

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON THURSDAY 28 APRIL 2022
VIA MICROSOFT TEAMS**

PRESENT: M X Wang (Chair) P Wales
J Bairamian C Wilson (from Minute 21.39)
Dr P Bonfield S Wylie (Deputy Chair)
T Sketchley

IN ATTENDANCE: H Barma, Halpin Partnership (Observer) J Lamarque (Secretary)
D Barratt C Lloyd (Minute 21.38 and 21.39)
J Cappock (Company Secretary) E McMillan (Clerk to the Court)
L Cole (Minute 21.38 and 21.39) S Norris (Minute 21.38 and 21.39)
A Foderaro (Minute 21.38 and 21.39) R Poole

APOLOGIES: C Hinge (attendee) C Morgan
D Hoyle I Wilmot (attendee)

21.36 ANNOUNCEMENTS

21.36.1 The Chair welcomed members and attendees to the meeting, in particular Tim Sketchley who recently joined the Committee as a non-governor member, and Hanif Barma, Halpin Partnership, who was observing the meeting as part of the Governance Effectiveness Review.

21.36.2 Members noted apologies for the meeting as recorded above.

21.36.3 Members did not declare any conflict of interest for the matters on the agenda.

21.36.4 The Chair confirmed that the starred items on the agenda that require approval would need to be discussed and reminded members to approve starred items and/or add comments on Decision Time in advance of the meeting.

21.36.5 The Chair confirmed there were no requests to raise any items of business not on the agenda.

21.37 SAFETY, HEALTH AND WELLBEING UPDATE

21.37.1 John Cappock, University Secretary and Chief Operating Officer (USCOO)/Chair of the Being Safe, Feeling Safe Group, updated members on activities overseen by the Group since the last meeting.

21.37.2 The USCOO reported that communication plans are under development so that students are clear about the expectations on education providers.

21.37.3 Members heard that the cleaning regime has been regularised, messaging around face coverings has been refined and the focus is on ventilation with CO2 monitors being installed.

21.37.4 In response to a member's query, the USCOO confirmed that COVID-19 case rates at the University are very low.

21.38 STUDENT HUB BUSINESS CASE DEVELOPMENT UPDATE

- 21.38.1 Caroline Lloyd - Director of Student and Academic Services (SAS), Alessandra Foderaro - Deputy Director (Capital Projects) and Sian Norris - Senior Project Manager, provided an update on the development of the Student Hub business case (Document NOM 220428A).
- 21.38.2 A member asked for an update on the planning process and the Deputy Director (Capital Projects) responded that the project team is engaging a consultant to put forward the pre-planning application as planning permission is a major risk area.
- 21.38.3 In response to a request from a member, the Director of SAS confirmed that the business case will show the risks of proceeding with the project as well as not proceeding.
- 21.38.4 The Clerk to the Court of Governors and Head of University Governance informed members that the final business case will be circulated early so the project team can consider the issues raised and address them in the business case or at the meeting.
- 21.38.5 In response to a member's query, the Director of SAS confirmed plans for the space at Little Titchfield Street left vacant by moving the library.

21.39 CENTRE FOR EMPLOYABILITY AND ENTERPRISE AT 29 MARYLEBONE ROAD

- 21.39.1 Linsey Cole - Director of Business Engagement (BE) presented an update on the Centre for Employability and Enterprise at 29 Marylebone Road (29 MR) (Document RES 220428B).
- 21.39.2 Members heard that project delivery is on time and within the agreed budget, with the planning application due to be submitted in May 2022. The Director reported that the project has started to engage with the local community, and they are generally supportive. Members heard that next steps include work on the procurement strategy.
- 21.39.3 Tim Sketchley, the independent (non-governor) committee member who is observing 29 MRD Project Steering Group meetings on behalf of the Committee and the Court of Governors, updated members on his recent visit to the 29 MR site and a meeting with the project team.
- 21.39.4 A member raised a query on the contingency fund and the Deputy Director (Capital Projects) reported that it is expected that the funds will be spent to mitigate risks, such as delays to the planning process (which is on target for mid-May).
- 21.39.5 In response to a member's request to factor in some savings, the Director of BE confirmed that the project team's response to this challenge would be included in the update for the next meeting.
- 21.39.5.1 **ACTION** Director of BE and independent (non-governor) committee member to agree the format and content of project update reports prior to the next meeting.

