

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 21
OCTOBER 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	I Wilmot (Deputy Chair) Professor C Dormor Professor C Kalantaridis	Professor A Linn K Patel
IN ATTENDANCE:	Professor D Cunningham (Minute 25.38) J Lamarque (Secretary)	K Robinson (Minute 25.37)
APOLOGIES:	Professor D Anand	Professor P Bonfield (Chair)

25.35 ANNOUNCEMENTS

- 25.35.1 **Welcome:** The Deputy Chair - Chair for this meeting - welcomed all members and attendees to the meeting.
- 25.35.2 **Apologies:** Members noted apologies as recorded above.
- 25.35.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 25.35.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- 25.35.5 **Chair's business**
The Chair updated members on the recent Open Day and asked members to send any feedback directly to the Marketing team.
- 25.35.6 **Confidential**
[Redacted]
- 25.35.7 [Redacted]
- 25.35.8 [Redacted]
- 25.35.9 [Redacted]
- [Redacted]
- 25.35.10 [Redacted]
- 25.35.11 [Redacted]
- 25.35.12 [Redacted]
- 25.35.13 [Redacted]
- 25.35.14 [Redacted]

25.36 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 25.36.1 Catherine Dormor - Head of College for Design, Creative and Digital Industries/Co-Chair, Staying Safe: Business Continuity Group - reported on recent Open Days, planning for Martyn's Law, risk registers and the recent business continuity workshops.

25.37 UPDATE FROM THE HEAD OF STUDENT SUPPORT AND RESIDENTIAL LIFE

- 25.37.1 Kristy Robinson - Interim Head of Student Support and Residential Life (SSRL) - presented an update on progress and next steps for student support (Document UEB 251021A).
- 25.37.2 The Interim Head of SSRL's update included an external review, 24/7 provision for students and a holistic approach to student health.
- 25.37.3 In response to a member's query on Spectrum.Life, the Interim Head of SSRL confirmed that there had been over 160 sign-ups on the digital platform since the official launch in September 2025. Members heard that in time it will be possible to demonstrate how Spectrum.Life creates capacity relief for other services, such as the counselling service, and that there is further work to be done on data monitoring and correlation to students' academic experience.
- 25.37.4 Members discussed counselling and mental health services more broadly and the Interim Head of SSRL reported on ways to help students while they are waiting to be assessed, such as workshops on anxiety in place of 1-2-1 sessions.
- 25.37.5 In response to a member's query on re-allocating existing resources to support triage, the Interim Head of SSRL commented that there may be an opportunity to reshape roles and create developmental opportunities for colleagues.
- 25.37.6 A member suggested that data on the uptake of services of Home versus International students would be useful.
- 25.37.6.1 ACTION UEB Secretary** to arrange a further update from the Head of SSRL in February 2026.

25.38 REPORT ON THE MINI-REF

- 25.38.1 Professor David Cunningham - Research Excellence Framework (REF) Director - presented an update on the mini-REF (Document UEB 251021B).
- 25.38.2 The DVC (RKE) informed members that the mini-REF is focussing on two of the three elements of the REF, reviewing and enhancing the developing case studies, and that through the Research Culture Year colleagues are working on inclusion - providing opportunity for more colleagues to work on research and more support.
- 25.38.3 The REF Director reported that the mini-REF is held at the midway point, with the deadline at the end of 2028 for REF 2029.
- 25.38.4 In response to a member's comment on educational submissions, the REF Director confirmed that this would be done on a small scale.
- 25.38.5 Members discussed impact case studies and resourcing.
- 25.38.6 **AGREED** Members endorsed the recommendations in the report.

25.39 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 25.39.1 Members noted that due to time constraints the minutes of the meeting held on 7 October 2025 were not available and will be submitted to the next meeting¹.
- 25.39.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 251021D).

25.40 ANY OTHER BUSINESS

- 25.40.1 Members did not raise any additional items of business.

¹ As a result, there is no Document UEB 251021C for this meeting.

25.41 INTERNAL AUDIT ANNUAL REPORT

25.41.1 Members noted the Internal Audit report for 2024-25 (Document UEB 251021E).

25.42 MANAGEMENT ACCOUNTS – SEPTEMBER 2025

25.42.1 Members noted the Management Accounts for September 2025 (Document UEB 251021F).

25.43 HUMAN TISSUE AUTHORITY GOVERNANCE AND OVERSIGHT (HTA GO) COMMITTEE ANNUAL REPORT

25.43.1 Members received the HTA GO Committee annual report 2024-25 (Document UEB 251021G).

25.44 SUB-COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

25.44.1 **APPROVED** Revised terms of reference and membership for College Executive Groups and the HTA GO Committee (Document UEB 251021H) to be implemented with immediate effect.

25.45 DATES OF FUTURE MEETINGS

4 November 2025	31 March 2026
25 November 2025	21 April 2026
16 December 2025	12 May 2026
6 January 2026	26 May 2026
20 January 2026	9 June 2026
3 February 2026	23 June 2026
17 February 2026	6 July 2026 – UEB dinner
2 March 2026 – UEB dinner	7 July 2026 UEB away day
3 March 2026 – UEB away day	28 July 2026
17 March 2026	11 August 2026

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