

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22 FEBRUARY 2022 VIA MICROSOFT TEAMS

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| PRESENT: | Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Dr S Jarvis | Professor J Jones Professor M Kirkup Professor A Linn |
| IN ATTENDANCE: | Mr D Burt (Minute 21.107) Ms Z Butt (Minute 21.104 and 21.108) Mrs J Lamarque (Secretary) Ms S Olohan (Minute 21.108) | Ms A Ward (Minute 21.108) Mr M Wigg (Minute 21.104) Mr I Wilmot |
| APOLOGIES: | Professor A Hughes | |

21.102 ANNOUNCEMENTS

- 21.102.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. The Chair briefed members on the agenda.
- 21.102.2 **Apologies:** Members noted apologies as recorded above.
- 21.102.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.
- Chair's business**
- 21.102.4 The Chair updated members on recent strike action and the forthcoming UEB away day.
- 21.102.5 The Pro Vice-Chancellor (Knowledge Exchange) reported on fundraising for the SoHo Poly Theatre.

21.103 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.103.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting.
- 21.103.2 Members noted that whilst the University intends to relax restrictions, some safety measures will be continued (e.g., endorsement of face coverings and dedicated email addresses to report concerns).

21.104 STUDENTS' UNION MATTERS

UWSU block grant request and strategic development plan 2022/23 (Document UEB 220222A)

- 21.104.1 Zahra Butt – UWSU President and Michael Wigg - UWSU Chief Executive Officer (CEO) thanked the University for their ongoing support of the Students' Union.
- 21.104.2 The UWSU CEO informed members that the Students' Union achieved gold status for development of staff and students, and a good quality rating through external assessment.
- 21.104.3 In response to a members' query on Key Performance Indicators the UWSU CEO confirmed that the numbers are associated with the level of engagement with groups, and UWSU is doubling the number of academic societies in the first year.

- 21.104.4 A member asked about engagement with the Quintin Hogg Trust and was informed that conversations are productive and there may be an opportunity to bid in future cycles for capital development for sport.
- 21.104.5 Members supported the planned Policy and Influencing Caseworker role and recognised the need to have support for the Sabbatical Officers to contribute effectively.
- 21.104.6 Members supported the proposed free membership of sports clubs and societies with a review after 12 months.
- 21.104.7 **APPROVED** University to allocate a block grant of **[REDACTED]** for 2022/23.
- 21.104.8 **APPROVED** University to write off the debt of **[REDACTED]** due in 2022/23.

UWSU financial statements to 31 July 2021

- 21.104.9 Members noted the UWSU financial statements to 31 July 2021 (Document UEB 220222B).

21.105 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE PERIODIC REVIEW 2

- 21.105.1 Members noted that the risk register and mitigations schedule periodic review report (Document UEB 220222C) was not ready for submission to the meeting.

21.105.1.1 ACTION Clerk to the Court of Governors and Head of University Governance to circulate the report to members for comment and agreement prior to submission to Audit Committee.

21.106 MANAGEMENT ACCOUNTS JANUARY 2022 AND QUARTER 2 FORECAST

- 21.106.1 The Director of Finance presented the Management Accounts for January 2022 and Qtr 2 forecast (Document UEB 220222D).
- 21.106.2 The Director reported that staff costs are in line with the budget and other operating costs are forecast above budget largely because of continuing with COVID-19 restrictions.
- 21.106.3 Members discussed a platform for effective management of Part Time Visiting Lecturers.

21.107 ACADEMIC REGISTRARS' DEPARTMENT (ARD) WORKFORCE PLANNING

- 21.107.1 David Burt, Academic Registrar, presented a report on ARD workforce planning (Document UEB 220222E) and highlighted the issues facing the Department, including their impact on student experience and staff morale and wellbeing.

21.108 STUDENT WELLBEING FRAMEWORK

- 21.108.1 Sally Olohan, Head of Student Support and Residential Life (SSRL), Zahra Butt, UWSU President and Andita Ward, Advice and Wellbeing Manager, presented the Student Wellbeing Framework (Document UEB 220222F).
- 21.108.2 Members discussed resources to implement the framework and the Head of SSRL confirmed that structures will emerge through preparations for the Student Hub.
- 21.108.3 Members noted that there are opportunities for efficiencies, a business case for investment could be produced and the Student Wellbeing Framework Task Group will deliver an action plan for delivery of the framework.
- 21.108.4 **APPROVED** Student Wellbeing Framework to be implemented from March 2022.

21.109 FUTURE GROWTH OF HARROW BASED PROGRAMMES

21.109.1 The Head of the College of Design, Creative and Digital Industries updated members on the plans for future growth of the Harrow based programmes¹. The update covered:

- Focus on STEM and STEAM
- New structure - where courses sit and how we promote them
- Cross-selling between courses – links with Architecture and Cities and Engineering
- Advantages

21.110 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.110.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 8 February 2022 (Document UEB 220222H) as an accurate record of the meeting.

21.110.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220222I) and noted those that were now complete.

21.111 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

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| UEB | 8 March 2022 – all day – Away Day |
| UEB | 22 March 2022 |
| UEB | 12 April 2022 |
| UEB | 26 April 2022 |
| UEB | 10 May 2022 |
| UEB | 24 May 2022 |
| UEB | 14 June 2022 |
| UEB | 28 June 2022 |
| UEB | 11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day |
| UEB | 26 July 2022 |
| UEB | 9 August 2022 |

21.112 ANY OTHER BUSINESS

21.112.1 A member suggested that UEB reflects on plans and total resources for September 2022.

21.112.1.1 ACTION UEB Secretary to add September 2022 planning to the UEB schedule of business.

21.113 DONOR AND SPONSOR RELATIONS POLICY

21.113.1 **APPROVED** Donor and Sponsor Relations Policy (Document UEB 220222J) to be implemented from 1 April 2022.

21.114 UPDATED UNIVERSITY COVID-19 RISK ASSESSMENT

21.114.1 **APPROVED** Updated University COVID-19 Risk Assessment (Document UEB 220222K) to be adopted with immediate effect.

¹ The report was an oral instead of written report therefore there is no Document UEB 220222G for this meeting

21.115 UPDATED INFORMATION ON HASMAP FOR 2021/22 ACADEMIC YEAR DELIVERY

- 21.115.1 Members noted the updates on the proposal for a new Audit Tool template for use from 2022 to 2027 (Document UEB 220222L), which is aligned closely with the sector HASMAP auditing tool and linked with the University's Operational Risk Register.

21.116 FIRST AID AT WORK GUIDANCE

- 21.116.1 Members noted the revised First Aid at Work Guidance (Document UEB 220222M).

21.117 POWERED TRANSPORTER DEVICES SAFETY GUIDANCE

- 21.117.1 Members noted the Powered Transporter Devices Safety Guidance (Document UEB 220222N).