

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 23 MAY 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Professor P Bonfield (Chair) Professor A Hughes	Professor J Jones Professor M Kirkup
IN ATTENDANCE:	J Lamarque (Secretary) E McMillan (Minute 22.183) C Mpofu, TIAA (Minute 22.181)	D Takodra, TIAA (Minute 22.181) Professor G Wielander (Minute 22.184) I Wilmot (Acting USCOO <sup>1</sup> )
APOLOGIES:	J Cappock (Deputy Chair) Dr S Jarvis	Professor A Linn

**22.179 ANNOUNCEMENTS**

- 22.179.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.179.2 **Apologies:** Apologies were received as noted above.
- 22.179.3 **Requests to discuss starred items:** There were no requests to discuss items of business not on the agenda.
- 22.179.4 **Chair's business:** The Chair updated members on his recent meetings with Vice-Chancellors from other institutions and on planned industrial action.
- 22.179.5 The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement updated members on her recent visit to the Westminster International University in Tashkent.

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

- 22.180.1 Ian Wilmot, Acting USCOO and Co-Chair, Staying Safe: Business Continuity Group reported that the Group had not met since the last UEB meeting.

**22.181 DRAFT INTERNAL AUDIT STRATEGIC PLAN 2023/24**

- 22.181.1 The Acting USCOO presented the draft Internal Audit strategic plan for 2023/24 (Document UEB 230523A).
- 22.181.2 Dakshita Takodra, Senior Audit Manager, TIAA reported that the audit of Information Security has been replaced with an audit of Business Continuity and that the Apprenticeships audit has been replaced with an audit of Strategic Planning and Implementation.
- 22.181.3 Clarence Mpofu, Director of Audit, TIAA informed members that TIAA are working with the Director of Information Systems and Support (ISS) and his team on Data Quality: TRAC, exploring opportunities and other tools that can be used for assurance.
- 22.181.4 In response to a member's query on the planned Student Recruitment audit, the Senior Audit Manager confirmed that the recruitment process for home Undergraduate students would be reviewed, and this would be clarified before the draft plan is submitted to Audit Committee.
- 22.181.5 In response to a member's query on the audit of Strategic Planning and Implementation, the Senior Audit Manager confirmed that the review will look at tactical level plans to implement

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

elements of the Being Westminster Strategy, working with the Director of Strategy, Planning and Performance in the first instance.

22.181.6 The Chair asked that internal audit conduct the reviews with the United Nations Sustainable Development Goals (SDGs) in mind, to help embed the SDGs into the University. The Senior Audit Manager confirmed that she would make a note to engage with the SDGs.

22.181.7 **AGREED** Members recommend the draft Internal Audit strategic plan 2023/24 to Audit Committee, subject to the amendment discussed.

## **22.182 MANAGEMENT ACCOUNTS – APRIL 2023 AND QUARTER 3 FORECAST**

22.182.1 The Director of Finance presented the Management Accounts for April 2023 and the Quarter 3 forecast (Document UEB 230523B).

22.182.2 The Director of Finance reported on continued pressure on the cost base, bad debt provision and staff costs and noted that the forecast shows a surplus of 5%.

22.182.3 Members discussed the capital projects and prioritisation.

**22.182.3.1 ACTION Director of Finance** to update the list of capital projects and capital budgets and circulate this information to members for comment.

## **22.183 OPERATIONAL RISK REGISTERS REVIEW OUTCOMES**

22.183.1 Elaine McMillan, Clerk to the Court and Head of University Governance (the Clerk), presented the operational risk registers review outcomes report (Document UEB 230523C).

22.183.2 The Clerk reported on areas of concern in ISS and Student and Academic Services (SAS), the two departments with the highest number of risks in the high-risk category, some of which could impact on teaching and learning and the student experience.

**22.183.2.1 ACTION Acting USCOO** to discuss the operational risk register, and risk appetite, with the Directors of SAS and ISS.

22.183.3 Members heard that Global Recruitment, Admissions, Marketing and Communications (GRAMC) had not submitted an updated risk register and the Clerk offered additional support if it was required.

**22.183.3.1 ACTION Acting USCOO** to offer support to the Director of GRAMC.

22.183.4 The Clerk informed members that the new Risk and Resilience Manager, who starts on 17 July 2023, will deliver appropriate training and work with colleagues on the operational risk registers.

## **22.184 INTERNATIONAL STUDENT SUPPORT GROUP**

22.184.1 Gerda Wielander, Associate Head of College (External Relations) in the College of Liberal Arts and Sciences and International Student Support Group (ISSG) lead presented the recommendations from the group (Document UEB 230523D).

22.184.2 The DVC (Employability and Global Engagement) informed members that she commissioned the work after a UEB away day to focus on the issues faced by international students and that the group used data to identify the key areas for improvement.

22.184.3 The ISSG lead reported on the recommendations, which included credibility interviews and English language support.

22.184.4 Members discussed the recommendations and commented on operationalising credibility interviews, UKVI requirements and Confirmation of Acceptance for Studies certificates.

22.184.5 **AGREED** Members endorsed the recommendations and suggested additions on accommodation support pre-arrival, peer support from clubs and societies and a nominated mentor on arrival.

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

22.185.1 **AGREED** Members confirmed the minutes of the meeting held on 9 May 2023 (Document UEB 230523E) as an accurate record of the meeting.

22.185.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230523F) and noted those that were now complete.

## **22.186 ANY OTHER BUSINESS**

22.186.1 There were no other items of business reported.

## **22.187 TRAVEL AND EXPENSES POLICY AND PROCEDURES UPDATE**

22.187.1 **APPROVED** Travel and Expenses policy and procedure (Document UEB 230523G) to be implemented with effect from 1 November 2023 subject to the following amendments:

- 7.2.1 – amend ‘under 8 hours duration’ to ‘under 6 hours duration’.
- Delete paragraph 7.2.3.
- 8.5.1 – remove ‘provision of theatre and concert tickets’ and ‘entry to sporting events and facilities’.

## **22.188 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**

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