

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26 APRIL 2022 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes	Dr S Jarvis Professor J Jones Professor A Linn
IN ATTENDANCE:	Mrs J Lamarque (Secretary)	
APOLOGIES:	Professor M Kirkup	Mr I Wilmot

21.141 ANNOUNCEMENTS

- 21.141.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting and briefed members on the agenda.
- 21.141.2 **Apologies:** Apologies were noted as above.
- 21.141.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or notification of AOB.
- 21.141.4 **Chair's business**
The Chair reported on the forthcoming UEB away day, capital plans and recent University events.

21.142 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.142.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on cleaning, testing and behaviours on campus. Members heard that the University continues to engage with the local authorities. Meetings will continue on a fortnightly basis until the end of May 2022.

21.143 PLANNING FOR THE END OF THE 21/22 ACADEMIC YEAR AND SEPTEMBER 2022

- 21.143.1 Members discussed the end of the current academic year and plans for September 2022 including:
- Arrivals Steering Group has been streamlined and renamed Welcome and Arrivals Group (WAG)
 - Arrivals to take a more measured approach over two or three weeks
 - Communications from WAG to be cascaded to schools and colleges
 - Professional Services colleagues onsite and Smart Working protocols
 - Smart Working survey results due mid-May
 - Making sure that students can do what they need to do efficiently and feel they belong at the end of the first few weeks
 - Study and transition support
- 21.143.2 A member commented on the issue of spiking and keeping our students safe. The USCOO responded that he would take this up with the Director of Student and Academic Services and the Head of Student Support and Residential Life.¹

¹ Post-meeting note. The University and Students' Union statement on this topic <https://www.uwsu.com/articles/uwsu-university-statement-on-spiking> was shared by the USCOO and will be included in a welcome pack for new students.

21.144 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.144.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 12 April 2022 (Document UEB 220426A) as an accurate record of the meeting, subject to a change to Minute 21.131.5.

21.144.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220426B) and noted those that were now complete.

21.145 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	10 May 2022
UEB	24 May 2022
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

21.146 ANY OTHER BUSINESS

21.146.1 There were no other items of business reported.

21.147 MANAGEMENT ACCOUNTS – MARCH 2022

21.147.1 Members noted the Management Accounts for March 2022 (Document UEB 220426C).

21.148 INFORMATION SECURITY POLICIES

21.148.1 **APPROVED** Members approved with immediate effect the Information Security Policy as recommended by the University Secretary and Chief Operating Officer (USCOO) (Document UEB 220426D).

21.148.2 Members noted the IT Password Policy and IT Acceptable Use Policy as approved by the USCOO (Document UEB 220426D).