

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 12 APRIL 2022 VIA MICROSOFT TEAMS

PRESENT:	Mr J Cappock (Deputy Chair) Dr S Jarvis Professor J Jones	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Ms V Foster (Observer) Mr C Hinge (Minute 21.131 to 21.132) Mrs J Lamarque (Secretary) Dr C Lloyd (Minute 21.131 to 21.132)	Ms S Norris (Minute 21.131 to 21.132) Mr I Wilmot
APOLOGIES:	Dr P Bonfield (Chair)	Professor A Hughes

21.129 ANNOUNCEMENTS

21.129.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting, in particular Victoria Foster, Independent Governor, who was observing the meeting as part of her induction. The Deputy Chair briefed members on the agenda.

21.129.2 **Apologies:** Apologies were noted as above.

21.129.3 **Requests to discuss starred items and notification of AOB:** The Deputy Chair confirmed there were no requests to discuss starred items and agreed to one item of business not on the agenda (see Minute 21.136).

Chair's business

21.129.4 There were no items of Chair's business reported.

21.130 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

21.130.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on face covering guidance, case rates and overseas travel.

21.131 STUDENT HUB DRAFT BUSINESS CASE

21.131.1 Caroline Lloyd, Director of Student and Academic Services (SAS), Chris Hinge, Director of Estates, Planning and Services (EPS) and Sian Norris, Senior Project Manager presented the draft business case for the Student Hub (Document D).

21.131.2 The Director of SAS updated members on the RIBA Stage Two work and presented the recommended design option for the physical Student Hub and the associated cost plan. The Director of EPS presented the consultants report which puts the Student Hub in the context of 115 New Cavendish Street.

21.131.3 Members discussed the draft business case and feedback and comments included:

- What are the benefits for students based at Marylebone and Harrow?
- Space available for study and book stock
- Size of the Hub and potential wasted space
- The impact on student experience during the build
- Level of contingency in the costs
- How the Student Hub fits with 115 New Cavendish Street

- 21.131.4 The Director of SAS thanked members for their comments which would be included in the business case and asked for any further comments to be emailed to her directly. Details on how the different floors will be used, study and book stock spaces will be enhanced.
- 21.131.5 The Director of EPS confirmed that he had met with the HOCs to discuss their capital projects, and this will be discussed at the UEB meeting on 24 May 2022. In response to a member's query, the Director confirmed that UEB would receive a full report of the consultants review of the Estate. It would be useful for the Deputy Vice-Chancellor for Education, Director of EPS and Heads of Colleges (HOC) to meet to get a holistic view of how things are progressing, to make sure it is joined up with the new strategic plan
- 21.132 INTERIM LIBRARY SOLUTION BUSINESS CASE**
- 21.132.1 Caroline Lloyd, Director of SAS and Chris Hinge, Director of EPS presented the business case for the Interim Library Solution (Document UEB 220412E).
- 21.132.2 The Director of EPS reported that the business case is the first phase of moving the Little Titchfield Street (LTS) Library into 115 New Cavendish Street, and includes investment in furniture, fixtures and fittings that will be used in the new Student Hub.
- 21.132.3 The Director of SAS informed members that the move will give some efficiency savings around staffing and the efficiency model. Library colleagues will continue to operate at LTS to manage the study space.
- 21.132.4 In response to a member's query on how the library move will impact on student experience, the Director of EPS responded that the book stock move will have been completed by the start of Semester 1, and the fitting out of study spaces will take place in December.
- 21.132.5 **APPROVED** Members approved **[REDACTED]** for the interim solution for improving the Fitzrovia Library facilities.
- 21.133 SOHO POLY THEATRE UPDATE**
- 21.133.1 Janet Jones, Pro Vice-Chancellor (PVC) for Knowledge Exchange (KE) presented an update on the SoHo Poly Theatre (Document UEB 220412F).
- 21.133.2 The PVC (KE) reported on the secured funding and the bids awaiting outcome and commented that it is likely that the fundraising target set by UEB will be exceeded.
- 21.134 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**
- 21.134.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 22 March 2022 (Document UEB 220412G) as an accurate record of the meeting.
- 21.134.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220412H) and noted those that were now complete.
- 21.134.3 **Development mid-year review of Quintin Hogg Trust funded live projects (Action 21.123.3.1)** the DVC (Education) confirmed that the meeting with the Head of Development and Funding had taken place.
- 21.134.4 **Matters arising** Members approved the minor change to the minutes from the meeting on 22 February (Minute 21.104.8).
- 21.135 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).

UEB	26 April 2022
UEB	10 May 2022
UEB	24 May 2022
UEB	14 June 2022
UEB	28 June 2022
UEB	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
UEB	26 July 2022
UEB	9 August 2022

21.136 ANY OTHER BUSINESS

Blended learning

- 21.136.1 The PVC (Education) reported on the need to consider the balance of online/onsite teaching for the forthcoming academic year for timetabling and colleague guidance purposes.
- 21.136.2 Members discussed the blended approach and agreed that applying a rule across all 12 schools would be difficult.
- 21.136.3 Heads of Schools (HOS) will be given a clear message that we seek to provide pedagogically strong onsite learning, supported by well thought out online learning. Each school will need to be clear on a course-by-course basis what is being offered and why in order for our students to be able to know what to expect.
- 21.136.4 It was agreed that HOCs will take the message to HOS emphasising that on-campus activity needs to be interactive and active.

Union action

- 21.136.5 The PVC (People and Culture) report that a recent University and College Union ballot reached the threshold, and the union will extend the strike action to October 2022.

21.137 STAFF DISCIPLINARY POLICY AND PROCEDURE

- 21.137.1 **AGREED** Members agreed the Staff Disciplinary Policy and Procedure (incorporating the Staff Code of Conduct) for recommendation to Resources Committee (Document UEB 220412A).

21.138 STAFF GRIEVANCE POLICY AND PROCEDURE

- 21.138.1 **AGREED** Members agreed the Staff Grievance Policy and Procedure for recommendation to Resources Committee (Document UEB 220412B).

21.139 PROFESSIONAL BOUNDARIES AND PERSONAL RELATIONSHIPS POLICY

- 21.139.1 **AGREED** Members agreed the Professional Boundaries and Personal Relationships Policy (formerly known as Staff/Student Relationships Policy) for recommendation to Resources Committee (Document UEB 220412C).

21.140 STUDENT FEES AND OTHER CHARGES POLICY – ANNUAL REVIEW

- 21.140.1 **AGREED** Members noted and agreed the Student Fees and Other Charges Policy for implementation in Academic Year 2022/23 (Document UEB 220412I).