

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26
NOVEMBER 2024 IN ROOM RS109 REGENT STREET**

PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor	Professor C Kalantaridis Professor A Linn I Wilmot (Deputy Chair)
IN ATTENDANCE:	Dr L Bond S Ford (Minute 24.66)	J Lamarque (Secretary)
APOLOGIES:	Dr S Jarvis	K Patel

24.64 ANNOUNCEMENTS

- 24.64.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 24.64.2 **Apologies:** Members noted apologies as recorded above and noted that Dr Lucy Bond, Head of School, Humanities attended on behalf of the Head of College (Liberal Arts and Sciences).
- 24.64.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.
- 24.64.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items. The Chair agreed to discuss one item of business not on the agenda (see Minute 24.72).
- 24.64.5 **Chair's business:** The Chair updated members on his visits to partners in Uzbekistan and Sri Lanka, open days and the recent Ofsted visit. Members also heard about workshops with other Vice-Chancellors to discuss the three top priorities for students.
- 24.64.6 The Deputy Vice-Chancellor (DVC) for Research and Knowledge Exchange informed members that the University has awarded the former Director of Westminster International University in Tashkent an Honorary Doctorate of Science.
- 24.64.7 The DVC (Global Engagement and Employability) reported on his recent visit to Boston to attend a conference on how to handle tensions on campus.

24.65 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 24.65.1 The University Secretary and Chief Operating Officer (USCOO)/Co-Chair, Staying Safe: Business Continuity Group reported that the Group has focused on the Business Continuity Policy, which will be submitted to UEB on 10 December 2024. Members heard that the Group has established a sub-group on Martyn's Law (the Terrorism (Protection of Premises) Bill).

24.66 MAINTENANCE POLICY

- 24.66.1 Steve Ford, Deputy Director of Estates (Facilities and Operations) presented the new Maintenance Policy (Document UEB 241126A).
- 24.66.2 Members heard that parts of the proposed policy are still in progress such as hyperlinks to the KPI schedule, that a digital accessibility statement will be incorporated, and the building management plan will be added as an appendix. The Deputy Director also informed members that the policy did not need Court approval, and this element of Section 9 will be deleted.

- 24.66.3 In response to members queries on the periodic review of the policy and management of requests, the Deputy Director confirmed that the policy will be reviewed annually and that data from the Estates Help Desk is used to determine priorities for investment.
- 24.66.4 Other comments included adding reference to relevant compliance requirements, such as the Building Safety Act, and realistic targets for documentation and record-keeping.
- 24.66.5 **APPROVED** Maintenance Policy to be implemented with immediate effect, subject to the amendments discussed at the meeting.
- 24.66.5.1** **ACTION USCOO** to work with the Deputy Director to finalise the policy.
- 24.67 HUMAN TISSUE AUTHORITY GOVERNANCE AND OVERSIGHT (HTA GO) COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP 2024/25**
- 24.67.1 The USCOO/Chair of the HTA GO Committee presented the proposed reporting and governance structure of the Committee (Document UEB 241126B).
- 24.67.2 Members heard that it is proposed the HTA GO Committee will report to UEB instead of the Research and Knowledge Exchange Steering Committee to provide oversight across the broad remit of governance of the licence and legal compliance, and the Committee will now issue an annual report.
- 24.67.3 A member queried the use of templates to prevent lengthy correspondence and the Chair, HTA GO Committee confirmed that the HTA operations Group will standardise reports.
- 24.67.4 **APPROVED** Updated HTA GO Committee terms of reference and membership 2024/25 to be implemented with effect from 1 December 2024.
- 24.68 RISK ASSESSMENT FOR PROPOSED TRAVEL TO SOUTH SUDAN**
- 24.68.1 **REJECTED** Members rejected the proposal for an academic colleague to travel to South Sudan (Document UEB 241126F) as it was not submitted within the required timescale (50 working days prior to the intended departure date) and insufficient time to identify and communicate questions and/or actions for the colleague to address.
- 24.68.1.1** **ACTION Head of School, Humanities** would inform the colleague concerned of the outcome of the proposal.
- 24.69 UPDATE ON PERSONAL TUTORS**
- 24.69.1 This item has been postponed to a later meeting.
- 24.70 STUDENT CONTINUATION**
- 24.70.1 The Chair postponed this item to a later meeting.
- 24.71 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 24.71.1 **AGREED** Members confirmed the minutes of the meeting held on 5 November 2024 (Document UEB 241126D) as an accurate record of the meeting.
- 24.71.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 241126E).
- 24.71.3 **Student Continuation (Action 24.54.3.1)** The Heads of Colleges confirmed that colleagues have contacted the students who are not attending.

24.72 ANY OTHER BUSINESS**Fee increase**

- 24.72.1 The USCOO proposed an increase of £250 in tuition fees for the 2025/26 intake and to revise contracts beyond 2025/26, following the recent Government announcement.
- 24.72.2 Members discussed the options for students who accepted an offer from the University before the announcement, noting that it is not yet clear what approach others in the sector will take.
- 24.72.3 The USCOO confirmed that offer letters with the new terms and conditions would be reissued to students who had not yet accepted an offer from the University.

24.73 MEETING EVALUATION

- 24.73.1 Members and attendees commented that the meeting was efficiently run and that they appreciated the visitor presentation.
- 24.73.2 The Chair outlined the risks and communication points discussed.

24.74 UPDATE ON APPRENTICESHIP PROVISION

- 24.74.1 Members noted the update on apprenticeship provision (Document UEB 241126E).

24.75 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.

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