

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 MAY 2021 VIA MICROSOFT TEAMS**

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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:	Ms L Cole (Minute 20.150 and 20.151)   Mrs J Lamarque (Secretary)	
APOLOGIES:		

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**[Secretary's note:** The UEB meeting scheduled for 11 May 2021 was postponed to 13 May 2021 after circulation of the agenda and papers]

**20.148            ANNOUNCEMENTS**

- 20.148.1        **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.
- 20.148.2        **Apologies:** There were no apologies received.
- 20.148.3        **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or matters not on the agenda.
- 20.148.4        **Chair's business**  
The Chair updated members on plans for summer events at Harrow for final year students and there was a discussion on recent Government announcements.
- 20.148.5        The University Secretary and Chief Operating Officer (USCOO) informed members that Human Resources and Safety, Health and Wellbeing had recently won an award for Organisational Development and Culture Change from their peers.

**20.149            COVID BEING SAFE, FEELING SAFE TEAM UPDATE**

- 20.149.1        The USCOO 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 international students and recent student communications.
- 20.149.2        The DVC (Education) asked Heads of Colleges to ensure that, as timetables are confirmed, activities and events promised to students alongside online learning are delivered.

**20.150            DRAFT BUSINESS ENGAGEMENT STRATEGY**

- 20.150.1        Linsey Cole, Director of Business Engagement (BE) gave a presentation on the draft Business Engagement Strategy, which had been circulated prior to the meeting.
- 20.150.2        Members were encouraged to contact the Director directly with comments.
- 20.150.3        The Director of BE briefed members on the objectives across the key areas, workstreams, principles and enablers.
- 20.150.4        Members comments and suggestions included:

- Bringing out the educational outcomes more broadly
- Emphasising the importance of our presence in Fitzrovia and Cavendish
- Challenge of anticipating employer's needs in London
- Developing the collaborative principle to include the way we collaborate and to support employment agendas for a more diverse workforce
- Offering a package – the value we have in terms of knowledge, studio and lab spaces is an asset to companies

20.150.5 The Director of BE thanked members for their comments and confirmed the final version of the Business Engagement Strategy will be submitted to UEB for approval on 22 June 2021<sup>1</sup>.

## **20.151 UPDATE ON APPRENTICESHIP PROVISION**

20.151.1 The Director of BE presented an update on apprenticeship provision (Document UEB 210511A).

20.151.2 The Director informed members that from 1 April 2021 the University is subject to Ofsted regulation for its apprenticeship provision.

20.151.3 The Director highlighted work in preparation for an audit by the Education and Skills Funding Agency (ESFA) on compliance with ESFA Funding Rules.

20.151.4 A member commented on the importance of the paper from an Ofsted perspective, noting also the importance of a clear vision for apprenticeship provision, robust implementation of that vision and clear evaluation demonstrating impact.

20.151.5 Members asked the Director of BE to report to UEB periodically on progress in implementation and evidence of impact.

## **20.152 FREEDOM OF EXPRESSION WORKING GROUP TERMS OF REFERENCE**

20.152.1 A Co-Chair of the Equality, Diversity and Inclusion (EDI) Committee presented the proposed terms of reference for the Freedom of Expression Working Group (Document UEB 210511B).

20.152.2 **APPROVED** Freedom of Expression Working Group to be established with the terms of reference and membership as presented.

20.152.3 **AGREED** Members nominated Michaela O'Brien, Head of the Westminster School of Media and Communications to chair the Working Group and identified a reserve nominee if required.

20.152.4 **AGREED** Members nominated Katalin Iles, Associate Head of College (External Relations) for the Westminster Business School to join the Working Group membership.

20.152.5 Members discussed the Academic Council representative and two candidates to be approached.

## **20.153 STUDENT RETENTION THREE-MONTHLY PROGRESS REPORT**

20.153.1 The DVC (Education) reported that the Retention and Continuation Working Group will meet for the last time shortly and the sub-groups have drawn together recommendations relating to three workstreams.

20.153.2 Members noted that agreed recommendations for short-, medium- and long-term actions will transition to the appropriate College or Professional Services department for completion.

20.153.3 A member suggested that the Working Group speak with the new EDI leads in schools as they are a valuable resource.

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<sup>1</sup> **Post-meeting note:** Submission of the Business Engagement Strategy has been postponed to 27 July 2021.

**20.154 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

- 20.154.1 The minutes of the UEB meeting held on 27 April 2021 (Document UEB 210511C) were agreed as an accurate record.
- 20.154.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210511D) and noted those that were now complete.
- 20.154.3 **Proposal for an Institute of Healthy Urban Living (Action 20.139.4.2)** Members noted that the Head of College, Liberal Arts and Sciences (LAS) is working with the Head of School, Life Sciences to resolve members comments on the proposal.
- 20.154.4 **Any Other Business (Action 20.147.6.1)** The EDI Committee Co-Chair confirmed that she has not yet received confirmation of the EDI points of contact from the College of Design, Creative and Digital Industries and the College of LAS.

**20.155 DATES OF FUTURE MEETINGS**

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

**20.156 ANY OTHER BUSINESS**

- 20.156.1 There were no other items of business reported.