

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 27 APRIL 2021 VIA MICROSOFT TEAMS

PRESENT:	Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr M Brodeala (Minute 20.138) Ms L Cole (Minute 20.140) Ms P Crispin (Minute 20.140)	Mr A Dutch (Minute 20.144) Mrs J Lamarque (Secretary) Mr J Scammell (Minute 20.138)
APOLOGIES:	Dr P Bonfield (Chair)	

20.136 ANNOUNCEMENTS

- 20.136.1 **Welcome:** The University Secretary and Chief Operating Officer (USCOO)/Deputy Chair (Chair for the meeting) welcomed all members to the meeting and briefed members on the agenda.
- 20.136.2 **Apologies:** Apologies are noted above.
- 20.136.3 **Requests to discuss starred items and notification of AOB:** The Chair agreed to a request to discuss starred agenda item 2.8 Admissions and Enrolment Deadlines 2021 (see Minute 20.144) and to requests to raise three matters not on the agenda (see Minute 20.147).
- Chair's business**
- 20.136.4 There were no items of Chair's business.

20.137 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 20.137.1 The Chair and the Deputy Vice-Chancellor (DVC) for Education updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:
- Levels of infection and on-site testing
 - Number of student residents
 - Preparations and training for colleagues returning onsite (e.g. manual handling and compliance with chemicals)
 - Developments for extra onsite activities
 - Quarantine facilities for students from red listed countries
 - Registering attendance of UKVI students
 - Timetabling
- 20.137.2 Members discussed online provision for students in different time zones and a forthcoming School of Arts colleague forum.

20.138 QUINTIN HOGG TRUST (QHT) PROGRAMME UPDATE

- 20.138.1 Jordan Scammell, Development Team Manager, and Marius Brodeala, Development Projects Officer, presented an update on the QHT bid programme (Document UEB 210427A).
- 20.138.2 Members heard that there were five strategic block bids and a bid for pilot projects submitted in March 2021 and noted that, following feedback from the QHT, the projects will run for two years, with the opportunity to bid for further funding in the future.

- 20.138.3 The Development Projects Officer reported that the total funding requested has been reduced to £6m and bids will be revised to emphasise how they will help the University to innovate and add value.
- 20.138.4 Members heard that the Trust have asked for more clarity on the purpose and plans for use of the pilot projects bid. In response, the University will share with the QHT a report on the benefits of the University's £50K fund for small projects.
- 20.138.5 The DVC (Employability and Global Engagement) and the DVC (Education) will provide a covering letter to add further clarification.
- 20.138.6 Members noted that development of the future bidding process will be discussed by UEB at a future meeting.

20.139 PROPOSAL FOR AN INSTITUTE OF HEALTHY URBAN LIVING

- 20.139.1 Members discussed the proposal for an Institute of Healthy Urban Living submitted by the Head of School (HOS), Life Sciences and the Head of Corporate Communications and Public Affairs (CCPA) (Document UEB 210427B).
- 20.139.2 The Head of College (HOC), Liberal Arts and Sciences (LAS) supported the proposal and reported that it is not a proposal for a new School, rather a plan to expand the activity of the School of Life Sciences in this area to include other activities in a coherent and marketable structure.
- 20.139.3 Members commented on the proposal. Points raised included:
- There is confusion about the boundaries between the Institute and its brands with other entities
 - The Portfolio Planning Committee has not yet agreed there is a definite market for Public Health
 - There appears to be duplication of funding
 - A significant marketing budget is required to launch and establish the Institute quickly
 - All proposed activity could be delivered by the School of Life Sciences with the School re-branded to reflect the change in focus
 - A business case confirming income is required
 - There is support for the proposed activities; however, less support for creating a separate entity
- 20.139.4 **AGREED** Decision postponed on the proposal pending receipt of costings and a revised proposal that includes expertise already in place and what is unique to the Institution and cannot be delivered elsewhere.
- 20.139.4.1 **ACTION HOC (LAS)** to report UEB members' comments to the HOS (Life Sciences).
- 20.139.4.2 **ACTION HOS (Life Sciences) and Head of CCPA** to submit the revised proposal to UEB on 11 May 2021.

