

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 24 MAY 2022 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Ms N Davies (Minute 21.162) Mr T Delaitre (Minute 21.165) Ms A Foderaro (Minute 21.160) Mr C Hinge (Minute 21.160) Mrs J Lamarque (Secretary) Ms C Morgan (Observer)	Mr C Mpofu, TIAA (Minute 21.164) Mrs T Patki (Observer) Mr R Poole (Minute 21.165) Ms D Takodra, TIAA (Minute 21.164) Mr I Wilmot
APOLOGIES:	Professor A Hughes	

21.158 ANNOUNCEMENTS

- 21.158.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Charlotte Morgan, Independent Governor, and Trishna Patki, Governance, Compliance and Risk Coordinator, who were observing the meeting as part of their induction. The Chair briefed members on the agenda.
- 21.158.2 **Apologies:** Apologies are noted above.
- 21.158.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to one item of business not on the agenda (see Minute 21.158.4).
- 21.158.4 **Chair's business**
The Pro Vice-Chancellor updated members on recent University and College Union activity and the marking and assessment boycott.
- 21.158.5 The Chair updated members on the launch of the Being Westminster strategy and recent events attended.

21.159 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.159.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on case rates in the university, communications around face coverings and the updating of signage, and colleague sickness absence rates. Members also heard that the Head of Safety, Health and Wellbeing is increasing the number of safety and fire marshals as more people come on site.

21.160 ESTATES UPDATE – LIST OF CAPITAL WORKS

- 21.160.1 Chris Hinge, Director of Estates, Planning and Services (EPS) and Alessandra Foderaro, Deputy Director – Capital Development (CD), presented the capital investment plan for 2022/23, showing the investment, approved and committed projects.
- 21.160.2 The Director of EPS reported on the following:
- All projects started in 2021/22 and will be completed in 2022/23

- Projects support Student Number Planning, authentic learning, teaching and working such as converting offices to teaching rooms and flexible spaces for the Graduate School and PhD students
- Sports Hall at Harrow
- Harrow Media and Game Hub
- Apprenticeship Hub

21.160.3 Projects for future funding:

[REDACTED]

21.160.4 The Director of EPS informed members of recent meetings with the Colleges to discuss digitally enabled teaching spaces, maker/prototype/construction spaces, laboratories, and generic spaces such as offices and type and size of teaching rooms.

21.160.5 Projects to be financed separately:

- 29 Marylebone Road
- Student Hub
- Marylebone Halls refurbishment

21.160.6 The Director of EPS confirmed that the capital budget for FY 2022-23 including cyclical investment, approved, and committed projects, new projects for Estates and Student Number Planning is **[REDACTED]**. The list of capital projects will be submitted to Resources Committee on 23 June 2022. New projects in year will need to be by exception.

21.160.7 Members discussed the capital projects and welcomed the approach.

21.160.8 A member commented on hybrid teaching and visa compliance. In response to a member's query on the upgrade of hybrid teaching spaces the Director of EPS confirmed that this was an IT-led programme and would not be within Estates budgets.

21.160.9 The Deputy Director CD reported that as part of the Built Environment development plan, a series of workshops will be planned in the next few months to discuss teaching and learning, research, student experience and office spaces. Each college will lead on the items relevant to their own portfolios.

21.160.10 **APPROVED** Members approved the capital investment plan for 2022/23 for recommendation to Resources Committee.

21.161 MANAGEMENT ACCOUNTS APRIL 2022 AND QUARTER 3 FORECAST

21.161.1 Ian Wilmot, Director of Finance, presented the Management Accounts for April 2022 and the Quarter 3 forecast (Document UEB 220524A).

21.161.2 The Director of Finance reported another strong year of financial performance, with the second half of the year focused on looking for cost savings to support decisions on costs for the coming year.

21.161.3 **AGREED** Members agreed the Management Accounts for April 2022 and Qtr 3 forecast for recommendation to Resources Committee.

21.162 **[REDACTED]**

21.162.1 **[REDACTED]**

21.162.2 **[REDACTED]**

21.162.3 **[REDACTED]**

21.162.4 **[REDACTED]**

21.162.5 [REDACTED]

21.162.6 [REDACTED]

21.163 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE

21.163.1 This item was postponed to the meeting on 14 June 2022.

21.164 DRAFT INTERNAL AUDIT STRATEGIC PLAN 2022/23

21.164.1 Dakshita Takodra, Senior Audit (SA) Manager, TIAA and Clarence Mpofu, Director of Audit, TIAA, presented the draft Internal Audit Strategic Plan for 2022/23 (Document UEB 220524D).

21.164.2 The SA Manager reported that a detailed audit needs assessment in 2021/22 resulted in a three-year plan, and the 2022/23 has been reviewed with respect to the recent strategic risk register and the new strategy.

21.164.3 The USCOO informed members that he has had several conversations with internal audit to get to this point and confirmed that the plan gives appropriate coverage at this stage and was happy to recommend it.

21.164.4 The SA Manager informed members of one change to the plan. The planned Business Continuity audit has not yet been carried out and will take place in 2022/23.

21.164.5 **AGREED** Members agreed the draft Internal Audit Strategic Plan 2022/23 for recommendation to Audit Committee.

21.165 [REDACTED]

21.165.1 [REDACTED]

21.165.2 [REDACTED]

21.165.3 [REDACTED]

21.165.4 [REDACTED]

21.165.5 [REDACTED]

21.166 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.166.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 10 May 2022 (Document UEB 220524F) as an accurate record of the meeting.

21.166.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220524G) and noted those that were now complete.

21.167 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	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

21.168 ANY OTHER BUSINESS

21.168.1 There were no other items of business reported.

21.169 DIGITAL ACCESSIBILITY UPDATE

21.169.1 Members noted the update on Digital Accessibility (Document UEB 220524H).