

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 28
FEBRUARY 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis (from Minute 22.115)	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	J Lamarque (Secretary)	I Wilmot (Acting USCOO ¹)
APOLOGIES:	J Cappock (Deputy Chair)	

22.111 ANNOUNCEMENTS

- 22.111.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 22.111.2 **Apologies:** Apologies were received as noted above.
- 22.111.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.
- Chair's business**
- 22.111.4 The Chair updated members on industrial action and forthcoming events in the University. Members were encouraged to attend the Festival of Difference events.
- 22.111.5 A member suggested there should be a risk around managing home student recruitment owned by a member of the University Executive Board (UEB) with the Director of Global Recruitment, Admissions, Marketing and Communications as the mitigation owner.

22.112 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

- 22.112.1 Ian Wilmot, Acting USCOO presented the revised terms of reference for the Staying Safe: Business Continuity Group (Document UEB 230228A).
- 22.112.2 **APPROVED** Revised terms of reference to be implemented with immediate effect.

22.113 UWSU BLOCK GRANT REQUEST 2023-24 AND STRATEGIC DEVELOPMENT PLAN

- 22.113.1 Michael Wigg, UWSU Chief Executive Officer (CEO), presented the block grant request 2023-24 and the UWSU strategic development plan (Document UEB 230228B).
- 22.113.2 The CEO thanked members for their support over the last 12 months to enable an improvement in student experience. Members heard that the UWSU had recently won a national award for their work in wellbeing and were now at the benchmark in terms of the student voice metric in the National Student Survey.
- 22.113.3 In response to a member's query on how the Students' Union could go further to support the University in helping students who are not engaging, the CEO commented that there is two-way connection with the course representatives, UWSU is making engagement more meaningful in terms of activities and events, and peer support is a fundamental driver in expanding the Friends of Arriving Students (FANS) programme.

¹ University Secretary and Chief Operating Officer

- 22.113.4 In response to members comments on partnership working, the UWSU presence at Harrow and cross-working roles, the CEO agreed that UWSU needs to be actively involved in co-creating and engaging with committees and working groups. He noted that the UWSU presence at Harrow and cross-working roles are dependent on the additional funding requests for roles to deliver increased activity demands.
- 22.113.5 Members discussed UWSU clubs and societies, communications around continuing and completion and international students.
- 22.113.5.1 **ACTION Director of Finance** to work with the CEO to revise the block grant proposal and re-submit to the UEB meeting on 25 April.
- 22.113.6 Members asked that the job descriptions for the additional roles are added as an Appendix.
- 22.114 EQUALITY, DIVERSITY AND INCLUSION (EDI) ANNUAL REPORT 2021/22**
- 22.114.1 Andy Norris, Head of Culture and Inclusion (CI) presented the EDI Annual Report for 2021/22 (Document UEB 230228C).
- 22.114.2 The Head of CI reported that an action in the report is to agree data targets and benchmarks.
- 22.114.3 Members discussed the report and comments included:
- Workforce planning to be incorporated in the next report
 - Pay gap report to be included in the main report and not as a separate Appendix
 - Head of Sustainability to be consulted to include more on Sustainable Development Goals (SDGs)
 - Professors and Readers to be added to the section on ethnicity in relation to key development levels
 - Unions are not included in the report
 - Too much focus on senior management
- 22.114.4 **AGREED** Members recommend the report to the Governance and Nominations Committee subject to the amendments discussed.
- 22.115 SUSTAINABLE DEVELOPMENT GOALS GROUP**
- 22.115.1 The Chair and Katherine Bojczuk, Head of Sustainability, presented a proposal for the establishment of a new SDG Coordinating Committee (Document UEB 230228D).
- 22.115.2 Members discussed the proposal and the terms of reference and comments included:
- Addition of the curriculum on Sustainable Development
 - Research Community Leader to be nominated by the Pro Vice-Chancellor for Research
 - Head of School with leadership on Sustainability, plus a nomination from each of the other Colleges to be added as nominated roles
 - Point 2 to be expanded to include more detail of what is expected
 - Two additional students to be included in the membership
- 22.115.2.1 **ACTION Head of Sustainability** to amend the proposal as discussed and submit to UEB members (via the Secretary) for approval.
- 22.116 MANAGEMENT ACCOUNTS JANUARY 2023 AND QUARTER 2 FORECAST**
- 22.116.1 Ian Wilmot, Director of Finance, presented the Management Accounts for January 2023 and the Quarter 2 forecast (Document UEB 230228E).
- 22.116.2 The Director of Finance reported on staff costs and College contribution challenges.

