

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 14  
FEBRUARY 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones (from Minute 22.99.3) Professor M Kirkup Professor A Linn
IN ATTENDANCE:	J Lamarque (Secretary)	I Wilmot (Acting USCOO <sup>1</sup> )
APOLOGIES:	J Cappock (Deputy Chair)	

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**22.97 ANNOUNCEMENTS**

- 22.97.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.97.2 **Apologies:** Apologies were received as noted above.
- 22.97.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.97.4 **Chair's business:** The Chair, Deputy Vice-Chancellor (DVC) for Education and the Pro Vice-Chancellor (PVC) for People and Culture updated members on recent industrial action.
- 22.97.5 The DVC (Employability and Global Engagement) updated members on her recent partnership visit to India.

**22.98 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

- 22.98.1 The Staying Safe: Business Continuity Group has not met since the last UEB meeting on 24 January.

**22.99 STUDENT RECRUITMENT UPDATE**

- 22.99.1 Caroline Benyon, Director of Global Recruitment and Admissions, Marketing and Communications (GRAMC), and Sam Matthews, Head of Admissions, updated members on student recruitment.
- 22.99.2 The Director of GRAMC reported on our admissions and enrolment position for last year, in year challenges and the priority considerations. The Director also reported on the social media campaign and the Students' Union, the Westminster Meets series, apprenticeships, Open Days and Experience and interview days.
- 22.99.3 The Head of Admissions informed members that applications are now processed all year, and there is an increase in conversion rates. Members were updated on the recruitment figures for UG, PG and apprenticeships and discussed the Fashion Design interviews taking place on 15 February.
- [22.99.3.1](#) **ACTION** Head of the College of Design, Creative and Digital Industries to lead a review on the Fashion and Architecture interview process.

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

- 22.99.4 The Head of Admissions expressed a desire for clear targets (previously known as aspirational targets) to be included on the dashboards to enable the Timetabling Team to determine the maximum numbers for room allocation purposes.
- 22.99.5 Members were also updated on Confirmation of Acceptance for Studies (CAS) applications and January enrolments.
- 22.99.6 The Director of GRAMC reported on future priority considerations which included the increase of the CAS allocation, external costs escalation and the Access and Participation Plan (APP).
- 22.99.6.1 **ACTION DVC (Education)** and Director of GRAMC to discuss dedicated resource for wider APP planning.
- 22.99.6.2 **ACTION Acting USCOO** to request clear targets to be included on the dashboards.
- 22.99.7 The Acting USCOO informed members that the issue of CAS applications would be discussed at the next University Planning Committee meeting on 21 February 2023.
- 22.100 STUDENT ACCOMMODATION FEE PROPOSALS 2023/24**
- 22.100.1 Ian Wilmot, Acting USCOO, presented the Student Accommodation Fee Proposals for 2023/24 (Document UEB 220214A).
- 22.100.2 **AGREED** Option 2 as outlined in the paper to be applied as an appropriate approach to setting fees for 2023/24. The Vice-Chancellor requested that the team look at how the university might be able to offer a small number of student rooms at a lower rate to support students with particular hardship needs.
- 22.101 PROPOSAL FOR STUDENT PEER SUPPORT**
- 22.101.1 Caroline Lloyd, Director of Student and Academic Services (SAS), Heather Doon, Head of Student Voice and Engagement (SVE) and Lucy Wright, Impact and Evaluation Officer, presented a proposal for Student Peer Support (Document UEB 220214B).
- 22.101.2 The Director of SAS outlined what the programme will achieve which includes a singular peer support programme through the review and expansion of FANS and creation of an Outreach Call Centre.
- 22.101.3 In response to a member's query on payments to students, the Head of SVE confirmed that participating students would be paid for 18 weeks across the academic year, and the benchmark is the London living wage.
- 22.101.4 Members commented that the proposal supports the Access and Participation Plan, development, employment skills and will also improve Graduate Outcomes. Participating students should also receive points in the Employability Award as well as remuneration.
- 22.101.5 A member commented that there are already a number of student initiatives and support programmes in place, and that a review needs to take place to see if the new proposal sits as a key priority.
- 22.101.6 The Director of SAS was asked to map out and look at the financial implications of all the current initiatives and how they interconnect and support students, and report back to UEB on 28 February 2023.
- 22.102 UPDATE ON CYBER SECURITY**
- 22.102.1 The Acting USCOO presented the update on Cyber Security (Document UEB 230214C).
- 22.102.2 There were no particular concerns noted and members were reassured by the update.
- 22.103 UG, PG AND OTHER FEE PROPOSALS 2024/25**

- 22.103.1 The Director of Finance presented the Undergraduate, Postgraduate and other fee proposals for 2024/25 (Document UEB 230214D).
- 22.103.2 The Director of Finance reported that fees had been increased where appropriate.
- 22.103.3 **AGREED** Proposed fees to be recommended to Resources Committee.
- 22.104 TRAINING AND DEVELOPMENT IN RESEARCH AND KNOWLEDGE EXCHANGE (RKE) FOR NEW ACADEMIC COLLEAGUES**
- 22.104.1 Andrew Linn, PVC (Research), presented the training and development in RKE for new academic colleagues (Document UEB 230214D).
- 22.104.2 The PVC (Research) reported that the cost of the proposed programme of training workshops can be covered through existing budgets and staff time.
- 22.104.3 Members endorsed the proposed programme of additional researcher development workshops to be offered as part of the programme of induction for academic colleagues.
- 22.105 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 22.105.1 **AGREED** Members confirmed the minutes of 24 January 2023 (Document UEB 230214F) as an accurate record of the meeting.
- 22.105.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230214G) and noted those that were now complete.
- 22.106 ANY OTHER BUSINESS**
- 22.106.1 The Director of Finance presented the Capital Forecast Mid-Term Review (Document UEB 230214K).
- 22.106.2 The Director of Finance reported that the review of the capital investment plan includes an additional request of **[REDACTED]** capital funding in addition to the FY22/23 capital budget approved by the Court of Governors in June 2022.
- 22.106.3 Members heard that the additional request includes costs for development of computer labs, refurbishment of the dark room at Harrow, lift refurbishment and other smaller strategic projects in spaces at Regent Street.
- 22.106.4 **AGREED** Members agreed the additional request for capital funding for recommendation to Resources Committee.
- 22.107 TREASURY MANAGEMENT MID-YEAR REVIEW**
- 22.107.1 Members noted the Treasury Management mid-year review (Document UEB 230214H).
- 22.108 MULTI-FACTOR AUTHENTICATION (MFA) ROLLOUT PLAN TO STUDENTS**
- 22.108.1 Members noted the MFA rollout plan to students (Document UEB 230214I).
- 22.109 DRAFT ESTATES STRATEGY**
- 22.109.1 Members received the draft Estates Strategy (Document UEB 230214J) and were asked to note their comments and amendments on the shared version on OneDrive.
- 22.109.1.1 ACTION** Secretary to upload a Word version of the Estates Strategy and share link with members.
- 22.110 DATES OF FUTURE MEETINGS**

All regular meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

**2022/23**

28 February 2023

13 March 2023 – evening – UEB dinner

14 March 2023 – all day – Away Day

30 March 2023

11 April 2023

25 April 2023

9 May 2023

23 May 2023

13 June 2023

27 June 2023

10 July 2023 – evening – UEB dinner

11 July 2023 – all day – Away Day

25 July 2023

8 August 2023