

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON MONDAY 10 OCTOBER 2022 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	N Aggarwal (Minute 21.213) T Bangia (Minute 21.213) D Bamrara (Minute 21.213) Z Butt (Minute 21.213 to 21.214)	P Dixit (Minute 21.213) H Doon (Minute 21.213 to 21.214) J Lamarque (Secretary) I Wilmot
APOLOGIES:	Mr J Cappock (Deputy Chair)	

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**22.12 ANNOUNCEMENTS**

- 22.12.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda.
- 22.12.2 **Apologies:** Apologies are noted above.
- 22.12.3 **Requests to discuss starred items and notification of AOB:** There was one request to discuss a starred item (see Minute 21.221) and no requests to discuss items of business not on the agenda.

**22.13 UWSU SABBATICAL OFFICERS MEET AND GREET**

- 22.13.1 Zahra Butt – President, Nandini Aggarwal – Vice-President (VP) Undergraduate Education, Pourush Dixit – VP Postgraduate Education, Dhruv Bamrara – VP Activities, Taruna Bangia – VP Welfare, each gave a brief update on their priorities for the year as an officer.
- 22.13.2 Members welcomed the focused objectives and looked forward to working collaboratively.

**22.14 EDI AND THE STUDENT COMMUNITY PERSPECTIVE**

- 22.14.1 Zahra Butt, UWSU President and Heather Doon, Head of Student Voice and Engagement, presented EDI and the Student Community Perspective. Members heard that the presentation had previously been given to the EDI Committee.
- 22.14.2 Members presented on the student community experiences at the University and highlighted key issues and current challenges.
- 22.14.3 Members discussed the presentation and commented on support for student committee members, training for Committee Chairs and developing colleagues across the board and lack of intercultural mixing which is a particular challenge at Harrow.

**22.15 CHAIR'S BUSINESS**

- 22.15.1 The Chair updated members on planned industrial action and the recent focus groups on workload. Members discussed the improvement of HR forms and the process around revalidation. The Deputy Vice-Chancellor for Education reported that there is a new process designed to refocus on developing a course, with a continuous improvement process to replace annual monitoring.

- 22.15.2 Members discussed precarious contracts and workloads.
- 22.15.2.1 **ACTION Deputy Chief Operating Officer** to lead on investigating colleagues who may be on precarious contracts and workload reduction.
- 22.15.3 The Chair also updated members on the Sports Hall at Harrow, the IHRA definition and appointment of a Chancellor.
- 22.15.4 **[REDACTED] Confidential**
- 22.15.4.1 **ACTION Deputy Chief Operating Officer** to lead on further development of the proposal to distribute agreed funds more appropriately.
- 22.15.5 Members heard that the food plan will be implemented on 1 November 2022 to build an offering to increase volume and keep prices low, with short-, medium- and long-term impact on our community.
- 22.15.6 Members discussed measures to assist PhD students.
- 22.16 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**
- 22.16.1 The Deputy Vice-Chancellor for Education updated members on the recent Being Safe, Feeling Safe Team meeting and reported on Public Health briefings, Covid-19 case rates and communications. Members heard that screens were gradually being removed, and that the Being Safe, Feeling Safe Team will continue to meet periodically.
- 22.17 TEACHING EXCELLENCE FRAMEWORK (TEF) UPDATE**
- 22.17.1 The DVC (Education) informed members that the submission date for the TEF is 24 January 2023, and guidance had now been published.
- 22.17.2 Members heard that the template for submissions is very brief, and more work is needed on how to define educational gain. The TEF team will be meeting at the end of the month.
- 22.17.3 In response to a member's query on data, the DVC (Education) confirmed that the dashboard had been circulated and gives own subject level data.
- 22.18 SUB-COMMITTEE TERMS OF REFERENCE**
- 22.18.1 **APPROVED** Members approved the Terms of Reference for 2022/23 for the Portfolio Planning Committee, Professors and Readers Awarding Committee and the EDI Education Steering Group (Document UEB 221010A) with immediate effect.
- 22.19 ACTIONS AND MATTERS ARISING**
- 22.19.1 Members reviewed a summary of the actions from previous meetings (Document UEB 221010B) and noted those that were now complete.
- 22.19.2 **Chair's business (13 September 2022) PVC for People and Culture** confirmed that work is continuing on improving the Professional Development Review forms and they will shortly be circulated for comment.
- 22.19.3 **Review of Smart Working (Action 21.195.4.1) Deputy COO** confirmed that Smart Working is subject to ongoing monitoring.

**22.20 DATES OF FUTURE MEETINGS**

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

**2022/23**

25 October 2022	30 March 2023
8 November 2022	11 April 2023
29 November 2022	25 April 2023
13 December 2022	9 May 2023
10 January 2023	23 May 2023
24 January 2023	13 June 2023
14 February 2023	
28 February 2023	27 June 2023
13 March 2023 – evening – UEB dinner	10 July 2023 – evening – UEB dinner
14 March 2023 – all day – Away Day	11 July 2023 – all day – Away Day
	25 July 2023
	8 August 2023

**22.21 ANY OTHER BUSINESS**

22.21.1 A member suggested that Associate Head of College (AHOC) structures and Head of School (HOS) roles be discussed at a future UEB meeting.

22.21.1.1 **ACTION UEB Secretary** to add AHOC structures and HOS roles to the UEB schedule of business

**22.22 FREEDOM OF SPEECH CODE OF PRACTICE**

22.22.1 A member queried the connection of the Freedom of Speech Code of Practice (Document UEB 221010C) with the Freedom of Speech Working Group and was informed that the document has not been updated since it was last approved and will be updated on the outcomes of the Working Group on the practices and policies at the University.

22.22.2 **APPROVED** Members approved the Freedom of Speech Code of Practice for a period of 12 months.

**22.23 FINANCIAL REGULATIONS**

22.23.1 **AGREED** Members agreed the revised Financial Regulations (Document UEB 221010D) for recommendation to Resources Committee.

**22.24 INFORMATION CLASSIFICATION POLICY**

22.24.1 Members noted the Information Classification Policy approved by the Information Governance Advisory Group (Document UEB 221010E).