

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10 OCTOBER 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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|----------------|--|---|
| PRESENT:       | Professor P Bonfield (Chair)<br>Dr S Jarvis  | Professor J Jones   |
| IN ATTENDANCE: | N Aggarwal, UWSU (Minute 23.16)<br>D Airan, UWSU (Minute 23.16)<br>Professor D Anand<br>N Asakzai, UWSU (Minute 23.16)<br>T Bangia, UWSU (Minute 23.16)<br>C Benyon (Minute 23.20)<br>Dr P Elmer | C Emery (Minute 23.20)<br>I Griffiths (Minute 23.19)<br>H Jaffar, UWSU (Minute 23.16)<br>J Lamarque (Secretary)<br>A Norris (Minute 23.18)<br>I Wilmot (Acting USCOO <sup>1</sup> ) |
| APOLOGIES:     | J Cappock (Deputy Chair)<br>Professor A Hughes   | Professor A Linn  |

**23.15 ANNOUNCEMENTS**

- 23.15.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 23.15.2 **Apologies:** Apologies were received as noted above.
- 23.15.3 Members noted that Dibyesh Anand attended as Interim Deputy Vice-Chancellor (DVC) for Employability and Global Engagement) and Paul Elmer attended as Acting Head of Westminster Business School.
- 23.15.4 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 23.15.5 **Chair's business:** The Chair updated members on enrolment, the Teaching Excellence Framework result and senior appointment vacancies.

**23.16 UWSU OFFICERS' PRIORITIES 2023/24**

- 23.16.1 Taruna Bangia, UWSU President; Nandini Aggarwal, Vice-President (VP) Undergraduate Education; Nazia Asakzai, VP Postgraduate Education; Divanshu Airan; VP Welfare and Hassaann Jaffar, VP Activities outlined their priorities for 2023/24.
- 23.16.2 Members invited the UWSU Sabbatical Officers to highlight other initiatives that may require support.
- 23.16.3 In response to a member's comment on prayer rooms, the Sabbatical Officers confirmed that they have reached out to all the different faith and cultural societies and have a steering group meeting every month which includes student feedback. They reported that student feedback is also sought through surveys and focus groups.
- 23.16.4 Members discussed the different needs of mature students, both undergraduate and postgraduate.
- 23.16.5 Members were informed of a proposal that will allow students to buy and sell products from fellow Westminster students and sell artworks on the platform. The UWSU President confirmed

<sup>1</sup> University Secretary and Chief Operating Officer

that she would contact the Head of the Centre for Education and Teaching Innovation and the Interim DVC (Employability and Global Engagement) to discuss the proposal further.

- 23.16.6 The Head of the College of Design, Creative and Digital Industries, asked for the UWSU presence and visibility to be increased at Harrow, and confirmed that the Estates Manager was in the process of setting up space for UWSU.
- 23.16.7 The Associate Head of College of Westminster Business School asked for UWSU input into creating spaces at Marylebone where students feel comfortable and are happy to stay, and also welcomed their advice on student trips.
- 23.16.8 The Vice-Chancellor thanked the UWSU President and the other UWSU Sabbatical Officers for their presentations and confirmed the UEB partners for each of their areas of responsibility.

## **23.17 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

- 23.17.1 As there had not been a Staying Safe: Business Continuity Group meeting since the last UEB meeting, members noted there was nothing to report.

## **23.18 UPDATE ON EQUALITY, DIVERSITY AND INCLUSION (EDI) ACCREDITATIONS**

- 23.18.1 Andy Norris, Head of Culture and Inclusion (CI) presented an update on EDI accreditations (Document UEB 231010B).
- 23.18.2 The Head of CI reported on the time and resources required for applications to Athena Swan and the Race Equality Charter.
- 23.18.3 In response to a member's query, the Interim DVC (Employability and Global Engagement) confirmed that other charter marks were considered.
- 23.18.4 Members comments included:
- EDI Lead role in the hours associated for Athena Swan.
  - Need to be clear about the benefits for the institution beyond the badge.
  - What happens to the EDI action plan if there are separate action plans for the charters?
  - How will the roles in People, Culture and Wellbeing fit in with Athena Swan?
- 23.18.5 Members agreed with the concept but felt more work was needed on the positioning with more clarity on the costs.

