

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 15 JANUARY 2019 IN ROOM RS315, REGENT STREET.

PRESENT:	Dr P Bonfield (Chair) Professor A Hughes (Deputy Chair) Professor M Kirkup	Professor A Linn Professor J Stockdale
IN ATTENDANCE:	Mr C Hinge Mrs J Lamarque (Secretary)	Mr I Wilmot
APOLOGIES:	Mr J Cappock	Professor R Dannreuther (Deputy Chair)

18.77 ANNOUNCEMENTS

18.77.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

18.77.2 **Apologies:** Apologies were noted as listed above.

18.77.3 **Requests to discuss starred items:** The Chair agreed a request to discuss agenda item 3.6 Legal Register – Annual Review (Document UEB 190115G).

Chair's business

18.77.4 The Vice-Chancellor gave members a brief update on recent events he had attended.

18.77.4.1 **ACTION University Secretary and Chief Operating Officer (USCOO)** In preparation for the forthcoming meeting between the Vice-Chancellor and Philip Auger, to consider the implications of the potentially proposed impacts on fee changes, and minimum tariff levels for entry into university and the consequential impact on the University of Westminster.

18.77.4.2 **ACTION USCOO** to conduct an updated risk assessment and planning update around Brexit and the implications for the University.

18.77.5 The Vice-Chancellor informed members that the next UEB away day would take place on 11 and 12 March 2019, and would be focussed on education and employability in line with two of the four principal objectives in our strategy. The Deputy Vice-Chancellors will be planning the meeting, assisted by the Associate Heads of Colleges and others.

18.78 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.78.1 The minutes of the UEB meeting held on 18 December 2018 (Document UEB 190115A) were agreed as an accurate record.

18.78.2 Members reviewed a summary of the actions from the previous meeting (Document UEB 190115B) and confirmed those that were now complete.

18.78.3 **Chair's business (Actions 18.70.4.1 and 18.26.2.1)** The Pro Vice-Chancellor (PVC) for People and Culture confirmed that work on PPDR and the application process for professorships is continuing, and he will share the work so far with the Heads of Colleges.

18.78.4 **Outreach and Recruitment Strategy (Action 17.192.3.3)** The UEB Secretary will liaise with the Director of Global Recruitment and Admissions to determine the best date for the recruitment strategy update.

18.78.4.1 **ACTION USCOO** to clarify when the improved strategy will be submitted.

18.79 **OFFICE FOR STUDENTS RECURRENT GRANT ESTIMATE**

18.79.1 Members received and noted the Office for Students (OfS) recurrent grant estimate, presented by the Director of Finance (Document UEB 190115C).

18.79.2 The Director of Finance informed members that we must assume that we will get less from OfS, as the Higher Education Funding Council for England (HEFCE) indicated previously that grant funding will reduce. The estimate is based on an allocation methodology used previously by HEFCE/OfS for FY18/19 allocations. Confirmation of the funding will be known in April.

18.79.3 Members discussed the funding received from the Higher Education Innovation Fund (HEIF) and the need to improve our activities with outside organisations. The University is required to make an annual return every December to receive continued funding from the HEIF, and this will benefit from a focus on communicating and bringing together the many events and outreach activities conducted across the University.

18.79.3.1 **ACTION USCOO** to action the Director of External Relations to maximise the return we get through the HEIF.

18.79.4 Members went on to discuss University events and agreed that there should be a central point for record keeping and coordination of events, which would also assist with the Health and Safety and security aspects.

18.79.4.1 **ACTION USCOO** to identify a central point for record keeping and coordination of events.

18.80 **STUDENT RESIDENTIAL STRATEGY**

18.80.1 Members received and discussed the Student Residential Strategy presented by the Director of Estates, Planning and Performance (Document UEB 190115D).

18.80.2 Members were invited to give their feedback on the residential report to support the USCOO and Director of Estates, Planning and Services in the further development of the residential strategy.

18.80.3 Members also discussed the other opportunities for development of student accommodation.

18.81 **NATIONAL STUDENT SURVEY (NSS) TASK FORCE UPDATE**

18.81.1 Members did not receive an update on the NSS task force due to the absence of the DVC (Education).

18.82 **MANAGEMENT ACCOUNTS PACK – NOVEMBER 2018**

18.82.1 Members received and reviewed the Management Accounts Pack for November 2018 (Document UEB 190115E).

18.83 **KPO LEAD INDICATORS REPORT**

18.83.1 Members received and noted the KPO lead indicators report (Document UEB 190115F)

18.84 **LEGAL REGISTER – ANNUAL REVIEW**

18.84.1 Members received and considered the Legal Register annual review (Document UEB 190115G).

18.84.2 The Director of Human Resources, Marketing and Communication and the Head of Safety, Health and Wellbeing wished to identify two points of concern; Provision and Use of Work

Equipment Regulations 1998 and Regulatory Reform (Fire Safety) Order 2005 (items 3 and 4 on page 2).

- 18.84.2.1 ACTION** USCOO to write to all Directors of Professional Services, and Heads of Colleges with clear instructions on what to do regarding both items.

18.85 STRESS RISK ASSESSMENT AND ACTION PLAN

- 18.85.1 Members received and noted the stress risk assessment and action plan (Document UEB 190115H).

18.86 AMENDMENT TO TRAVEL AND EXPENSES POLICY (CASH ADVANCES)

- 18.86.1 Members received and noted the amendment to the Travel and Expenses Policy (Document UEB 190115I).

18.87 DATES OF FUTURE MEETINGS

UEB	29 January 2019
University Planning Committee	5 February 2019
UEB	12 February 2019
UEB	26 February 2019
University Planning Committee	5 March 2019
UEB Away Day	11 and 12 March 2019 – location to be confirmed
UEB	26 March 2019
University Planning Committee	2 April 2019
UEB	9 April 2019
UEB	7 May 2019
University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
UEB	2 July 2019
University Planning Committee	9 July 2019 – cancelled
UEB Away Day	16 July 2019 – location to be confirmed
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.88 ANY OTHER BUSINESS

- 18.88.1 The Head of the Westminster Business School reminded members of the Wellbeing at Westminster event which is taking place on 22 January 2019. The event will be focused on what does wellbeing mean in the context of staff and students in relation to the strategy. Members were informed that sign up has been relatively slow, and a reminder will be sent to staff later this week.