

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 4
DECEMBER 2018 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
	Professor A Hughes (Deputy Chair)	
IN ATTENDANCE:	Mrs J Lamarque (Secretary)	Mrs D Yeo (observer)
	Mr I Wilmot (Minute 18.65)	
APOLOGIES:		

18.58 ANNOUNCEMENTS

- 18.58.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Mrs Di Yeo, Interim Chair of Court, who was observing the meeting as part of her induction.
- 18.58.2 **Apologies:** There were no apologies.
- 18.58.3 **Requests to discuss starred items:** The Chair agreed a request to un-star agenda item 3.6 Management accounts pack October 2018.
- 18.58.4 **Chair's business**
- 18.58.5 The Chair discussed the recent Court of Governors meeting and received feedback from the UEB members who had attended who found the meeting most constructive. Members discussed a more joined up approach on equality, diversity and inclusivity, for staff and students. The Chair informed members that work is currently taking place on this matter and will be progressed further in the New Year and beyond.
- 18.58.6 The Chair informed members that the recently elected Professional Services nominee, Nicholas Catterall, Senior Compliance and Development Manager, will write a report on the recent Court meeting which will be communicated via the Vice-Chancellor's blog.
- 18.58.7 The Chair updated members on the discussions regarding 29 Marylebone Road and the plans for funding its development. Members discussed the need to appoint a project lead to bring structure and coherence and to work through the various practical implications. The USCOO and the Head of Westminster Business School will discuss leadership for this project outside the meeting. Members noted that the Estates Workshop that is taking place in January 2019 will include UEB and members of the Court.
- 18.58.8 Members discussed initiatives such as Athena Swan and Stonewall, and the DVC (Education) highlighted that membership for certain groups is required for the Research Excellence Framework (REF) and that Athena Swan is a requirement for some grant applications. The DVC (Education) will undertake a functional review of the REF and find out which memberships are essential and provide costings.
- 18.58.8.1 **ACTION DVC (Education)** to inform UEB of any risks regarding the REF.

- 18.58.9 Members gave updates on their recent strategic roadshows and reported that general feedback from colleagues is that they went well and produced good discussions. The roadshows will continue on an annual basis and feedback acted upon.

18.59 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 18.59.1 The minutes of the UEB meeting held on 20 November 2018 (Document UEB 181204A) were agreed as an accurate record.
- 18.59.2 Members reviewed a summary of the actions from the previous meeting (Document UEB 181204B) and confirmed those that were now complete.
- 18.59.3 **Office for Students Prevent Duty Monitoring Return (Action 18.50.7.1)** The USCOO informed members that the Court had approved the Prevent return.
- 18.59.4 **National Student Survey task force update (Action 18.52.3.1)** The Head of Student Support and Residential Life discussed parental engagement as part of her presentation (refer to Minute 18.60 below).
- 18.59.5 **Professional Services and Academic Group (Action 18.31.2.1) and Integrated Planning Process (Action 18.4.7.1)** The USCOO confirmed that he will be reconstituting periodic meetings of the former Senior Leadership Group (SLG) in the new year and the first meeting will provide digital training for the group to support the digital by design strategic objective.
- 18.59.6 **Student Recruitment Update (Actions 18.3.6.1, 18.3.8.1 and 18.3.9.1)** The Clerk circulated an update from the Director of Global Recruitment and Admissions by email on the status of the agreed actions from his September 2018 paper (Document UEB 180911C).
- 18.59.7 **Access and participation plan (Action 17.191.5.1)** The USCOO confirmed that the University had received feedback from the Office for Students.

18.60 PROPOSAL ON PROTOCOLS FOR STUDENT INCIDENTS

- 18.60.1 The Head of Student Support and Residential Life (SSRL) presented redrafted procedures to apply in the event of a student death and an outline of proposals for new/revised policies relating to student incidents where safeguarding concerns may apply (Document UEB 181204C).
- 18.60.2 Members noted that the revised procedures include clarity of responsibility for co-ordinating the actions of University colleagues in response to the death of a student.
- 18.60.3 Members considered that the procedures should be aligned with those relating to the death of a colleague.
- 18.60.3.1 **ACTION USCOO to ask the Head of SSRL** to work with the Head of Safety, Health and Wellbeing to align the two procedures.
- 18.60.4 Members agreed that it is crucial that key people know what the procedures are. The DVC (Employability and Global Engagement) requested that certain points on overseas student incidents are amplified.
- 18.60.4.1 **ACTION USCOO to ask the Head of SSRL** to amend procedures accordingly and agree the amendments with the DVC (Employability and Global Engagement).
- 18.60.5 The Vice-Chancellor requested that UEB members receive training and an incident drill focusing on the necessary behaviours should such an incident occur.
- 18.60.5.1 **ACTION USCOO to ask the Head of SSRL** to contact the Head of Safety, Health and Wellbeing to arrange training for UEB members.

