

APPROVED

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON THURSDAY 17 FEBRUARY 2022 VIA MICROSOFT TEAMS

PRESENT: M X Wang (Chair) C Morgan
J Bairamian P Wales
Dr P Bonfield C Wilson
D Hoyle

IN ATTENDANCE: D Barratt C Lloyd (Minute 21.29)
J Cappock (Company Secretary) E McMillan (Clerk to the Court)
L Cole (Minute 21.29) A Norris (Minute 21.27)
C Hinge R Poole
J Lamarque (Secretary) I Wilmot

APOLOGIES: S Wylie (Deputy Chair)

21.23 ANNOUNCEMENTS

- 21.23.1 The Chair welcomed members and attendees to the meeting, in particular Charlotte Morgan (independent governor) and Charlotte Wilson (independent non-governor member), who recently joined the Committee.
- 21.23.2 Members noted apologies for the meeting as recorded above.
- 21.23.3 Members did not declare any interest in the matters on the agenda.
- 21.23.4 The Chair confirmed there were no requests to discuss starred items or to raise any items of business not on the agenda.

21.24 SAFETY, HEALTH AND WELLBEING UPDATE

- 21.24.1 John Cappock, University Secretary and Chief Operating Officer (USCOO)/Chair of the Being Safe, Feeling Safe Group, updated members on activities overseen by the Being Safe, Feeling Safe Group since the last meeting.
- 21.24.2 The USCOO reported that, following the removal of COVID-19 restrictions nationally, the University intends to relax restrictions in the week commencing 21 February 2022. Members noted that some safety measures will be continued (e.g., endorsement of face coverings and dedicated email addresses to report concerns).
- 21.24.3 Members noted that the COVID testing regime remains under discussion and negotiation.
- 21.24.4 In response to a member's query, the USCOO confirmed that the University continues to work with the Directors of Public Health in Brent and Westminster and students are encouraged to get COVID vaccines, with the booster buses on campus providing easier access.

21.25 UNDERGRADUATE, POSTGRADUATE AND OTHER FEE PROPOSALS 2023/24

- 21.25.1 Ian Wilmot, Director of Finance, presented the proposals for 2023/24 (Document RES 220217A).

21.25.2 In response to a member's query, the Director confirmed that information on fees charged by other universities is available to all in the sector and does not infringe on rules on use of such information.

21.25.3 **APPROVED** Undergraduate, postgraduate and other fees for 2023/24 to be implemented as proposed.

21.26 UNIVERSITY FINANCIAL PERFORMANCE

21.26.1 The Director of Finance presented the Management Accounts report for December 2021 (Period 5) (Document RES 220217B).

21.26.2 The Director reported that financial performance is ahead of forecast, largely due to a very successful recruitment campaign in January, cash reserves are healthy and capital expenditure is in line with expectation for the period.

21.26.3 In response to a member's query, the Director reported that the January 2021 intake was increased as a mitigation for the impact of COVID-19 and as it was successful it was continued for January 2022. Members noted that the UK HE sector has benefitted from other countries restricting entry to overseas students and that colleagues will review which courses have been most popular for January starts to inform future plans.

21.26.4 A member asked about the staff costs to income ratio and the Director of Finance confirmed it is in line with the original budget.

21.27 PEOPLE STRATEGIC UPDATE

21.27.1 Duncan Barratt, Director of Human Resources and Safety, Health and Wellbeing (Director of HR) gave an oral update on progress and completion status for the 24 workstreams within the People Strategy 'Being Me, Being Westminster'.

21.27.2 The Director of HR informed members that Being Me, Being Westminster will be reviewed to ensure alignment with the refreshed University Strategy.

21.27.3 Andy Norris, Head of Culture and Inclusion, presented the Equality, Diversity and Inclusion (EDI) Data Monitoring and Benchmarking report for 2020/21 (Document RES 220217C), which is an extract from the EDI Annual Report 2020/21.

21.27.4 The Head of Culture informed members that the EDI annual report 2021/22 will include data from the Report and Support platforms and that the next Colleague Wellbeing Survey will be launched shortly.

