

APPROVED

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 5
NOVEMBER 2019 IN ROOM RS109, REGENT STREET.**

PRESENT:	Dr P Bonfield (Chair) Professor R Dannreuther Professor A Hughes	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr M Baldwin Mr N Catterall (minute 19.28) Mr C Hinge (minute 19.30)	Mrs J Lamarque (Secretary) Mrs E McMillan (minute 19.29) Mr Ian Wilmot (minute 19.27)
APOLOGIES:	Mr J Cappock (Deputy Chair)	Professor J Stockdale

19.25 ANNOUNCEMENTS

19.25.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Mark Baldwin attended on behalf of Professor Jonathan Stockdale.

19.25.2 **Apologies:** Apologies were noted as above.

19.25.3 **Requests to discuss starred items:** There were no requests to discuss starred items.

Chair's business

Director of External Engagement

19.25.4 The Chair updated members on the progress of the position of Director of External Engagement, which will lead on apprenticeships, engagement and employability. The role profile has been drafted and the job description will be submitted to UEB for comment.

National Student Survey (NSS)

19.25.5 The Chair informed members that the limited assurance internal audit report on NSS outcomes (agenda item 3.4) would be discussed outside of UEB at a meeting between himself and the Deputy Vice-Chancellor (DVC) for Education, the Associate Head of the College (AHOC) of Design, Creative and Digital Industries and the Director of Strategy, Planning and Performance.

Leadership Programme

19.25.6 The Chair informed members that he had asked the Director of Human Resources and Safety, Health and Wellbeing (Director of HR) to work on a leadership programme to provide line management training for both academic and Professional Services colleagues.

Heads of Schools

19.25.7 The Strategy, Planning and Performance team will organise a whole or half day session for Heads of Schools on curriculum portfolios, future course development and their requirements of the estate. Members commented that a joined-up management away day had not taken place for some time and agreed that it would be useful.

19.26 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

19.26.1 The minutes of the UEB meeting held on 8 October 2019 (Document UEB 191105A) were agreed as an accurate record, subject to an amendment to minute 19.13.4.

- 19.26.2 Members reviewed a summary of the actions from previous meetings (Document UEB 191105B) and confirmed those that were now complete.
- 19.26.3 **Chair's business – Volunteering policy document (Action 19.13.6.1)** The Chair confirmed that the Director of HR is currently writing the policy.
- 19.26.4 **Minutes of the previous meeting and matters arising (Action 19.14.4.1)** The Chair confirmed that the Head of Westminster Law School will take up one of the vacant positions on the University of Westminster Students' Union (UWSU) Trustee Board.
- 19.26.5 **Review of the Readers and Professors promotion process (Action 19.17.2.1)** The DVC (Education) informed members that this action is now the responsibility of the Pro Vice-Chancellor for People and Culture.
- 19.26.6 **UWSU student officers 'meet and greet' (Action 19.1.6.1)** The Chair confirmed that this action was closed. The UWSU Student Officers had met members of the Quintin Hogg Trust and had also attended College Executive Group meetings.
- 19.26.7 **Five-year forecast (Action 18.144.8) AGREED** Members delegate authority to the University Secretary and Chief Operating Officer (USCOO) to agree the five-year forecast on behalf of UEB.
- 19.27 DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS TO 31 JULY 2019**
- 19.27.1 The Director of Finance presented the draft annual report and financial statements to 31 July 2019 (Document UEB 191105D), which is accompanied by the letter of representation to the External Auditors, the management statement of assurance and the External Auditor draft year-end report 2018-19.
- 19.27.2 The Director of Finance informed members that the annual report and financial statements are in line with the Management Accounts pack for August, with a slight change due to final adjustments.
- 19.27.3 Members identified a few minor amendments to the narrative.
- 19.27.3.1 **ACTION All members** to inform the Director of Finance of any further editorial amendments by 12 November 2019.
- 19.27.3.2 **ACTION Director of Finance** to proof read the report again and make any necessary changes.
- 19.27.4 **AGREED** Subject to minor editorial changes, members recommend the draft annual report and financial statements to 31 July 2019 and accompanying documents to the Audit Committee and Finance and Property Committee.
- 19.27.5 Members noted that the annual report from the external auditors focused on the subsidiaries. **[redacted – commercial in confidence]**
- 19.27.6 Members commended the Director of Finance and his team for their work.
- 19.28 OFFICE FOR STUDENTS PREVENT DUTY MONITORING RETURN**
- 19.28.1 The Senior Compliance and Development (SCD) Manager and Prevent Lead presented the Office for Students (OfS) Prevent Duty Monitoring Return (Document UEB 191105E).
- 19.28.2 Members noted that the OfS has streamlined the format of the monitoring return and, whilst the Court of Governors is required to sign off on a series of points, the full report submitted in previous years is no longer required. The SCD Manager will continue to draft the same full report for internal use to ensure sufficient scrutiny of this area of work.