- 18.60.6 Members discussed the on-site fatality procedures and noted that the emergency number ext 5555 would not work when using a mobile phone.
- 18.60.6.1 **ACTION USCOO to ask the Head of SSRL** to update the procedures, adding an emergency number that can be accessed with a mobile phone.
- 18.60.7 Members discussed student mental wellbeing and the need for universities to have very clear protocols as to when they would involve others such as parents. Members considered that the protocol on use of emergency contact information needs to be clarified at enrolment and that the student facing web pages could be improved by adding wellbeing to the landing page. The Head of SSRL suggested that the policies available on the Student Hub should be in a simpler language tailored to the students.
- 18.60.8 Members supported the proposed development of a clear protocol on how the University would respond to the report of a sexual assault.
- 18.60.9 **APPROVED** Revised Procedures to be followed in the event of a student death to apply with effect from 1 January 2019, subject to the amendments outlined above.
- 18.61 STUDENT RESIDENTIAL STRATEGY UPDATE**
- 18.61.1 The USCOO presented an update on development of the Student residential strategy (Document UEB 181204D), which will be presented to UEB at the meeting on 15 January 2019.
- 18.61.2 Members discussed the update and requested that it includes guaranteed accommodation for all first year home and international undergraduate students and covers wellbeing, pastoral care and the welfare of all students.
- 18.61.3 A member asked if the Student residential strategy would cover access to accommodation for students on short term courses.
- 18.62 SUSTAINABILITY POLICY**
- 18.62.1 The USCOO presented the refreshed Sustainability policy (Document UEB 181204E), which was last reviewed in 2016 but will now be subject to annual review.
- 18.62.2 Members noted that the policy is designed to frame the Universities wider commitments to put sustainability at the forefront of the University's development plans. The refreshed policy reflects the reduction in student numbers.
- 18.62.3 **AGREED** The Vice-Chancellor will work with the Director of Estates, Planning and Services to further enhance the policy. UEB will reconsider the policy at the next meeting.
- 18.62.4 A member suggested that the policy could connect with educational and research themes to teach students about sustainability.
- 18.63 CCTV POLICY**
- 18.63.1 The USCOO presented the CCTV policy (Document UEB 181204F), which was last reviewed in 2014.
- 18.63.2 Members noted that the CCTV systems across the University have been developed and added to since the last review, and that the legislation surrounding the management, access and storage of data has moved on with the introduction of the Data Protection Act 2018.
- 18.63.3 Members noted that the policy will be incorporated into a holistic Security policy, which will cover a suite of policies and procedures related to the management of security and access for the whole University. The Security policy is in development and will be considered at a future UEB meeting.

18.64 NSS TASK FORCE UPDATE AND IMPROVING STUDENT EXPERIENCE

- 18.64.1 The DVC (Education) presented an update on the National Student Survey (NSS) task force and activities to improve the student experience (Document UEB 181204G).
- 18.64.2 Members noted that achievement of the target of 100% HEA fellowships has been moved to 2023, which is more realistic than 2020.
- 18.64.3 Members noted that all reading lists are now online.
- 18.64.4 The DVC reported that the NSS campaign is gaining momentum with a new strapline of 'My voice, My Westminster'. Members heard that there will not be an incentive to take part, although specific courses will be targeted if they seem under represented.
- 18.64.5 The DVC reported that Associate Heads of Colleges are working on the job descriptions for the three academic support posts to support large courses from January to December 2019. Members considered there should be a clear undertaking of how the new colleagues are to be utilised and it was suggested that they work as a team.
- 18.64.6 Members noted that the student voice is now very strong through the course representatives, although students that do not engage or contribute due to lack of confidence also need to be encouraged and enabled. Members heard that comments from student representatives included publicising the Hubs and promoting wellbeing, software deals and placements.

18.65 MANAGEMENT ACCOUNTS PACK – OCTOBER 2018 AND QUARTER 1 FORECAST

- 18.65.1 The Director of Finance presented the management accounts pack October 2018 and Quarter 1 (Q1) forecast (Document UEB 181204H).
- 18.65.2 The Director reported that the Q1 forecast outturn for the financial year 2018-19 (FY18/19) is a £9.5m surplus (budget £11.2m surplus) before exceptional items and contingency provision (£5m). Members heard that there is a reduction in tuition fees against the budget, and an increase in staff costs; however, both are offset by reductions in other operating expenditure, depreciation and finance costs.
- 18.65.3 Members noted that further work will be required through FY18/19 to identify savings to bring pay and other operating expenditure back in line with budget.
- 18.65.4 In response to a member's query, the Director reported that the increase in 'other expenditure' is due to an unexpected increase in software licence fees. The Director agreed to a request to report Academic Enterprise separately.
- 18.65.5 Members noted that the University received a clean audit, which was reported at the November meeting of the Court of Governors. The Chair congratulated the Finance team for their work.

18.66 KPO LEAD INDICATORS REPORT

- 18.66.1 Members received and noted the key performance objectives lead indicators report (Document UEB 181204I - tabled).

18.67 DATES OF FUTURE MEETINGS

University Planning Committee	11 December 2018
UEB	18 December 2018
University Planning Committee	8 January 2019
UEB	15 January 2019
UEB	29 January 2019
University Planning Committee	5 February 2019

UEB	12 February 2019
UEB	26 February 2019
University Planning Committee	5 March 2019
UEB Away Day	11 and 12 March 2019 – location to be confirmed
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
UEB Away Day	16 July 2019 – location to be confirmed
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.68 ANY OTHER BUSINESS

18.68.1 Members did not raise any other matters for discussion.