21.40 ENABLING STRATEGIES

- 21.40.1 Russell Poole - Director of Information Systems and Support (ISS) provided an update on the Digital Environment (Document RES 220428Cii).
- 21.40.2 A member commented on the increased budget for Cyber Security and the USCOO confirmed that a lot of progress had been made leading to a more reassuring position.
- 21.40.3 In response to a member's query around supply chain breach and risk, the Director of ISS reported that the University is working with transnational partners, including commenting on risks in their systems and running workshops.

21.40.4 A member asked about the cost of Project Managers and whether the University is also developing internal talent. The Director of ISS confirmed that the University does not use contract Project Managers; however, noted that the employment market is fluid and there is a challenge to meet salary expectations and tailor employment packages to attract new colleagues.

21.40.5 Duncan Barratt, Director of Human Resources and Organisational Development and Wellbeing (Director of HR), updated members on work to refresh the people strategy Being Me, Being Westminster (Document RES 220428Ci).

21.40.6 The Director of HR updated members on strategic workforce challenges and answered queries about salary costs, plans to address known issues and capacity within the HR to deliver those plans.

21.41 UNIVERSITY FINANCIAL PERFORMANCE

21.41.1 The USCOO presented the management accounts report for February 2022 (Document RES 220428D).

21.41.2 Members heard that the overall position is satisfactory and consistent with the last report. He explained that there is better student retention with few withdrawals, some grant income has been received early, recruitment is underway for a reasonable number of colleague vacancies, and borrowings are down £3m on last year.

21.41.3 The USCOO confirmed that the University is fully covenant compliant.

21.41.4 In response to a member's query on the debt position, the USCOO confirmed that the University capitalises all major works and the cash generated over the year is available for investment. The USCOO agreed to discuss how the University judges feasibility of capital projects with the new committee member outside the meeting.

21.41.5 A member queried the reason for the increase in the 'Other debtors' figure.

21.41.5.1 **ACTION USCOO** to respond to a query after consultation with the Director of Finance.

21.42 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

21.42.1 **AGREED** Members confirmed the minutes of the meeting held on 17 February 2022 (Document RES 220428E) are an accurate record.

21.42.2 Members noted an update on actions and matters arising from previous meetings (Document RES 220428F).

21.42.3 **People strategic update (Actions 21.27.5.1 and 21.27.6.1):** Members received a copy of the Equality, Diversity and Inclusion action plan and noted that the Head of Culture and Inclusion included corrected graphs and narrative on voluntary leavers prior to submission to the Court.

21.43 ANY OTHER BUSINESS

21.43.1 A member asked if the University was considering a programme for refugees and offered to make connections with her employers who were running such a scheme. The Director of HR responded that the University is supporting any colleagues or students that are affected by current global conflicts and the Vice-Chancellor informed members that the University is working with Universities UK on the national sector response.

21.44 STAFF DISCIPLINARY POLICY AND PROCEDURE

21.44.1 **AGREED** Members recommend the Staff Disciplinary Policy and Procedure (including the Staff Code of Conduct) to the Court of Governors (Document RES 220428G).

21.45 STAFF GRIEVANCE POLICY AND PROCEDURE

21.45.1 **AGREED** Members recommend the Staff Grievance Policy and Procedure to the Court of Governors (Document RES 220428H).

21.46 PROFESSIONAL BOUNDARIES AND PERSONAL RELATIONSHIPS POLICY

21.46.1 **AGREED** Members recommend the Professional Boundaries and Personal Relationships Policy (formerly known as the Staff/Student Relationships Policy) to the Court of Governors (Document RES 220428I).

21.47 UWSU FINANCIAL STATEMENTS 2020/21

21.47.1 Members noted the UWSU Financial Statements for 2020/21 (Document RES 220428J).

21.48 UWSU BLOCK GRANT BID AND STRATEGIC PLAN 2022-25

21.48.1 Members noted the UWSU block grant bid and strategic plan for 2022-25 (Document RES 220428K).

21.49 DATES OF FUTURE MEETINGS

Thursday 23 June 2022 at 4.00pm

Thursday 15 September 2022 at 4.00pm

Thursday 8 November 2022 at 5.30pm*

Thursday 9 January 2023 at 4.00pm**

Thursday 16 February 2023 at 4.00pm

Thursday 27 April 2023 at 4.00pm

Thursday 22 June 2023 at 4.00pm

* Later start time as preceded by attendance at Audit Committee from 4.30pm

** Provisional - only goes ahead if required to consider urgent major project proposals