- 22.116.3 **AGREED** Members recommend the January 2023 Management Accounts and Quarter 2 forecast to the Resources Committee.
- 22.117 APPRENTICESHIP LEVY**
- 22.117.1 Malcolm Kirkup, Pro Vice-Chancellor (PVC) for People and Culture updated members on the apprenticeship levy.
- 22.117.2 Suggestions for use of the apprenticeship levy were:
- Upskill existing colleagues through external apprenticeships
 - Internal apprenticeships
 - Offer existing modules to upgrade skills
 - Donate to local small and mid-size enterprises or charities to enable them to employ apprentices.
- 22.117.3 Members discussed the options and considered that the best use of the levy would be for internal apprenticeships, where possible. Members proposed developing a Level 7 HE apprenticeship in the future.
- 22.117.3.1 ACTION PVC for People and Culture and Head of Organisational Development** to develop a proposal for consideration at a future meeting.
- 22.118 PROPOSAL FOR STUDENT PEER SUPPORT**
- 22.118.1 Caroline Lloyd, Director of Student and Academic Services (SAS) and Amy Stubbing, Academic Engagement Lead presented a revised proposal for student peer support (Document UEB 230228F).
- 22.118.2 In response to a member's query on the implications for Personal Tutors (PTs), the Director of SAS commented that the peer supporters would triage and understand the students' wellbeing, shifting the demand on PT time and the student coach model would reduce PTs wellbeing and pastoral work.
- 22.118.3 The Director of SAS confirmed that the proposal will be evaluated for impact and will link to the transformational learning survey.
- 22.118.4 Members discussed the costs of the proposal and its benefits, such as taking up less PT time and getting students the help, they need more efficiently and quickly.
- 22.118.5 **PROVISIONALLY APPROVED** Members supported the proposal pending exploration of overlap with other funded activities.
- 22.118.5.1 ACTION Director of Finance and Director of SAS** to review the package of activities to identify how the initiatives work together and where there is overlap with the UWSU grant request and resubmit a revised proposal at a future meeting.
- 22.118.6 The Director of SAS confirmed that Phase 1 of the proposal can go ahead with the diverted funding and acknowledged further work is needed around savings. The Director explained that the proposal is seen as an important lever to stop doing things that do not align with the Accessibility and Participation Plan or the Teaching Excellence Framework.
- 22.119 STUDENT RETENTION UPDATE**
- 22.119.1 The Deputy Vice-Chancellor (DVC) for Education presented an update on student retention (Document UEB 230228M).
- 22.119.2 The DVC (Education) outlined the actions that should already be taking place and reported on the groups of Postgraduate students that are particularly affected.
- 22.119.2.1 ACTION Secretary** to add student retention as a standing item for every UEB meeting.

22.120 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING

- 22.120.1 Members noted that the minutes of the meeting held on 14 February 2023 (Document UEB 230228G) are outstanding and would be approved by correspondence.
- 22.120.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230228H) and noted those that were now complete.
- 22.120.3 **Student recruitment update (Action 22.99.3.1)** The Head of the College of Design, Creative and Digital Industries confirmed that the review of the Fashion and Architecture interview process is taking place and will not need to come back to UEB.
- 22.120.4 **Student recruitment update (Action 22.99.6.2)** The Acting USCOO confirmed that clear targets will be included on the dashboards.
- 22.120.5 **Staying Safe: Business Continuity Group update (Action 22.87.3.1)** The Acting USCOO confirmed that the policies and procedures regarding students with access needs are appropriate, that the lift refurbishment project has been accelerated, and there will be a UWSU campaign asking able-bodied students to use the stairs as much as possible.

22.121 ANY OTHER BUSINESS

- 22.121.1 The PVC (Knowledge Exchange) thanked members for attending the recent SoHo Poly Theatre event.

22.122 UWSU FINANCIAL STATEMENTS TO 31 JULY 2022

- 22.122.1 Members noted the UWSU financial statements to 31 July 2022 (Document UEB 230228I).

22.123 CCTV AND BODY WORN CAMERA POLICY

- 22.123.1 **APPROVED** CCTV and Body Worn Camera Policy (Document UEB 230228J) to be implemented with immediate effect.

22.124 WELLBEING ACTION PLAN

- 22.124.1 **APPROVED** Colleague Wellbeing Action Plan (Document UEB 230228Ki) to be implemented with immediate effect.

22.125 STRESS RISK ASSESSMENT

- 22.125.1 **APPROVED** Stress Risk Assessment (Document UEB 230228Kii) to be adopted with immediate effect.

22.126 SAFETY, HEALTH AND WELLBEING REGISTER

- 22.126.1 **APPROVED** Members confirmed the Safety, Health and Wellbeing Register (Document UEB 230228Kiii).

22.127 SEVERE WEATHER AND TRANSPORT DISRUPTION POLICY

- 22.127.1 Members noted the Severe Weather and Transport Disruption Policy (Document UEB 230228Kiv).

22.128 FIRE SAFETY POLICY

- 22.128.1 Members noted the Fire Safety Policy (Document UEB 230228Kv).

22.129 HEALTH AND SAFETY MANAGEMENT PROFILE

- 22.129.1 Members noted the Health and Safety Management Profile (Document UEB 230228Kvi).

22.130 LIFT ENTRAPMENT GUIDANCE

22.130.1 Members noted the Lift Entrapment Guidance (Document UEB 230228Kviii).

22.131 FREEDOM OF EXPRESSION WORKING GROUP INTERIM REPORT

22.131.1 Members noted the Freedom of Expression Working Group interim report (Document UEB 230228L).

22.132 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 March 2023 – evening – UEB dinner	13 June 2023
14 March 2023 – all day – Away Day	27 June 2023
30 March 2023	10 July 2023 – evening – UEB dinner
11 April 2023	11 July 2023 – all day – Away Day
25 April 2023	25 July 2023
9 May 2023	8 August 2023
23 May 2023	