

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 27 JULY 2021 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) J Cappock (Deputy Chair)	Professor J Jones
IN ATTENDANCE:	Linsey Cole (Minute 20.196) Paul Drohan (Minute 20.194) J Lamarque (Secretary)	Ian Wilmot (Minute 20.194) Joe Woolston (Minute 20.197)
APOLOGIES:	Professor A Hughes Dr S Jarvis	Professor M Kirkup Professor A Linn

**20.193 ANNOUNCEMENTS**

20.193.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.

20.193.2 **Apologies:** Apologies are noted as above.

20.193.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to one item of business not on the agenda.

20.193.4 **Chair's business:** The Chair confirmed that the consolidated group of objectives for UEB members will be submitted to the Remuneration Committee later this week.

**20.194 INVESTMENT MANAGEMENT POLICY 2021/22**

20.194.1 Ian Wilmot, the Director of Finance, and Paul Drohan, the Specialist Finance Project (SFP) Manager, presented the updated Investment Management Policy 2021/22 (Document UEB 210727I).

20.194.2 Members discussed the proposed changes that have been included to strengthen the policy against our health and wellbeing, EDI and sustainable development goal priorities to embrace ethical, environmental, social and governance investment practice. (Appendix A).

20.194.3 **AGREED** The policy proposed should be strengthened to preclude any investment in companies who generate any income from tobacco, pornography production, online gaming or high interest rate lending.

20.194.4 The SFP Manager informed members that this may exclude companies such as high street retailers or hotel chains that generate income from adult channels or magazines.

20.194.5 A member asked if there was a hallmark or benchmarks for ethical investment. The SFP Manager explained that as this is a rapidly developing arena benchmarks are not yet available.

20.194.6 **AGREED** Updated Investment Management Policy 2021/22 to be recommended to the Resources Committee subject to an amendment to address the discussion on ethical investment.

**20.195 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**

20.195.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on red-list country mitigations, online provision, UK trips and exchanges, and student communications.

**20.196 BUSINESS ENGAGEMENT STRATEGY (Strictly Confidential)**

20.196.1 [Redacted]

20.196.2 [Redacted]

20.196.3 [Redacted]

20.196.4 [Redacted]

20.196.5 [Redacted]

20.196.6 [Redacted]

20.196.7 [Redacted]

**20.197 STUDENT RETENTION PROGRESS REPORT**

20.197.1 Joe Woolston, the Director of Strategy, Planning and Performance (SPP), presented the Student Retention progress report (Document UEB 210727B).

20.197.2 The Director of SPP informed members that the Qlikview tool allows users to drill down into the data that should inform remedial action and encouraged members to use the tool and explore the data.

20.197.3 Members discussed the report and the Director of SPP confirmed that the University is performing well across a suite of education KPIs.

20.197.4 Members noted that the 2019/20 data in the report will be submitted to HESA this year and that sector data will be available in February and will allow the University to compare performance against the sector.

20.197.5 A member stated that the target should not be a limiting factor and the University must go beyond benchmarks.

20.197.6 A member commented that it is helpful to know where there have been improvements and why.

20.197.6.1 **ACTION Deputy Vice-Chancellor for Education** to work with the Heads of Colleges and the Director of SPP to prepare a report for UEB on areas of good and poor practice. The report should focus largely on good practice that can be shared across the University to inform action to improve areas of poor practice.

**20.198 COLLEGE DIRECTOR OF RESEARCH AND KNOWLEDGE EXCHANGE (RKE) (Strictly Confidential)**

20.198.1 [Redacted]

20.198.2 [Redacted]

20.198.3 [Redacted]

20.198.4 [Redacted]

20.198.5 [Redacted]

