

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 24  
JANUARY 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 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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**22.86 ANNOUNCEMENTS**

- 22.86.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.86.2 **Apologies:** Apologies were received as noted above.
- 22.86.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- 22.86.4 **Chair's business:** The Chair updated members on planned industrial action and the Teaching Excellence Framework (TEF) submission.

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

- 22.87.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education updated members on the Staying Safe: Business Continuity Group including membership of the group and arrangements with reception and security in the case of medical emergencies.
- 22.87.2 The DVC for Education confirmed there were no significant business continuity issues reported.
- 22.87.3 Members discussed student wheelchair users and alternative arrangements if lifts are out of order.
- [22.87.3.1](#) **ACTION Acting USCOO** to review policies and procedures for students with access needs to ensure there is clarity on arrangements in the event of lift breakdowns.

**22.88 ESTATES STRATEGY**

- 22.88.1 This item was withdrawn after publication of the agenda<sup>2</sup>. Members will consider the Strategy at a future meeting.

**22.89 ECONOMIC AND SOCIAL RESEARCH COUNCIL (ESRC) DOCTORAL TRAINING PARTNERSHIP BUSINESS CASE**

- 22.89.1 Andrew Linn, Pro Vice-Chancellor (PVC) for Research presented the ESRC Doctoral Training Partnership business case (Document UEB 230124B).
- 22.89.2 Members heard that Westminster is the lead institution and diversity lead for a consortium bid with other London based universities and as the lead would be expected to provide a director, a manager and two administrators.

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

<sup>2</sup> As a result, Document UEB 230124A was not submitted to the meeting

22.89.3 In response to members' queries on income and costs, the PVC (Research) confirmed that income will cover studentships and operational costs, and there is £150,000 further income to fund research and development work.

22.89.4 **APPROVED** Members confirmed their support for the bid.

22.89.4.1 **ACTION PVC (Research)** to write a letter of support on behalf of UEB.

22.89.5 **APPROVED** Members confirmed the allocation of staff costs for the consortium bid of **[REDACTED]** per year for 5 years from September 2024.

## 22.90 OPERATIONAL RISKS REGISTERS – PERIODIC REVIEW OUTCOMES

22.90.1 Elaine McMillan, Clerk to the Court of Governors and Head of University Governance (the Clerk to the Court), presented the Operational risks registers periodic review outcomes report (Document UEB 230124C).

22.90.2 The Clerk to the Court reminded members that the report covers operational risk only (as UEB are reviewing the strategic risk register at a workshop on 20 February 2023). She informed members that there will be a call for any updates to the strategic risk register in advance of the workshop.

22.90.3 The Clerk to the Court reported that there is one new operational risk that has an increased residual risk score requiring escalation to UEB; the risk relates to demand for capital improvement projects exceeding capacity.

22.90.4 Members discussed the risk and mitigations.

22.90.5 **AGREED** Members deferred a decision on whether further action is necessary until the Director of Information Systems and Support (ISS) has completed the review of the departmental structure.

22.90.5.1 **ACTION Acting USCOO** to report back to UEB on completion of the ISS review.

22.90.6 A member suggested that future reports should include more detail on all operational risks with high residual risk ratings so that members do not have to cross-reference the summary information with the individual operational risk registers.

## 22.91 NEW HEAD OF SCHOOL CROSS-CUTTING ROLES (**Confidential**)

22.91.1 **[Redacted]**

22.91.2 **[Redacted]**

22.91.3 **[Redacted]**

22.91.4 **[Redacted]**

22.91.5 **[Redacted]**

## 22.92 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

22.92.1 **AGREED** Members confirmed the minutes of 10 January 2023 (Document UEB 230124E) as an accurate record of the meeting.

22.92.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230124F) and noted those that were now complete.

22.92.3 **Progression, retention and continuation report (Action 22.78.2.1)** The Heads of Colleges confirmed that they have reinforced the message through the College Executive Groups for Personal Tutors to contact their students.

**22.93 ANY OTHER BUSINESS****Sexual Violence**

22.93.1 The PVC (People and Culture) informed members of a recent two-day sexual violence course that covered issues around reporting an incident, first responder information and wider dissemination of information.

22.93.2 Members discussed the recent update to the Diversity and Dignity at Work and Study policy.

**22.93.2.1 ACTION PVC (People and Culture)** to discuss these points with the Deputy Registrar (Quality and Standards) to ensure that our policies address them appropriately.

**National Student Survey (NSS)**

22.93.3 The DVC (Education) informed members that emails regarding the NSS will go out in the week commencing 23 January 2023.

22.93.4 The DVC (Education) asked members to encourage colleagues in student facing roles to promote the survey as soon as possible.

**22.94 MANAGEMENT ACCOUNTS – DECEMBER 2022**

22.94.1 Members noted the Management Accounts for December 2022 (Document UEB 230124G).

**22.95 FINANCIAL STATEMENTS IN US ACCOUNTING FORMAT**

22.95.1 Members noted the 2021-22 USGAAP Group accounts (Document UEB 230124H)

**22.96 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**

14 February 2023

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