21.27.5 In response to a member's query the Head of Culture and Inclusion confirmed that the University publishes EDI information, including the EDI Strategy, EDI Policy, EDI Committee papers and the EDI/Black Lives Matter commitments on the website.

21.27.5.1 **ACTION Head of Culture and Inclusion** to provide a copy of the EDI action plan to the Secretary for circulation to members.

21.27.6 A member queried the number of voluntary leavers in the report as it matches the figure for all leavers.

21.27.6.1 **ACTION Director of HR** to check the accuracy of the information.

21.27.7 A member discussed with the Head of Culture and Inclusion how the data could be used to demonstrate to potential employers that our students have been studying within a diverse culture and when advertising job vacancies as an example of the working environment.

21.27.8 A member queried how the University deals with EDI issues raised by students and the Head of Culture and Inclusion briefed members on the Report and Support platforms for students and

colleagues, including plans for reporting on the types of issues raised, how they are being progressed and support needs.

21.28 DIGITAL STRATEGIC UPDATE

- 21.28.1 Russell Poole, the Director of Information Systems and Support (ISS), presented an update on strategic matters relating to the digital environment (Document RES 220217D).
- 21.28.2 In response to members' queries, the Director of ISS reported that there had been resistance from some academic colleagues to using their own devices for the multi-factor authentication app and colleagues are exploring how to resolve the matter.
- 21.28.3 In response to a member's query, the Director of ISS explained that various options to address issues of access to systems are being addressed for those in need. He noted that connectivity issues are more challenging as they depend on personal circumstances, location and whether connections are shared with others in the household. Members noted that this is addressed in the Education Strategy, e.g., not streaming live all the time, or sharing large files.

21.29 ESTATES STRATEGIC UPDATE

- 21.29.1 Chris Hinge, the Director of Estates, Planning and Services (EPS) informed members that the built environment development plan continues to evolve. He gave an oral report on the capital expenditure budget for this year and flagged three new projects, two of which will be submitted as proposals for funding from the Quintin Hogg Trust.
- 21.29.2 Members received an update on lease negotiations at the Quintin Hogg Memorial Sports Ground, Chiswick (Document RES 220217E).

Centre for Employability and Enterprise (29 Marylebone Road Project)

- 21.29.3 Linsey Cole, the Director of Business Engagement, gave an oral update on progress in the 29 MR project. She reported that Stage 3, which includes engagement with colleagues and students and ISS on the design and developing communication plans, is due to complete in April 2022.

Student Hub

- 21.29.4 Caroline Lloyd, the Director of Student and Academic Services, gave an oral update on progress in developing the Student Hub business case. She reported that as an interim measure a 'one stop shop' model will be implemented from September 2022.
- 21.29.5 Members noted that the business case is due for submission to Resources Committee on 28 April 2022.

21.30 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 21.30.1 **AGREED** Members confirmed the minutes of the meeting held on 9 November 2021 (Document RES 220217F) are an accurate record.
- 21.30.2 Members noted an update on actions and matters arising from previous meetings (Document RES 220217G).
- 21.30.3 **Pensions options (Actions 20.51.4.1 and 20.21.11.1)** The Director of Finance informed members about a Universities UK (UUK) consultation on a response to the 2020 USS pension scheme valuation. Members noted that due to the small number of colleagues in the USS, the University did not respond to the UUK consultation and does not intend to publish a statement on USS.

21.31 ANY OTHER BUSINESS

- 21.31.1 Members did not raise any other items of business.

21.32 SICKNESS ABSENCE AND ILL HEALTH POLICY

21.32.1 **AGREED** Updates to the Sickness Absence and Ill Health Policy (Document RES 220217H) to be recommended to the Court of Governors for approval.

21.33 TREASURY MANAGEMENT MID-YEAR REVIEW

21.33.1 Members noted the Treasury Management mid-year review report (Document RES 220217I).

21.34 STUDENT ACCOMMODATION FEES 2022/23

21.34.1 Members noted the Student Accommodation Fees 2022/23 as approved by the University Executive Board (Document RES 220217J).

21.35 DATES OF FUTURE MEETINGS

Meetings will be onsite with the option to participate remotely via Microsoft Teams.

Thursday 28 April 2022 at 4.00pm

Thursday 23 June 2022 at 4.00pm