

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26
FEBRUARY 2019 IN ROOM RS109, REGENT STREET.**

PRESENT:	Dr P Bonfield (Chair)	Professor M Kirkup
	Mr J Cappock	Professor A Linn
	Professor R Dannreuther (Deputy Chair)	Professor J Stockdale
IN ATTENDANCE:	Mr C Hinge (minute 18.113)	Mr I Wilmot (minute 18.114)
	Mrs J Lamarque (Secretary)	
APOLOGIES:	Professor A Hughes (Deputy Chair)	

18.111 ANNOUNCEMENTS

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

18.111.2 **Apologies:** Apologies are noted above.

18.111.3 **Requests to discuss starred items:** The Vice-Chancellor informed members that starred item 3.8 Single Equality policy (Document UEB 190226J) is withdrawn from this meeting. The Vice-Chancellor will work with the Head of Corporate and Social Responsibility and the Deputy Vice-Chancellor (Education) to ensure the policy reflects fully the University's inclusive approach. UEB will consider the progress towards policy at a future meeting.

18.111.4 **Chair's business**

18.111.5 The Vice-Chancellor updated members on his attendance at the recent Universities UK (UUK) event for new Vice-Chancellors, which covered topics such as pensions, fees and Further Education.

18.111.6 The Vice-Chancellor informed members that interviews for the Director of Marketing and Communications took place recently and an announcement would be made in due course.

18.112 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.112.1 The minutes of the UEB meeting held on 12 February 2019 (Document UEB 190226A) were agreed as an accurate record.

18.112.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190226B) and confirmed those that were now complete.

18.112.3 **WAM (Work Allocation Model) and the Research Excellence Framework (Action 18.93.3.1)** Members briefly discussed the link between the professional development review and WAM. The working group will look at the process over the next couple of years.

18.112.3.1 **ACTION** All members to encourage colleagues to complete the Time Allocation Survey (TAS)/Transparent Approach to Costing (TRAC) return.

18.113 FINAL ESTATES STRATEGY

18.113.1 The Director of Estates, Planning and Services (EPS) presented the summary report on the Estate Strategy (Document UEB 190226C).

- 18.113.2 Members discussed the report and commented on the quality of the Appendix (Executive Summary) and the timing of work, in particular timetabling improvements. A member asked if the timetabling project could be brought forward.
- 18.113.3 Members held a broad discussion on the key actions and strategic projects listed in the report, suggested corrections and highlighted projects and properties that are missing.
- 18.113.3.1 **ACTION** Director of EPS to circulate a list of University properties to members.
- 18.113.4 The Director of EPS informed members that work is continuing on electrical services, refurbishment, sustainability investment and the activities of the Timetabling Working Group. He also informed members that updating of signage is a live project, and a contractor has already carried out a large amount of auditing work.
- 18.113.5 **AGREED** The Director of EPS will edit the summary report and finalise the key actions before submission to the meeting of the Finance and Property Committee on 14 March, and subsequently to the Court of Governors on 20 March 2019.
- 18.114 MANAGEMENT ACCOUNTS PACK – JANUARY 2019 AND QUARTER 2 FORECAST**
- 18.114.1 The Director of Finance presented the Management Accounts for January 2019 and the Quarter 2 forecast (Document UEB 190226D).
- 18.114.2 The Director of Finance informed members that the forecast outturn is in line with our budget before exceptional items, which is the sale of Wigram House. The balance sheet is strengthened, we have reduced our borrowings and should finish the year with a strong cash balance.
- 18.114.3 A member queried the presentation of short course income and expenditure. The Director of Finance informed members that work on commercial income is being carried out including exploration of the value for money aspect.
- 18.114.4 A member identified a duplication of information in the Strategic Investment Fund table which the Director of Finance agreed to amend.
- 18.114.5 A member commented on planning activity to prepare the five year forecast including requests for planned student numbers. The Director of Finance informed members that the submission to the Office for Students (OfS) includes the 5-10 year vision for the Colleges. The planning approach is prudent and supports an understanding of potential areas for investment.
- 18.115 NATIONAL STUDENT SURVEY TASK FORCE UPDATE**
- 18.115.1 The Deputy Vice-Chancellor (DVC) (Education) gave members a brief update on the National Student Survey campaign. He informed members that it is important for larger courses to get over 50% participation and highlighted two subject areas that need more participation. The Heads of Colleges are aware which courses have low participation rates and will take appropriate action.
- 18.115.2 The DVC (Education) informed members of informal student feedback on the promotional campaign using staff images on posters. Students considered that student quotes rather than staff quotes would have been more effective.
- 18.115.3 Members were informed that the President of the University of Westminster Students' Union (UWSU) is working on a Super Hero campaign, celebrating difference in our staff and students which is supported by the University.

18.117 ANTI-BRIBERY AND CORRUPTION POLICY AND ANTI-MONEY LAUNDERING POLICY (PROCEEDS OF CRIME)

- 18.117.1 **AGREED** Members recommend the Anti-Bribery and Corruption and the Anti-Money Laundering (Proceeds of Crime) policies (Document UEB 190226E and F) to the Finance and Property Committee.

18.118 CAPABILITY POLICY AND PROCEDURE

- 18.118.1 **AGREED** Members recommend the Capability policy and procedure (Document UEB 190226G) to the HR Committee.

18.119 TREASURY MANAGEMENT – MID-YEAR REVIEW

- 18.119.1 Members received and noted the Treasury Management mid-year review (Document UEB 190226H).

18.120 FEE PROPOSALS 2020-21

- 18.120.1 **AGREED** Members recommend the Fee Proposals 2020-21 (Document UEB 190226I) to the Finance and Property Committee.

18.121 DATES OF FUTURE MEETINGS

University Planning Committee	5 March 2019
UEB Away Day	11 and 12 March 2019
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
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.122 ANY OTHER BUSINESS

- 18.122.1 There were no reported items.