20.140 WESTMINSTER NARRATIVE

- 20.140.1 Poppy Crispin, Head of CCPA, and Linsey Cole, Director of Business Engagement (BE), presented a report on developing the Westminster narrative (Document UEB 210427C).
- 20.140.2 The Head of CCPA reported that following the merger and establishment of the Research and Knowledge Office, the creation of the Business Engagement Directorate and added capacity in Public Affairs, there is a need for a clear and coherent narrative to help these three areas and all areas across the University to communicate with external partners and the wider community.
- 20.140.3 Members discussed the proposal and the Sustainable Development Goals (SDGs), social enterprise and enterprise more broadly.

- 20.140.4 The Head of CCPA confirmed that she will strengthen references to the SDGs in the narrative.
- 20.140.5 The Director of BE reported that enterprise will be part of the next phase of the proposal, with students in partnership as a separate theme.
- 20.140.6 Members considered that the Cultural Community item lacked transparency and could be strengthened.
- 20.140.7 The Head of CCPA reported that the narrative would inform the refreshed University Strategy, the Marketing Strategy and Business Engagement.
- 20.140.8 **APPROVED** Members supported the proposed Westminster narrative subject to further development to address the points raised through this discussion.
- 20.141 MANAGEMENT ACCOUNTS – MARCH 2021**
- 20.141.1 Members noted the Management Accounts for March 2021 (Document UEB 210427D).
- 20.142 FIRE SAFETY POLICY (REVISED)**
- 20.142.1 Members noted the revised Fire Safety Policy (Document UEB 210427E).
- 20.143 NEW AND EXPECTANT MOTHERS GUIDANCE (REVISED)**
- 20.143.1 Members noted the revised New and Expectant Mothers Guidance (Document UEB 210427F).
- 20.144 ADMISSIONS AND ENROLMENT DEADLINES 2021**
- 20.144.1 The Deputy Chair agreed to a request to discuss the Admissions and Enrolment Deadlines 2021 (Document UEB 210427G), which is a starred item.
- 20.144.2 The Director of Global, Recruitment and Admissions (GRA) reported it is necessary to impose and adhere to strict deadlines in order to ensure that the necessary stages in the process have been completed by the student and the University in time to enrol.
- 20.144.3 A member raised the need for the University to deal also with exceptions to the deadlines. The Director of GRA acknowledged that there will be a need to agree some exceptions. Members considered that clear instructions on how to apply for exceptions should be produced and communicated.
- 20.144.4 The Director of GRA confirmed that the deadlines apply to all students (Home and International) as twin-track enrolment is not possible.
- 20.144.5 **APPROVED** Application and enrolment deadlines for the 2022/23 academic year to be implemented from May 2021 and communicated to relevant colleagues.
- 20.144.6 Members noted that the process for exceptions will be confirmed in future.
- 20.145 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**
- 20.145.1 The minutes of the UEB meeting held on 13 April 2021 (Document UEB 210427H) were agreed as an accurate record.
- 20.145.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210427I) and noted those that were now complete.
- 20.145.3 **COVID Being Safe, Feeling Safe Team update (Action 21.103.2.1)** The DVC (Employability and Global Engagement) confirmed that the Director of Business Engagement circulated 'Fit for the Future' employability material to UEB members.

20.146 DATES OF FUTURE MEETINGS

11 May 2021	22 June 2021	27 July 2021
25 May 2021	12 July 2021 - evening (Away day)	10 August 2021
08 June 2021	13 July 2021 - all day (Away day)	

20.147 ANY OTHER BUSINESS**Extended UEB meeting on 11 May 2021**

20.147.1 A member asked for more clarity on what is expected from the HOCs for the Estates discussion at the extended UEB meeting on 11 May.

20.147.1.1 **ACTION Deputy Chair** to share a brief on the Estates discussion with UEB members.

Salary differential

20.147.2 A member asked for an update on the issue of the salary differential between Associate Heads of College and Heads of School.

20.147.3 The Pro Vice-Chancellor (People and Culture) confirmed that the issue will be discussed at the People Planning Workstream meeting on 14 June 2021.

Equality, Diversity and Inclusion (EDI) Strategy

20.147.4 The DVC (Employability and Global Engagement)/Co-Chair of the EDI Committee reported that an institutional EDI action plan is being set up and there will be a checklist for Colleges, Schools and Professional Services that relates to the relevant aims of the Strategy.

20.147.5 She reported that the Director of Strategy, Planning and Performance is exploring how to integrate EDI into the planning process.

20.147.6 Members discussed the most suitable colleague to lead EDI in the Colleges.

20.147.6.1 **ACTION HOCs** to inform the EDI Committee Co-Chair which colleague will lead on EDI in their College.