

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22 OCTOBER 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Professor P Bonfield (Chair) Professor C Dormor Dr S Jarvis Professor C Kalantaridis	Professor A Linn K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	O Adetona (Minutes 24.35 to 24.38) H Cargill, TIAA (Minute 24.34) L Cole A Foderaro (Minute 24.39)	S Ford (Minute 24.39) J Lamarque (Secretary) D Takodra, TIAA (Minute 24.34)
APOLOGIES:	Professor D Anand	

24.32 ANNOUNCEMENTS

- 24.32.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.32.2 The Chair welcomed Linsey Cole, Director of Business Engagement who attended on behalf of the Deputy Vice-Chancellor (DVC) for Global Engagement and Employability.
- 24.32.3 **Apologies:** Members noted apologies as recorded above.
- 24.32.4 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.32.5 **Requests to discuss starred items and business not on the agenda:** The Chair agreed to discuss starred agenda items 12.0, 13.0 and 14.0 (see Minutes 24.40 to 24.42). The Chair confirmed there were no requests to discuss items of business not on the agenda.
- 24.32.6 **Chair's business:** The Chair updated members on the visit of the President of Universities UK. Members discussed the delay to Student Module Evaluations and communications to colleagues.

24.33 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.33.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group reported that the group met the previous week, and focused on business as usual and Martyn's Law.
- 24.33.2 Members heard that the recent Open Day was a success and that graduation ceremonies take place on 11 and 12 November 2024.

24.34 INTERNAL AUDIT ANNUAL REPORT 2023/24

- 24.34.1 The USCOO presented the Internal Audit Annual Report for 2023/24 (Document UEB 241022A).
- 24.34.2 Dakshita Takodra, Senior Audit Manager, TIAA informed members that 14 audits had taken place over the year with a follow-up of recommendations as they became due and that two reports (on UKVI compliance and Business Continuity) are still in progress and have been issued as drafts.

- 24.34.3 Members heard that the review of UKVI compliance will receive a reasonable assurance opinion, and the review of business continuity a limited assurance opinion. Members discussed the recommendations from these reports.
- 24.34.4 Members discussed the recent internal audit reviews of health and safety management arrangements and estates planned and preventative maintenance.
- 24.34.5 The USCOO thanked internal audit providers TIAA for their work this year.
- 24.35 DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS TO 31 JULY 2024**
- 24.35.1 Oyin Adetona, Deputy Director of Finance, presented the draft annual report and financial statements to 31 July 2024 (Document UEB 241022B).
- 24.35.2 The Deputy Director of Finance informed members that the report is draft as the external audit is ongoing and that no material changes are anticipated at this point. Members noted that the external auditors have identified no control deficiencies do not expect any delays in completing the audit.
- 24.35.3 Members heard that the first part of the annual report has been compiled by the Clerk to the Court and Head of University Governance and an earlier version had been submitted to UEB.
- 24.35.4 **AGREED** Members recommend the draft annual report and financial statements to 31 July 2024 to the Audit and Risk Committee and Resources Committee.
- 24.36 ASSUMPTIONS UNDERPINNING THE UNIVERSITY'S GOING CONCERN STATUS AND THE ASSOCIATED RISK**
- 24.36.1 **AGREED** Members recommend the report on assumptions underpinning the University's going concern status and the associated risk (Document UEB 241022F) to Audit and Risk Committee.
- 24.36.2 The Deputy Director of Finance confirmed that there are no concerns around the University's financial sustainability and informed members that the external auditors had requested more information than in previous years.
- 24.36.3 The Deputy Director of Finance confirmed that the five-year forecast was shared with the external auditors.
- 24.37 TREASURY MANAGEMENT – REPORT, STRATEGY AND POLICY REVIEW INCLUDING INVESTMENT MANAGEMENT POLICY**
- 24.37.1 **AGREED** Members recommend the proposed Treasury Management plan and strategy for 2024/25, the updated Treasury Management Policy for 2024/25 and the Investment Management Policy for 2024/25 (Document UEB 241022G) to Resources Committee.
- 24.37.2 Members briefly discussed the Investment Management Policy.
- 24.38 MANAGEMENT ACCOUNTS SEPTEMBER 2024**
- 24.38.1 Members noted the Management Accounts for September 2024 (Document UEB 241022H).
- 24.38.2 The Deputy Director of Finance informed members that the accounts are £2m ahead of where budgeted and work on Quarter 1 is about to start which will include the view following invoicing.
- 24.39 INTERNATIONAL HOUSE PROPOSAL**
- 24.39.1 Alessandra Foderaro, Deputy Director - Capital Development (CD) and Steve Ford, Deputy Director - Estates Services (ES) presented the proposal to dispose of University-owned property International House (Document UEB 241022C).

- 24.39.2 The Deputy Director (CD) informed members that the building was vacated in 2016 and that when developing the proposal colleagues had considered the Estates Strategy, financial risks and returning the building to residential use.
- 24.39.3 Members heard that redeveloping the building for use by University of Westminster students is not in line with the Estates Strategy, noting that a larger student community will be created at Harrow.
- 24.39.4 Members noted that leasing the building would lead to significant financial risk and that it is expected the building could be sold within six months.
- 24.39.5 The Deputy Director (ES) reported that the University would need to invest in a 24-hour security service going forward.
- 24.39.6 Members discussed the options assessment and liabilities related to leasing the property.
- 24.39.7 **AGREED** Members recommend the proposal to dispose of International House to Resources Committee.

24.40 STUDENT CONTINUATION

- 24.40.1 The DVC (Education) informed members that attendance is better than last year and there is variation between Schools. Members heard that colleagues will receive communications informing them to follow up on students who appear not to be engaging.
- 24.40.2 Members noted that 99.8% of Personal Tutors (PTs) are in place and that PTs will be asked to make brief notes of their meetings with personal tutees on the Qlikview system.
- 24.40.3 The DVC (Education) confirmed that she is following up attrition data with the Director of Strategy, Planning and Performance.

24.41 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 24.41.1 **AGREED** Members confirmed the minutes of the meeting held on 8 October 2024 (Document UEB 241022D) as an accurate record of the meeting.
- 24.41.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 241022E).

24.42 ANY OTHER BUSINESS

- 24.42.1 Members did not raise any other items of business.

24.43 REVISED TUITION FEES AND OTHER CHARGES POLICY 2024/25

- 24.43.1 **APPROVED** Revised Tuition Fees and Other Charges Policy 22024/25 (Document UEB 241022I) to be implemented with immediate effect.

24.44 SUB-COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

- 24.44.1 **APPROVED** Revised terms of reference and membership for College Executive Groups and the Professors and Readers Awarding Committee (Document UEB 241022J) to be implemented with immediate effect.

24.45 DATES OF FUTURE MEETINGS

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

5 November 2024 – 09.45 to 11.45	29 April 2025
26 November 2024	13 May 2025
10 December 2024	27 May 2025
7 January 2025	10 June 2025
21 January 2025	24 June 2025
11 February 2025	7 July 2025 - evening (UEB dinner)
25 February 2025	8 July 2025 – all day (UEB away day)
27 February 2025 – away day and dinner	22 July 2025
25 March 2025	5 August 2025
8 April 2025	