- 19.28.3 The SCD Manager informed members that there have not been any Prevent related issues in the past 12 months.
- 19.28.4 Members noted the events data in the report and that, due to a recent query about an advertised speaker, more training will be given to UWSU society members on the use of University rooms.
- 19.28.5 Members noted that Universities are expected to report on staff and student welfare issues as part of broader safeguarding and the OfS will release this data.
- 19.28.5.1 **ACTION SCD Manager** to write to the USCOO regarding concerns that the OfS will publish data from the welfare section of the report without appropriate contextual information so that the USCOO can raise the matter at an upcoming OfS briefing meeting.
- 19.28.6 The SCD Manager informed members that he had been invited to join the Counter Terrorism Round Table and that most universities have a small Prevent team and we do not.
- 19.28.7 **AGREED** OfS Prevent Duty Monitoring Return to be recommended to the Court of Governors.
- 19.28.8 The Vice-Chancellor referred to his recent email correspondence to UEB members on the Freedom of Speech Code of Practice. The Code was approved by UEB on 10 September 2019 and includes the External Events Booking Process, which is primarily for student societies booking University rooms for events. The Vice-Chancellor proposed that a similar process should be drawn up for academic and commercial events.
- 19.28.8.1 **ACTION SCD Manager** to draft an External Events Booking Process for academic and commercial events and present it to UEB on 10 December 2019.
- 19.29 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE – PERIODIC REVIEW 1**
- 19.29.1 The Clerk to the Court of Governors and the Head of University Governance (CCGHUG) presented the University risk register and mitigations schedule periodic review 1 (Document UEB 191105E).
- 19.29.2 Members discussed the periodic risk register review outcomes report including risk movements since the last review in March 2019, areas where the residual risk score does not align with the risk appetite, changes to the strategic risk register arising from the recent review.
- 19.29.3 **AGREED** Members endorsed all changes to the strategic risk register proposed by the Risk Owners and made an additional change to the wording of risk S-23-FIN-02. Members considered that the risk appetite for S-23-FIN-02 could be increased from Low to Medium.
- 19.29.4 Members challenged the Risk Owner to identify additional mitigations (or to take action that will make current mitigations more effective) to further reduce the residual risk score for risk S-23-LT-03.
- 19.29.4.1 **ACTION DVC (Education)** to take the action required to reduce the residual risk score.
- 19.29.5 A member appealed to colleagues to seek to align requests for information for different purposes to prevent duplication of effort, giving the completion of mitigation narratives as an example. The CCGHUG confirmed the comments are taken on board and will be reflected in her review of the risk register review process.
- 19.29.5.1 **ACTION USCOO** to discuss the request with the Director of Strategy, Planning and Performance to identify other opportunities to streamline collection and use of information through the planning process.
- 19.29.6 **AGREED** Due to limited time at the meeting, members will review the operational risks escalated to UEB (all those with a residual risk score of 15 or higher) by correspondence.

19.30 INTERNAL AUDIT REVIEW – LIMITED ASSURANCE REPORT ON ESTATES MAINTENANCE

- 19.30.1 The Director of Estates Planning and Services (EPS) presented the limited assurance internal audit report on Estates Maintenance (UEB 191105G).
- 19.30.2 The Director of EPS informed members that he had worked with the internal auditors to identify several urgent issues, some relating to performance of a contractor. He reported that remedial action plans are being taken forward, some of which link directly to risks on the risk register.
- 19.30.3 Members discussed the issues and asked the Director of EPS to return to UEB on 10 December 2019 to update members on what action has been taken.

19.31 HUMAN-TRAFFICKING AND MODERN SLAVERY STATEMENT

- 19.31.1 **APPROVED** Human trafficking and modern slavery statement for the period to 31 July 2019, Commitment to Responsible Procurement and Sustainability Charter (Document UEB 191105H)

19.32 DATES OF FUTURE MEETINGS

UPC	19 November 2019
UEB	26 November 2019
UEB	10 December 2019
UPC	17 December 2019
UEB	14 January 2020
UPC	21 January 2020
UEB	28 January 2020
UEB	11 February 2020
UPC	18 February 2020
UEB	25 February 2020
UEB - away day	9 March 2020 – evening (location to be confirmed)
	10 March 2020 - all day (location to be confirmed)
UPC	17 March 2020
UEB	24 March 2020
UPC	21 April 2020
UEB	28 April 2020
UEB	12 May 2020
UPC	19 May 2020
UEB	26 May 2020
UEB	09 June 2020
UPC	16 June 2020
UEB	23 June 2020
UEB	14 July 2020
UEB - away day	27 July 2020 – evening (location to be confirmed)
	28 July 2020 - all day (location to be confirmed)
UEB	11 August 2020
UPC	18 August 2020

19.33 ANY OTHER BUSINESS

19.33.1 There were no other items of business reported.