive Director of Finance Report

Emma Woollard, Executive Director of Finance, provided a report on financial issues not covered in substantive items elsewhere on the agenda. Committee noted the report.

88 Cyber Security Annual Report

Jon Ward, Chief Information Officer and Simon Gardner, Cyber Security Manager presented the annual report on managing the evolving threats to cyber security at the University.

- i. Cyber security remained a persistent threat. To manage vulnerabilities, £13m had been set aside in 2024 and £2.4m in 2025 to implement a Cyber Security Improvement Programme.
- ii. Work would be undertaken to make the network more secure by the implementation of partitioning within the network structure.
- iii. Four staff had been appointed in the dedicated cyber security team and were making progress in achieving a more proactive model of delivery.
- iv. Users remained the greatest risk to system security and awareness training had been implemented in tranches over the last year. The training was mandatory and uptake and completion would be analysed to fulfil this requirement and to reinforce the mandatory nature of the training. Training for students would be developed for delivery during their Induction.
- v. It was important to develop a regular and connected communications plan to include further awareness events and face to face meetings within faculties and departments.
- vi. The Cyber Security Roadmap set out to provide a commitment to protect the University's systems and information and would track relevant quantitative metrics. Networks had been developed to enable communication and information sharing.
- vii. Committee noted the annual update and reaffirmed its support for the proactive steps taken to protect the University.

89 Student Accommodation Strategy – confidential item

90 Estates High Level Update Report – confidential item

91 PRISM - confidential item

92 Committee Evaluation Self-Assessment

Claire Dunning, Executive Director of Corporate Governance provided a proposed self-assessment questionnaire to facilitate Committee reflection upon its effectiveness and the value-added contribution that it makes to the delivery of the University's strategic objectives. Self-assessment had not been carried out since 2019 due to the pandemic and changes in membership and the format of the committee.

- i. Feedback was requested on the draft self-assessment questionnaire in correspondence.
- ii. Following discussion, Committee:
 - a. Agreed that a self-assessment exercise would be conducted over the summer.
 - b. Noted that anonymised results will be discussed at a future meeting.

93 Information Services Report

The Committee received and noted a report from Jon Ward, Chief Information Officer on the progress of the key Information Services programmes and projects.

94 Project Board Summary

Under its terms of reference, the Committee periodically received progress updates from the project boards linked to its remit. For the record, Committee noted the current governor membership of project boards:

- i. Sports Centre Project Board: David Wilding.
- ii. Victoria Site Project Board: Chris Williams.
- iii. London Campus: Liz Jolly

95 University Management Accounts to 30 April 2023 – confidential item

96 Subsidiary Management Accounts to 30 April 2023

The University of Portsmouth Subsidiary Company forecast results for the year 2022/23 as at end April 2023 were noted.

97 Office for Students (OfS) circulars

Committee noted that OfS circulars could be found on their website at:

<https://www.officeforstudents.org.uk/publications/>

98 Record of Thanks

It was noted that it was the last meeting for two Committee members and a formal record of thanks was noted. The Committee wished them both well in their future endeavours.

- i. Dom Owen, UPSU Elected Officer would finish his term of office on 30 June 2023 to return to complete his studies at the University.
- ii. Bernie Topham would retire from the University on 31 August 2023 having made a significant contribution to the development of the University since 2013 and to the Committee since 2011.

99 Date of next meeting

The next meeting would take place at 10:30 on Friday 19 September 2023.