

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 12
JANUARY 2021 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mrs E McMillan (Minute taker)	Mr I Wilmot (Minute 20.72)
APOLOGIES:	Mrs J Lamarque (Secretary)	

20.69 ANNOUNCEMENTS

- 20.69.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda for the meeting.
- 20.69.2 **Apologies:** Apologies were noted as above.
- 20.69.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items or to discuss items not on the agenda.
- 20.69.4 **Chair's business**
The Chair reported that the Students' Union Sabbatical Officers welcomed the current work exploring implementation of the Education Strategy.
- 20.69.5 The Chair informed members that he will take up a new appointment as Chair of the IOSH Board of Trustees from 1 February 2021.

20.70 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 20.70.1 The minutes of the UEB meeting held on 8 December 2020 (Document UEB 210112A) were agreed as an accurate record.
- 20.70.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210112B) and confirmed those that were now complete.

20.71 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 20.71.1 The University Secretary and Chief Operating Officer (USCOO)/ Chair of the Being Safe Feeling Safe team updated members on the recent COVID Being Safe, Feeling Safe Team meeting.
- 20.71.2 Members discussed the third national lockdown and matters relating to access to University buildings, critical worker status and the approach to onsite teaching and learning.
- 20.71.3 The USCOO reported that mitigations are in place to address the reliance on public transport to access some sites ensuring the University continues to provide pastoral support to students onsite.
- 20.71.4 Members discussed colleague wellbeing and measures that could be taken to address colleague absences.
- 20.71.5 Members noted their support for closure of specific work spaces (e.g. laboratories, studios, IT suites) where this is necessary due to lack of availability of technical support.

- 20.71.6 The Deputy Vice-Chancellor (DVC) for Education briefed members and received support for proposals to be submitted to Academic Council for temporary changes to academic regulations in response to the ongoing impact of the Covid-19 pandemic¹. The DVC (Education) answered a new member's queries on the University's approach to Covid-19 issues raised by students.

20.72 FIVE-YEAR FORECAST AND SUBMISSION TO THE OFFICE FOR STUDENTS

- 20.72.1 Ian Wilmot, Director of Finance, presented the five-year forecast and the workbook and commentary for submission to the Office for Students (OfS) (Document UEB 210112C).
- 20.72.2 Members noted that the OfS extended the deadline for submission of five-year forecasts from 31 December 2020 to 3 March 2021 to provide HE Institutions with time to better assess the financial impact Covid-19 might have on financial sustainability.
- 20.72.3 The Director of Finance informed members that the five-year forecast has been prepared using the actual/forecast enrolment numbers for 2020/21 and the student recruitment numbers from the 2021/22 Student Number Planning round held in December 2020.
- 20.72.4 The Director of Finance presented a version of the table showing the financial position for five years up to and including FY24/25 that had been updated since circulation of papers.

20.72.4.1 ACTION Director of Finance to submit a revised report for the record.

- 20.72.5 Members discussed the metric for staff costs as a percentage of income and noted that the newly appointed Head of College for Design, Creative and Digital Industries is working with senior colleagues to gain assurance and to prepare for Student Number Planning round 2.
- 20.72.6 **AGREED** Five-year income and expenditure forecast report to be submitted to the Resources Committee.
- 20.72.7 **AGREED** Members recommend the OfS Annual Financial Return 2020 workbook and supporting commentary to the Resources Committee and the Court of Governors.

20.73 MANAGEMENT ACCOUNTS PACK – NOVEMBER 2020

- 20.73.1 Members noted the management accounts pack for November 2020 – Period 4 (Document UEB 210112D).

20.74 RESEARCHER DEVELOPMENT CONCORDAT

- 20.74.1 Under delegated authority from the Court of Governors, members noted the progress of the Researcher Development Working Group in aligning the University's practice with the updated Concordat to Support the Career Development of Researchers (Document UEB 210112E).
- 20.74.2 **AGREED** Researcher Development Concordat and HR Excellence in Research Award Four Year Review report to be published on the University website.

20.75 AWAY DAY CONCLUSIONS

- 20.75.1 The DVC Education presented a summary of the conclusions from the UEB away day on Education at Westminster in the Future on 6 January 2021 (Document UEB 210112F).
- 20.75.2 Members discussed the summary document and confirmed that, subject to amendments raised by members during the discussion, it captured the conclusions members reached on the day about priorities and about practices to change and retain.

¹ **Post-meeting note:** The DVC Education briefed members and received support for a further proposed temporary change to regulations by email after the meeting.

20.75.2.1 **ACTION DVC Education** to circulate an amended document incorporating the amendments discussed at this meeting.

20.75.3 The DVC Education confirmed that she had discussed the away day outcomes with the Associate Heads of College (Education and Students) and they supported the conclusions reached.

20.75.4 The DVC Education explained that this summary document is for use by UEB members and senior colleagues to inform their discussions with other colleagues. The conclusions will be disseminated more widely in targeted communications from the DVC Education.

20.75.5 The Vice-Chancellor reminded members that these discussions are part of the work to inform the mid-term review of Being Westminster: Our Strategy 2018-23.

20.76 DATES OF FUTURE MEETINGS

26 January 2021	13 April 2021	12 July 2021 - evening (Away day)
09 February 2021	27 April 2021	13 July 2021 - all day
23 February 2021	11 May 2021	27 July 2021
8 March 2021 - evening (Away day)	25 May 2021	10 August 2021
9 March 2021 - all day (Away day)	08 June 2021	
23 March 2021	22 June 2021	

20.77 ANY OTHER BUSINESS

20.77.1 Members did not raise any other matters for discussion.