

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 29
NOVEMBER 2022 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield Dr S Jarvis Professor J Jones	Professor M Kirkup Professor A Linn I Wilmot (Acting USCOO)
IN ATTENDANCE:	Professor D Anand (Minute 22.54) J Lamarque (Secretary)	G Rhodes (Minute 22.58)
APOLOGIES:	J Cappock (Deputy Chair)	Professor A Hughes

22.52 ANNOUNCEMENTS

- 22.52.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.52.2 **Apologies:** Apologies were received as noted above.
- 22.52.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.52.4 **Chair's business**
The Chair reported on his recent visit to the Westminster International University in Tashkent and the Court of Governors meeting. Members were informed that Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education has replaced Alex Hughes, DVC (Employability and Global Engagement) as an ex-officio member of the Court.
- 22.52.5 The Pro Vice-Chancellor (PVC) for People and Culture updated members on the recent and planned industrial action.
- 22.52.6 The Chair reported on an agreed outcome from a recent Senior Research Team workshop chaired by the PVC Research, which agreed that all new lecturers should participate in the Early Researcher Programme to further support improvements in research culture as set out in Being Westminster 2022-29. It was agreed that a paper would be produced to cover how this action will be planned, delivered and resourced at a future meeting.
- [22.52.6.1](#) **ACTION DVC (Education)** to discuss professional development for new colleagues with the Head of the Centre for Education and Teaching Innovation.
- [22.52.6.2](#) **ACTION PVC (Research)** to submit a paper on the Early Researcher Programme for new lecturers by end January 2023.
- 22.53 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**
- 22.53.1 The DVC (Education) confirmed that there was nothing significant to report from the Being Safe, Feeling Team.
- 22.54 COLLEAGUE NETWORK PRIORITIES AND CHALLENGES FOR 2022/23**
- 22.54.1 Professor Dibyesh Anand, Co-Chair, Equality, Diversity and Inclusion (EDI) Committee presented the colleague network achievements, priorities, opportunities and challenges for 2022/23.

- 22.54.2 Members noted that some of the common challenges are time and recognition for EDI as a core activity, how to sustain and expand the colleague networks, funding, accountability and administrative support.
- 22.54.3 Members discussed intersectionality, recognition for colleagues engaged in EDI activity and accountability. The Heads of College agreed to discuss time and recognition for EDI as core activity at their College Executive Group meetings.
- 22.54.3.1 **ACTION Vice-Chancellor** to meet with all the colleague network Co-Chairs to discuss progress to date and future priorities.
- 22.54.4 The Chair commended the Co-Chair of the EDI Committee, and all of those engaged in EDI matters, for their work.
- 22.55 MANAGEMENT ACCOUNTS OCTOBER 2022 AND QUARTER 1 FORECAST**
- 22.55.1 Ian Wilmot, Director of Finance, presented the Management Accounts October 2022 and Quarter (Qtr) 1 forecast (Document UEB 221129A).
- 22.55.2 The Director of Finance reported that a successful recruitment campaign has resulted in a tuition fee increase of £11m against budget, a successful Research Excellence Framework submission has led to an increase in research funding of £2m and interest rate increases have been incorporated into the forecast.
- 22.55.3 Members heard that other operating expenses have increased by around £4m, the £5m contingency remains unallocated, the cash balance remains healthy, and the debtor's position has improved. The Director confirmed that budget holders will continue to manage the cost base through the year.
- 22.55.4 **AGREED** Members recommend the October 2022 Management Accounts and Qtr 1 forecast to Resources Committee.
- 22.56 WESTMINSTER GRADUATE PROGRAMME REPORT**
- 22.56.1 The Chair deferred this report (Document UEB 221129B) to the meeting on 13 December 2022.
- 22.57 [REDACTED] (Confidential)**
- 22.57.1 **[REDACTED]**
- 22.57.2 **[REDACTED]**
- 22.57.3 **[REDACTED]**
- 22.57.3.1 **[REDACTED]**
- 22.58 UPDATE ON DIGITAL ACCESSIBILITY**
- 22.58.1 The DVC (Education) and George Rhodes, Team Lead Digital Accessibility (DA), presented an update on Digital Accessibility (Document UEB 221129C).
- 22.58.2 The DVC (Education) reported that the digital accessibility statements have been published, audited and minor recommendations made.
- 22.58.3 The Team Lead (DA) informed members about controls within a document, automated testing and accessibility issues.
- 22.58.4 The Team Lead (DA) reported that remediation activity, such as suggested changes to software, has been undertaken with suppliers, and these reports are now being used as examples of good practice.

22.58.5 The Team Lead (DA) asked members to encourage colleagues to attend the digital accessibility training sessions as that will help improve colleagues' skills, embed good practices and have a positive impact on students.

22.58.6 The Chair commended the work of the Digital Accessibility team and confirmed that UEB members will attend a digital accessibility training session.

22.59 TEF UPDATE

22.59.1 The DVC (Education) informed members that a draft will be ready by 16 December 2022 for final review.

22.60 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

22.60.1 **AGREED** Members confirmed the minutes of 8 November 2022 (Document UEB 221129D) as an accurate record of the meeting.

22.60.2 Members reviewed a summary of the actions from previous meetings (Document UEB 221129E) and noted those that were now complete.

22.60.3 **Chair's business (Action 22.25.7.2)** The Acting University Secretary and Chief Operating Officer (USCOO) reported that the student database has been cleansed to improve the electronic sign-in process, however isolated issues remain.

22.60.4 Members discussed the link between attendance and attrition, and the DVC (Education) reported that to improve continuation and retention further there should be more focus on the importance of first sit passes and noted that if students are not in lessons they are not engaging. She noted that Personal Tutors that use the dashboards and reach out to the students that are not engaging have better retention rates.

22.60.4.1 **ACTION DVC (Education)** to submit a proposed model to provide a higher level of support for every student to UEB on 14 February 2023.

22.61 ANY OTHER BUSINESS

22.61.1 Members did not raise any other matters not on the agenda.

22.62 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).

2022/23

13 December 2022	25 April 2023
10 January 2023	9 May 2023
24 January 2023	23 May 2023
14 February 2023	13 June 2023
28 February 2023	27 June 2023
13 March 2023 – evening – UEB dinner	10 July 2023 – evening – UEB dinner
14 March 2023 – all day – Away Day	11 July 2023 – all day – Away Day
30 March 2023	25 July 2023
11 April 2023	8 August 2023