

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 23 NOVEMBER 2021, ROOM C1.05, 115 NEW CAVENDISH STREET AND VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Dr S Jarvis Professor J Jones	Professor M Kirkup Professor A Linn Mr I Wilmot
IN ATTENDANCE:	Ms A Foderaro (Minute 21.64) Mr C Hinge (Minute 21.64) Mrs J Lamarque (Secretary)	Dr C Lloyd (Minute 21.64) Ms S Norris (Minute 21.64)
APOLOGIES:	Mr J Cappock (Deputy Chair)	Professor A Hughes

21.61 ANNOUNCEMENTS

- 21.61.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda. Members noted that Ian Wilmot, Director of Finance, was attending as Acting University Secretary and Chief Operating Officer (USCOO) in John Cappock's absence.
- 21.61.2 **Apologies:** Apologies were noted as above.
- 21.61.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items. There was one request to discuss an item of business not on the agenda.

Chair's business

- 21.61.4 The Chair updated members on the 29 Marylebone Road project, the recent internal audit report on digital and cyber security and the forthcoming Court of Governors and UEB workshops on the refreshed University Strategy.
- 21.61.5 The Heads of College for Design, Creative and Digital Industries and Liberal Arts and Sciences updated members on new appointments in their Colleges.

21.62 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.62.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent Being Safe, Feeling Safe Team meeting and reported on lateral flow testing, guidance for travel overseas and timetabling.

21.63 MANAGEMENT ACCOUNTS OCTOBER 2021 AND QUARTER 1 FORECAST

- 21.63.1 Ian Wilmot, Director of Finance, presented the Management Accounts for October 2021 and the Quarter 1 forecast (Document UEB 211123A).
- 21.63.2 The Director of Finance reported that recruitment is progressing well, particularly in the Westminster Business School, although the forecast for research activity has reduced. The Director of Global Recruitment, Admissions, Marketing and Communications is working with the Home Office to resolve the issue of delays to processing Certificates of Acceptance for Studies.
- 21.63.3 Members heard that the figures for January 2022 recruitment are cautious and agreed that decisions on January recruitment should be part of University Planning Committee (UPC) meetings.

21.63.3.1 ACTION Acting USCOO to add January recruitment to the UPC schedule of business.

21.64 STUDENT HUB BUSINESS CASE UPDATE

- 21.64.1 Caroline Lloyd - Director of Student and Academic Services (SAS), Chris Hinge - Director of Estates Planning and Services, Alessandra Foderaro - Deputy Director Capital Development and Sian Norris - Senior Project Manager presented an oral update on the Student Hub business case.
- 21.64.2 Members heard that the Student Hub will be a one stop shop for students to access all student facing services. Colleagues will be available face to face and online and opening hours will fit in with student life.
- 21.64.3 The Project team reported that the Student Hub will house the relocated library as well as study and learning space. The project group are co-creating with the Students' Union (UWSU) who will have a presence in the Hub, raising the visibility of the clubs, societies and its work.
- 21.64.4 The Senior Project Manager updated members on the project workstreams and reported that from September 2022 a support and information service will be opened in an interim location. She also updated members on staffing, RIBA project stages and reconfiguration of the ground floor at 115 New Cavendish Street.
- 21.64.5 The Director of SAS reported that a workshop with senior stakeholders would be taking place the following week and Resources Committee members will receive an update at an informal meeting on 7 December 2021.
- 21.64.6 In response to a member's query on increased teaching space, the Director of SAS confirmed that space released by relocating the library could be repurposed and, subject to planning permission, there would also be space available in the tower block.
- 21.64.7 Members noted that a further update on the project will be presented to UEB on 14 December 2021.

21.65 SOHO POLY THEATRE REVISED BUSINESS CASE

- 21.65.1 The Pro Vice-Chancellor (PVC) for Knowledge Exchange presented a revised business case for the SoHo Poly Theatre (Document UEB 211123B).
- 21.65.2 The PVC (Knowledge Exchange) reported that further to UEB approval of £183,744 (estimated) on 27 July 2021 to begin Phase 1 works, further surveys and investigation have highlighted additional facilitating works.
- 21.65.3 Members noted that the revised business case includes an additional cost of £195,000 and further details of fundraising applications.
- 21.65.4 Members discussed the revised business case in detail and were broadly supportive. In response to a member's query, the PVC (Knowledge Exchange) confirmed that the additional funding requested is to complete Phase 1, the minimum works required to make the basement accessible and safe. She noted that the utility of the theatre does not depend on Phase 2.
- 21.65.5 Members suggested the delivery deadline is postponed to September 2022.
- 21.65.6 **AGREED** Members supported investment in the SoHo Poly Theatre business case on the condition that a £100,000 contribution from external sources is raised towards the proposed costs.

21.66 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 21.66.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 9 November 2021 (Document UEB 211123C) as an accurate record.
- 21.66.2 Members reviewed a summary of the actions from previous meetings (Document UEB 211123D) and noted those that were now complete.

21.67 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams and in Room C1.05, New Cavendish Street.

UEB	14 December 2021
UEB	11 January 2022
UEB	25 January 2022
UEB	8 February 2022
UEB	22 February 2022
UEB	7 March 2022 – evening – UEB dinner 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

21.68 ANY OTHER BUSINESS

21.68.1 (Redacted – Confidential)

(Redacted – Confidential)