

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 20 NOVEMBER 2018 IN ROOM RS109, REGENT STREET.

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

18.48 ANNOUNCEMENTS

- 18.48.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 18.48.2 **Apologies:** The apologies were noted as above.
- 18.48.3 **Requests to discuss starred items:** The Chair agreed to discuss starred items 3.4, 3.5 and 3.6.
- Chair's business**
- 18.48.4 The University Secretary and Chief Operating Officer (USCOO) gave a brief update on the recent meeting with the unions.
- 18.48.5 The Vice-Chancellor informed members he has received a report from the Head of Communications on the recent strategy roadshows and will forward it to UEB members.
- 18.48.6 The Deputy Vice-Chancellor (DVC) Employability and Global Engagement updated members on the recent visit to Westminster International University in Tashkent (WIUT) for the graduation ceremonies.

18.49 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 18.49.1 The minutes of the UEB meeting held on 6 November 2018 (Document UEB 181120A) were agreed as an accurate record, subject to changes to minutes 18.32.5.1 and 18.33.7.1.
- 18.49.2 Members reviewed a summary of the actions from the previous meeting (Document UEB 181120B) and confirmed those that were now complete.
- 18.49.3 **Chair's business (Action 18.32.3.1)** The Chair informed the UEB Secretary that his Equality, Diversity and Inclusion report comparison will be discussed under Chair's business at the appropriate time.
- 18.49.4 **Chair's business (Action 18.32.8.1)** The USCOO will circulate information on the web projects to members.
- 18.49.5 **UEB training and development (Action 18.33.7.1)** The Pro-Vice Chancellor (PVC) for People and Culture has forwarded the information on team building to colleagues in Organisational Development.

- 18.49.6 **NSS task force update (Actions 18.37.3.1 and 18.37.6.1)** The PVC Education confirmed in his update that work is continuing on the NSS marketing campaign, and that the University of Westminster Students' Union (UWSU) are developing a simple form to collate course representative meeting information.

18.50 OFFICE FOR STUDENTS PREVENT DUTY MONITORING RETURN

- 18.50.1 Members received and discussed the Office for Students (OfS) Prevent Duty Monitoring Return (Document UEB 181120D), presented by the USCOO.
- 18.50.2 Members were informed that the OfS has moved to a more evidence and risk-based approach for annual reporting and requires confirmation that the University has shown due regard. Evidence is summarised in the return, which will be approved by Court on 28 November 2018.
- 18.50.3 Members noted that staff training is primarily delivered through an online E-learning module, supported by informal workshops throughout the year.
- 18.50.4 Members discussed events and were informed that any staff events should be shared with the College Events Officer, who can notify the Prevent Lead if there are any concerns.
- 18.50.5 The DVC Education informed members that the UWSU President is arranging a meeting on interfaith rooms with the University's religious societies.
- 18.50.5.1 **ACTION DVC Education** to produce a position paper on multi-faith quiet rooms and Muslim prayer rooms for UEB to consider at a future meeting.
- 18.50.6 The Vice-Chancellor suggested some edits to the paper before it is submitted to Court, and will meet with the Prevent Lead to discuss them.
- 18.50.7 The USCOO confirmed that the Prevent return can be shared with staff once approved by the Court.
- 18.50.7.1 **ACTION UEB Secretary** to inform Heads of Colleges of the outcome of the Prevent return submission to the Court.

18.51 RESEARCH PLAN

- 18.51.1 The PVC for Research presented slides updating members on the Research Plan.
- 18.51.2 Members were informed that the key people have now been appointed, engagement sessions took place in October, and there will be monthly research and Research Excellence Framework (REF) planning meetings. The University and Colleges Union (UCU) will be consulted on the code of practice for REF.
- 18.51.3 The PVC for Research updated members on the key messages; the establishment and purpose of research communities; and the proposed four broad areas of focus.
- 18.51.4 Members noted next steps, which includes further consultation, and that the Research strategy, which is subject to approval by Academic Council, is expected to be completed in February 2019.
- 18.51.5 UEB members supported the identified areas of focus and noted that the research community leads will be identified in due course.

18.52 NSS TASK FORCE UPDATE

- 18.52.1 Members received and considered the National Student Survey (NSS) task force update (Document UEB 181120E) presented by the DVC Education.

18.52.2 Members heard that all course leaders have been sent a set of slides on the NSS campaign, and that each school will have 3 or 4 students to act as the face of the campaign for their school.

18.52.3 Members discussed a recent article in the Guardian about engaging with parents, and how other institutions are using it to their advantage by sending parental newsletters, hosting functions and maintaining contact, which is particularly important for international students.

18.52.3.1 **ACTION USCOO** to discuss parental engagement with the Head of Student Support and Residential Life.

18.53 CORPORATE SOCIAL RESPONSIBILITY – PERIODIC REPORT

18.53.1 Members received and noted the corporate social responsibility (CSR) periodic report (Document UEB 181120F).

18.53.2 The Chair informed members that he would work on the document and CSR strategies with the Head of Corporate Social Responsibility.

18.54 HUMAN TRAFFICKING AND MODERN SLAVERY STATEMENT TO 31 JULY 2018

18.54.1 Members received and noted the Human Trafficking and Modern Slavery Statement (Document UEB 181120G).

18.54.2 The Chair informed members that he will work with the USCOO and the Head of Corporate Social Responsibility (or Procurement Assistant) on procurement.

18.55 TRAVEL AND EXPENSES POLICY

18.55.1 Members received and reviewed the Travel and Expenses Policy (Document UEB 181120H).

18.55.2 **APPROVED** Updated policy and procedures to be implemented with effect from 1 December 2018.

18.56 DATES OF FUTURE MEETINGS

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| UEB | 4 December 2018 |
| University Planning Committee | 11 December 2018 |
| UEB | 18 December 2018 |
| University Planning Committee | 8 January 2019 |
| UEB | 15 January 2019 |
| 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 |
| UEB Away Day | 16 July 2019 – location to be confirmed |
| UEB | 30 July 2019 |

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| University Planning Committee | 6 August 2019 |
| UEB | 13 August 2019 |

18.57 ANY OTHER BUSINESS

- 18.57.1 The DVC Education discussed the 'Living our Strategy' colleague conference which is due to take place on 22 January 2019.
- 18.57.2 **AGREED** Members supported the project team's recommendations. Further requests do not require agreement from UEB.
- 18.57.3 The DVC Employability and Global Engagement suggested that European colleagues may welcome a reassuring message from the Vice-Chancellor in the light of Brexit discussions. The USCOO will discuss the matter with the Director of Human Resources and Organisational Development.