

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13
DECEMBER 2022 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (to Minute 22.70.6) Professor A Hughes Dr S Jarvis (Meeting Chair from 22.70.7)	Professor J Jones Professor M Kirkup I Wilmot (Acting USCOO)
IN ATTENDANCE:	T Bezzina, Potential.ly (Minute 22.70) K Bojczuk (Minute 22.67 to 22.68) A Foderaro (Minute 22.65 to 22.66) C Hinge (Minute 22.65 to 22.66) D Hirani (Minute 22.70)	J Lamarque (Secretary) N Morawetz, Potential.ly (Minute 22.70) Professor G Saunders (Minute 22.70) B Watson (Minute 22.66)
APOLOGIES:	J Cappock (Deputy Chair)	Professor A Linn

22.63 ANNOUNCEMENTS

- 22.63.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.63.2 **Apologies:** Apologies were received as noted above.
- 22.63.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.63.4 **Chair's business:** There were no items of Chair's business.

22.64 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 22.64.1 The Deputy Vice-Chancellor (DVC) for Education reported that the attention of the Being Safe Feeling Safe Team had shifted from the COVID-19 pandemic to general health and wellbeing and had agreed to continue to meet regularly as the Staying Safe: Business Continuity Group to consider horizon scanning issues without duplicating the work of other committees.
- 22.64.2 Members heard that the new group would be Co-Chaired by the DVC (Education) and the (Acting) University Secretary and Chief Operating Officer (USCOO), and membership would broadly remain the same as the Being Safe, Feeling Safe Team.
- 22.64.3 **APPROVED** Terms of Reference and Membership for the Staying Safe: Business Continuity Group (Document UEB 221213J) to be implemented with immediate effect.

22.65 PHASE 1 HARROW DEVELOPMENT; SPORTS HALL BUSINESS CASE

- 22.65.1 Chris Hinge, Director of Estates, Planning and Services (EPS) and Alessandra Foderaro, Deputy Director – Capital Development (CD), presented the Harrow Sports Hall business case (Document UEB 221213A).
- 22.65.2 The Deputy Director CD reported that the project had been developed with the Students' Union, the sports hall is planned to last for 25 years, and the planning application had been submitted.
- 22.65.3 In response to a member's query on community use of the sports hall, the Vice-Chancellor responded that a local college would have some access to the facility.

- 22.65.4 A member queried the level of investment and contingency and the Deputy Director CD responded that the amount is correct based on current information, and the aim is to stay within budget but that she would review the cost envelope.
- 22.65.5 A member commented that the business case does not consider sustainability or the University's net zero targets. In response, the Deputy Director CD explained that the building selected is more sustainable and efficient than other buildings. The Director of EPS acknowledged that every new building adds to the carbon footprint; however, mitigations can be built in for the impact on net zero targets.
- 22.65.5.1 ACTION Director of EPS** to include a stronger statement on sustainability in the business case along with consideration of likely costs prior to submission to the Resources Committee.
- 22.65.6 Members commented that the business case for the sports hall must focus on quality, be sustainable and contain contingency that meets our sustainability requirements.
- 22.65.7 **AGREED** Members recommend the sports hall business case to the Resources Committee, subject to incorporation of the agreed enhancements.
- 22.65.7.1 ACTION Deputy Director CD** to inform members by email of the final investment figure proposed to the Resources Committee.
- 22.66 OVERVIEW OF REGENT STREET PROJECTS FOR AUTHENTIC LEARNING**
- 22.66.1 The Director of EPS and the Deputy Director CD presented an overview of Regent Street projects for authentic learning (Document UEB 221213B).
- 22.66.2 The Director of Finance reported on the projected value of a second screen at the Regent Street Cinema and confirmed indicative costs.
- 22.66.3 Billy Watson, Executive Commercial Director for the Regent Street Cinema, confirmed that a second screen can meet the needs for events, access to schools and the MA Business and Film course and that costs from the feasibility study should be available in January 2023.
- 22.66.4 Members discussed the potential of the second screen to support authentic learning.
- 22.66.5 The Deputy Director CD informed members that the Cinema is integrated in the strategy for development of the Regent Street estate, which also includes refurbishment of teaching, Graduate School and office spaces.
- 22.66.6 A member expressed concern about how the operation of the second screen would support our education activities and recommended further work on the proposal. The Director of Finance confirmed that the University would have first access to the area, and it will be used by the Cinema only when not in use by the University.
- 22.66.6.1 ACTION Director of EPS and the Deputy Director CD** to submit a business case to UEB which specifically focuses on the benefits to the University's educational programme alongside the needs of the cinema in January 2023.
- 22.67 SUSTAINABILITY POLICY**
- 22.67.1 Katherine Bojczuk, Head of Sustainability, presented the revised Sustainability Policy (Document UEB 221213C).
- 22.67.2 The Head of Sustainability reported that the policy has been updated to reflect the University's priority areas - how we engage with colleagues and students, the path to carbon zero and a sustainable curriculum and noted that the target objectives remain largely the same.
- 22.67.3 Members welcomed the enhanced education element and suggested that contribution to net zero targets and a sustainable campus should be included in all new building projects.

