

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 25
JANUARY 2022 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Professor L Berry (Observer) Mr N Catterall (Minute 21.93) Ms M Deshpande (Minute 21.95) Mr R Gray, Eversheds (Minute 21.96) Mr C Hinge (Minute 21.94)	Ms S Jones-Davies, Eversheds (Minute 21.96) Mrs J Lamarque (Secretary) Ms B McPeake (Minute 21.96) Mr I Wilmot

APOLOGIES:

21.91 ANNOUNCEMENTS

- 21.91.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Professor Lynne Berry, Chair to the Court of Governors, who was attending as part of her induction. The Chair briefed members on the agenda.
- 21.91.2 **Apologies:** There were no apologies received.
- 21.91.3 **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.
- 21.91.4 **Chair's business**
The Chair invited the Deputy Vice-Chancellor (DVC) for Education to update members on the Office for Students consultations. The DVC (Education) commented on the three metrics for baseline quality measures: continuation, completion and progression.
- 21.91.5 The Pro Vice-Chancellor for People and Culture updated members on planned industrial action from the University and Colleges Union. The Chair gave a brief update on the forthcoming UEB strategic workshop on the physical and digital estate.
- 21.91.6 The DVC (Employability and Global Engagement) informed members that she would be meeting with the Vice-Chancellor and the Director of Finance later in the day to discuss posts related to the planned Employability and Enterprise Centre at 29 Marylebone Road and costs to support work-based learning. The University Secretary and Chief Operating Officer agreed to join the meeting.

21.92 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.92.1 The DVC (Education) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on face coverings, business continuity, student communications and the safe operation of buildings.

21.93 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

- 21.93.1 Nicholas Catterall, Senior Compliance and Development (SCD) Manager presented the Prevent Duty Compliance External Events Group periodic update report (Document UEB 220125A). He

confirmed that as far as he was aware, there was good compliance, and he did not raise any issues of concern.

21.93.2 The SCD Manager reported on recent training and informed members that the University will be involved in testing some of the new Department for Education training packages.

21.93.3 The PVC (Knowledge Exchange) said that work is underway to enable the recording of events that are occurring outwith those events that are included in Prevent Duty compliance. She offered to share this information with the SCD Manager for information in due course.

21.93.3.1 **ACTION PVC (Knowledge Exchange)** to ensure that reporting from Knowledge Exchange activities and the External Events Group are reported to the SCD Manager for information when available.

21.94 CAPITAL PROJECTS BUSINESS CASES

21.94.1 The Director of Estates, Planning and Services (EPS) presented three capital projects business cases (Documents UEB 220125Bi to Biii).

21.94.2 Members discussed the business cases and the Director of Finance confirmed that any funding allocation for these projects would come out of the budget allocation for FY2022/23, with some resources being required in FY2021/22 in order to commence the work this summer.

21.94.3 In response to a member's query on contractor capacity and costs, the Director of EPS confirmed that these are not a concern as the projects are refurbishment and renovations. The Director also confirmed that all the investment plans are fully costed and there is a substantial client contingency in all three.

Psychology Research Cubicles Works (Document UEB 220125Bi)

21.94.4 Members heard that the project would support increased student numbers in this area in 2022.

21.94.5 **APPROVED** University to allocate **[REDACTED]** to deliver the project scope including design fees, Information Systems and Support requirements and construction works.

Regent Street Boardroom (Document UEB 220125Bii)

21.94.6 The Director of EPS reported that the proposal will allow the Boardroom to be used as an interactive learning and conferencing space, mainly for teaching but also for commercial activities.

21.94.7 **AGREED IN PRINCIPLE** Members supported the business case subject to alignment with the capital needs identified after the UEB Digital/Physical Environment strategy workshop on 2 February 2022.

[Redacted - Confidential]

21.94.8 **[Redacted - Confidential]**

21.94.9 **[Redacted - Confidential]**

21.95 GRADUATE INTERNSHIPS PROPOSAL AUTUMN 2022

21.95.1 The DVC (Employability and Global Engagement) presented a proposal to develop a Graduate Internships Programme to be delivered annually for three years (Document UEB 220125C).

21.95.2 Members heard that the programme would target graduates who are not thriving a year after graduation and offer them graduate level experience for a three-month period to support a successful transition to graduate careers.

- 21.95.3 The Head of Employability and Graduate Success (EGS) reported that the programme will boost graduate outcomes and will focus on graduates progressing into professional graduate roles.
- 21.95.4 In response to a member's query on the distribution of the internships and staff resourcing, the Head of EGS reported that applicants will be required to express interest in one of the business streams to enable quick turnaround for recruitment and allocation of roles.
- 21.95.5 Members discussed the proposal and commented on pay costs and the salary base, possible expansion of the programme, targeted schools, the practicalities of managing the process, and the challenge of induction and training.
- 21.95.6 The project costs and funding for 2022 are [REDACTED] and annual costs for 2023 and 2024 are expected to be along similar lines.
- 21.95.7 **APPROVED** University to allocate [REDACTED] per year for three years to deliver 50 graduate internships per year.
- 21.95.8 The Head of EGS and the HR Department will implement the programme and ensure there are clear performance indicators and metrics.
- 21.95.8.1 **ACTION** Head of EGS to report to UEB on implementation of the programme after the first trial in Autumn 2022 including impact on the cost base.

21.96 OFFICE FOR STUDENTS STATEMENT OF EXPECTATIONS

- 21.96.1 The Co-Chair of the Equality, Diversity and Inclusion Committee presented the Office for Students 'Statement of Expectations for preventing and addressing harassment and sexual misconduct affecting students in higher education' (Document UEB 220125D).
- 21.96.2 In response to a member's query on assurance and right of appeal, Robert Gray and Sian Jones-Davies of Eversheds confirmed a matter will be considered under the student complaint process, and if appropriate to refer under the disciplinary process, there will be a right to appeal after that. Members noted that there is a need to protect the decision taken by the student, afford the employers entitlement to challenge and ensure that students' needs are protected.
- 21.96.3 A member queried if there were enough colleagues who were appropriately trained to sit as panel/appeal panel members, and Bryony McPeake, Deputy Director Human Resources, confirmed that a number of colleagues have been identified to receive further training, and this will be put in place once the first draft of the consultation phase is received. Colleagues will be invited to the training, but they will have an opportunity to decline. Training may be in two parts, with Eversheds conducting training on the legalities and process.
- 21.96.4 **AGREED** Members confirmed implementation of the preliminary recommendations as presented in the report as the first stage of a comprehensive review. The University will review and revise its approach as appropriate and confirm the longer term/permanent approach in due course.

21.97 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 21.97.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 11 January 2022 (Document UEB 220125E) as an accurate record of the meeting.
- 21.97.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220125F) and noted those that were now complete.

21.98 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).

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

21.99 ANY OTHER BUSINESS

21.99.1 There were no other items of business to report.

21.100 MANAGEMENT ACCOUNTS – DECEMBER 2021

21.100.1 Members noted the Management Accounts for December 2021 (Document UEB 220125G).

21.101 SICKNESS ABSENCE AND ILL HEALTH POLICY

21.101.1 **AGREED** Members recommend the updated Sickness Absence and Ill Health Policy (Document UEB 220125G) to Resources Committee for approval.