- 20.198.6 [Redacted]
- 20.198.7 [Redacted]
- 20.199 SOHO POLY THEATRE**
- 20.199.1 The PVC (KE) presented the business case for capital expenditure to begin work renovating the SoHo Poly Theatre (Document UEB 210727D).
- 20.199.2 The PVC (KE) reported that the University has generated approximately £98,000 of external funding and further fundraising is likely to recover the costs requested in the business case; however, the additional funding is not guaranteed.
- 20.199.3 The USCOO informed members that the Estates Advisory Group rejected a previous bid to fund development of the Theatre as it did not represent a good use of University funds. The USCOO suggested that it was appropriate for the new Chair of the Resources Committee to be made aware of the context of the SoHo Poly Theatre proposal and the funding pipeline.
- 20.199.4 Members heard that the phase one works address accessibility needs to support the venue, such as lifts, staircases and toilets.
- 20.199.5 The PVC (KE) reported that there is a funding pipeline and the phase one works are necessary to demonstrate to investors the potential of the space. The PVC (KE) explained that for the theatre to be open by March 2022, the tender process needs to start in September 2021.
- 20.199.6 Members heard that there is a huge amount of commitment from colleagues to the project, especially in the School of Law and Applied Sciences who would use the space for the creative portfolios at the end of their courses.
- 20.199.7 **APPROVED** University to provide an estimated advance of £183,744 to fund the phase one works, subject to confirmation of support from the Chair of the Resources Committee.
- 20.199.7.1 ACTION PVC (KE)** to forward the proposal to the Chair of the Resources Committee.
- 20.200 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT**
- 20.200.1 Members noted the Prevent Duty Compliance External Events Group periodic update report (Document UEB 210727E).
- 20.201 PROFESSORS AND READERS AWARDING COMMITTEE ANNUAL OUTCOMES REPORT**
- 20.201.1 Members noted the Professors and Readers Awarding Committee annual outcomes report (Document UEB 210727F).

**20.202 MANAGEMENT ACCOUNTS JUNE 2021**

20.202.1 Members noted the Management Accounts for June 2021 (Document UEB 210727G).

**20.203 DIVERSITY AND DIGNITY AT WORK AND STUDY POLICY**

20.203.1 **APPROVED** Updated Diversity and Dignity at Work and Study Policy (Document UEB 210727H) to be implemented from 1 August 2021.

**20.204 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

20.204.1 The minutes of the UEB meeting held on 22 June 2021 (Document UEB 210727J) were agreed as an accurate record.

20.204.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210727K) and noted those that were now complete.

20.204.3 **University risk register and mitigations schedule – periodic review 3 (Action 20.160.3.1)**  
Members noted the updated residual risk score for risk ARD-23-DE-01 relating to enrolment systems and responses from the Director of Student and Academic Services to members' challenge to the scoring for risk SAS-23-LT-08 relating to online resources.

20.204.3.1 **ACTION USCOO** to discuss the responses around risk SAS-23-LT-08 with the risk owner.

**20.205 DATES OF FUTURE MEETINGS**

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in Room RS109 (Vice-Chancellor's Boardroom), 309 Regent Street

<b>UEB</b>	10 August 2021
<b>UEB</b>	14 September 2021
<b>UEB</b>	28 September 2021 – all day - Away Day
<b>UEB</b>	12 October 2021
<b>UEB</b>	26 October 2021
<b>UEB</b>	9 November 2021
<b>UEB</b>	23 November 2021
<b>UEB</b>	14 December 2021
<b>UEB</b>	11 January 2022
<b>UEB</b>	25 January 2022
<b>UEB</b>	8 February 2022
<b>UEB</b>	22 February 2022
<b>UEB</b>	7 March 2022 – evening – UEB dinner 8 March 2022 – all day – Away Day
<b>UEB</b>	22 March 2022
<b>UEB</b>	12 April 2022
<b>UEB</b>	26 April 2022
<b>UEB</b>	10 May 2022
<b>UEB</b>	24 May 2022
<b>UEB</b>	14 June 2022
<b>UEB</b>	28 June 2022
<b>UEB</b>	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
<b>UEB</b>	26 July 2022

UEB	9 August 2022
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## 20.206 ANY OTHER BUSINESS

- 20.206.1 The USCOO alerted members to a potential concern about whether communications to students are clear, consistent and compliant with the Competition and Markets Authority (CMA). Members heard that failure to comply with the CMA would result in sanctions.
- 20.206.2 The USCOO informed members that the Director of Global, Recruitment and Admissions (GRA) and the Senior Compliance and Development (SCD) Manager recommend taking legal advice and making changes to the University website prior to 9 August 2021.
- 20.206.3 The USCOO informed members that examples of non-compliance are online course summaries that do not refer to online learning or that refer to traditional large lectures that are no longer taking place.
- 20.206.4 **AGREED** Members supported the recommended actions to remain CMA compliant.
- 20.206.4.1 ACTION USCOO** to instruct the Director of GRA and the SCD Manager to seek legal advice, to discuss the advice with the Director of Marketing and Communications, and to make changes to the website as necessary.