- 22.67.4 In response to a member's query on priority Sustainable Development Goals (SDGs), the Head of Sustainability confirmed that the SDGs are in clusters and must be looked at holistically so that connections between them are not missed.
- 22.67.5 A member commented on the critical intersection between engagement with the SDGs and equality, diversity and inclusion (EDI) work, which should be recognised.
- 22.67.5.1 **ACTION Vice-Chancellor and Head of Sustainability** to produce a holistic and overarching policy that embraces all the SDGs for consideration by UEB on 25 April 2023.
- 22.67.6 **APPROVED** Updated Sustainable Development Policy to be implemented with immediate effect.
- 22.68 SUSTAINABLE DEVELOPMENT GOALS ANNUAL REPORT 2021/22**
- 22.68.1 The Head of Sustainability presented the SDG Annual Report for 2021/22 (Document UEB 221213D).
- 22.68.2 Members heard that the next steps are to set a concept of what SDGs might look like across teams in the University, and to produce a measure or statement to show progress and continuity.
- 22.68.3 A member commented that there is a disconnect and gaps in the report in relation to EDI.
- 22.68.4 The Pro Vice-Chancellor (PVC) for Knowledge Exchange offered to help with the civic element of the next annual report.
- 22.68.5 Members commended the report.
- 22.69 WESTMINSTER GRADUATE PROGRAMME REPORT**
- 22.69.1 The DVC (Employability and Global Engagement) presented the Westminster Graduate Programme report (Document UEB 221213E).
- 22.69.2 Members discussed the proposal and comments included:
- Students may not be attracted to the scheme as six months does not allow enough time for real development, and it may be better to accept 12 students for one year or to advertise the posts as six months in the first instance with the possibility of an extension.
 - Some students have developmental needs and need to be coached for the interview, and the programme needs a clearer outline of upfront development.
 - The programme could be seen as a partnership between the Colleges and other areas of the University.
 - Previous participants of the scheme have become colleagues at the University.
- 22.69.3 The DVC (Employability and Global Engagement) confirmed that the programme will start on 1 August 2023 for 25 students to allow time for induction.
- 22.69.4 The DVC confirmed that the Head of Employability and Graduate Services and the Director of Business Engagement would review the schemes available to students.
- 22.69.5 **APPROVED** University to allocate [REDACTED] to deliver the Westminster Graduate programme in 2023.

22.70 REVISED PROFESSIONAL DEVELOPMENT REVIEW (PDR) FORM

- 22.70.1 The PVC (People and Culture), and Dimple Hirani, Head of Learning and Development (L&D), presented the revised PDR form (Document UEB 221213F).
- 22.70.2 The PVC (People and Culture) informed members that the form had been revised following a wide consultation (particularly with the colleague networks) and includes more information about commitment to colleagues' progress and development.
- 22.70.3 The Head of L&D reported that a new system would monitor and track the online PDR process, which includes dashboards, notifications and email reminders.
- 22.70.4 Gunter Saunders, Associate Director – Digital Engagement and Library Services (DELS), introduced Norbert Morawetz and Trevor Bezzina from Potential.ly, who demonstrated the online form.
- 22.70.5 In response to a member's query the PVC (People and Culture) confirmed that the online form will record training and development needs and will provide access to completed forms and reports for the Organisational Development (OD) team.
- 22.70.6 In response to a member's query, the Associate Director (DELS) confirmed that involvement of Information Systems and Support in the development of the system had not been necessary, and that the development team had ensured the platform is secure.
- 22.70.7 Members noted that there will be a one-off payment dependent on the specifications and reporting requirements.
- 22.70.8 The Head of L&D confirmed that the University did not intend to integrate the system with the SAP system at this stage, although that is possible.
- 22.70.9 The PVC (People and Culture) confirmed that this is an extension of an existing platform and costs will be charged to the Human Resources budget.
- 22.70.10 The PVC (People and Culture) informed members that training will be delivered for line managers.
- 22.70.11 In response to a member's query, the Associate Director confirmed that the platform is an external, cloud hosted service and any problems will be handled by the supplier.
- 22.70.12 **APPROVED** Proforma and guidelines to be implemented from January 2023.

22.71 TEF UPDATE

- 22.71.1 The DVC (Education) reported that a first draft of the University's submission to the Teaching Excellence Framework exercise is nearing completion and will be circulated to UEB members.
- 22.71.2 Due to time limitations, the DVC (Education) asked members to propose significant revisions only if they are urgent.

22.72 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 22.72.1 **AGREED** Members confirmed the minutes of 29 November 2022 (Document UEB 221213G) as an accurate record of the meeting, subject to a correction to the wording of Action 22.57.3.1.
- 22.72.2 Members reviewed a summary of the actions from previous meetings (Document UEB 221213H) and noted those that were now complete.

22.73 PROCUREMENT DOCUMENTS

22.73.1 **AGREED** Members confirmed the updated statement on the University's Commitment to responsible procurement (Document UEB 221213I).

22.73.2 **APPROVED** Updated Supplier Sustainability Charter (Document UEB 221213I) to be adopted with immediate effect.

22.74 ANY OTHER BUSINESS

22.74.1 Members did not raise any matters not on the agenda.

22.75 DATES OF FUTURE MEETINGS

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

2022/23

10 January 2023

24 January 2023

14 February 2023

28 February 2023

13 March 2023 – evening – UEB dinner

14 March 2023 – all day – Away Day

30 March 2023

11 April 2023

25 April 2023

9 May 2023

23 May 2023

13 June 2023

27 June 2023

10 July 2023 – evening – UEB dinner

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25 July 2023

8 August 2023