## **23.19 BUSINESS CONTINUITY POLICY**

- 23.19.1 Ian Griffiths, Risk and Resilience (RR) Manager presented the draft Business Continuity Policy (Document UEB 231010C).
- 23.19.2 Ian Wilmot, Acting USCOO, and Acting Co-Chair of the Staying Safe: Business Continuity Group confirmed that the policy will be discussed by the Group in more detail and invited feedback from UEB members to inform the Group's discussions.
- 23.19.3 Sal Jarvis, DVC (Education) and Co-Chair of the Staying Safe: Business Continuity Group commented that the draft policy aligns with business continuity basic principles and fits well with the annual planning cycle. She noted however that the examples given could impact more than one School or College, so there is a need to think about layers.
- 23.19.4 The Chair commented that the introduction is different to our own experience of dealing with emergencies and suggested that lessons learned from previous emergencies should be added. It was agreed that the paper should be redrafted taking account of comments made during the meeting and that it should be worked on and considered by the Business Continuity Group, Chaired by the COO, before coming back to UEB.

## 23.20 SOCIAL MEDIA POLICY AND GUIDELINES FOR COLLEAGUES

- 23.20.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC) and Craig Emery, Head of Marketing and Campaigns (MC) presented the proposed Social Media Policy and Guidelines for Colleagues (Document UEB 231010D).
- 23.20.2 The Head of MC informed members that the policy includes a set of guidelines for colleagues to refer to, giving confidence in using social media.
- 23.20.3 The Director (GRAMC) confirmed that many different stakeholders had been consulted when reviewing the policy.
- 23.20.4 Members comments included:
- Paragraph 4.1.7 on cancel culture should be removed.
  - Paragraph 5.3 under Freedom of Speech and Academic Freedom does not add value.
  - Blurring between personal and professional accounts is hard to manage.
- 23.20.5 In response to a member's query, the Head of MC confirmed that the policy is partly a renewal of the previous policy and is based on overarching guidelines on the use of social media for charities.
- 23.20.6 **APPROVED** Social Media Policy and Guidelines for Colleagues to be implemented with immediate effect, subject to adoption of the changes discussed.
- 23.20.7 The Director of GRAMC confirmed that the policy will be shared through the Westminster Weekly newsletter.

## 23.21 SUB-COMMITTEE TERMS OF REFERENCE 2023/24

- 23.21.1 **APPROVED** Terms of Reference for 2023/24 for the Partnership Scrutiny Panel and the Professors and Readers Awarding Committee (Document UEB 231010E) to be implemented with immediate effect.
- 23.21.2 **REJECTED** Members did not support proposals to change the status of finance, people and marketing business partners from full to co-opted members of College Executive Groups (CEGs).
- 23.21.3 **APPROVED** Other than the amendment above, terms of reference for 2023/24 for CEGs to be implemented with immediate effect.

## 23.22 HE REFORM ANNOUNCEMENTS BRIEFING (**Confidential**)

- 23.22.1 The DVC (Education) presented an update on recent Higher Education (HE) reforms (Document UEB 231010F).
- 23.22.2 The DVC (Education) updated members on the potential impact of HE reforms on apprenticeships, Lifelong Learning and Foundation years.

23.22.3 **[REDACTED]**

23.22.4 **[REDACTED]**

- 23.22.4.1 **ACTION DVC (Education) and Acting USCOO** to discuss the impact of HE reforms on apprenticeships with the Director of Business Engagement.

## 23.23 STUDENT RETENTION

- 23.23.1 The DVC (Education) reported that continuation is reducing slowly year by year and a new personal tutoring (PT) approach is being introduced that will support improvements.

- 23.23.2 Members considered that Colleges need to make sure that Personal Tutors are in place, trained and supported and that PT meetings with students are taking place.

## **23.24 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

- 23.24.1 **AGREED** Members confirmed the minutes of the meeting held on 12 September 2023 (Document UEB 231010G) as an accurate record of the meeting.

- 23.24.2 Members reviewed a summary of the actions from previous meetings (Document UEB 231010H) and noted those that were now complete.

## **23.25 ANY OTHER BUSINESS**

- 23.25.1 There were no other items of business reported.

## **23.26 REVISED FINANCIAL REGULATIONS**

- 23.26.1 **AGREED** Members recommend the revised financial regulations (Document UEB 231010I) to Resources Committee.

## **23.27 DATES OF FUTURE MEETINGS**

All regular meetings are from 10.30am to 12.30pm and take place in RS109, Regents Street or via Microsoft Teams.

### **2023/24**

|                              |                             |
|------------------------------|-----------------------------|
| 24 October 2023              | 16 April 2024               |
| 7 November 2023              | 30 April 2024               |
| 27 November 2023             | 14 May 2024                 |
| 12 December 2023             | 28 May 2024                 |
| 9 January 2024               | 11 June 2024                |
| 23 January 2024              | 25 June 2024                |
| 13 February 2024             | 9 July 2024 (UEB dinner)    |
| 28 February 2024             | 10 July 2024 (UEB away day) |
| 11 March 2024 (UEB dinner)   | 23 July 2024                |
| 12 March 2024 (UEB away day) | 7 August 2024               |
| 28 March 2024                |                             |