UNIVERSITY OF FORWARD THINKING WESTMINSTER

APPROVED Minutes of the meeting of the University Executive Board held on Tuesday 04 July 2017, Room RS1.09, Regent Street.

PRESENT:

	Professor A Bligh	Professor M Kirkup
	Professor G Megson (Chair)	Professor A Linn
	Mrs K Hayes	Professor R Dannreuther
	Professor K Mey	
	Professor A Hughes	
IN	Professor S Brookhouse	Mr I Wilmot
ATTENDANCE:	Ms A Powell (Secretary)	
	Professor G Davies (Observer)	
APOLOGIES:	Professor G Petts	Ms S Enright
	Professor D Dernie	

16.258 ANNOUNCEMENTS

16.258.1 **Welcome:** Professor Davies was welcomed to the meeting of UEB. Members were informed that Professor Davies was attending as an observer at part of his induction to the Court of Governors.

16.258.2 **Apologies:** Apologies are detailed above.

16.259 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

16.259.1 **AGREED** members confirmed the draft minutes of the meeting held on 20 June 2017 (Document A) as an accurate record, subject to amendment to the list of attendees.

16.259.1.1 **ACTION** UEB Secretary to finalise the minutes for publication and circulation to members.

16.259.2 **MATTERS ARISING** Members received and noted the summary of actions provided an update on the matters arising from previous meetings (Document B).

16.260 Recruitment Update

16.260.1 Presented by Director Communications, Recruitment and External Affairs. Members received and considered 'live' data and an update report on current University and faculty performance for both undergraduate and postgraduate provision. Members were informed of the context for performance alongside competitor performance.

16.260.2 UEB noted the student numbers to be secured through clearing for each faculty, and the likelihood of these being achieved. Members were informed that a number

London institutions had lowered their tariffs for clearing and had now entered the same tariff zone as the University, this has implications for University performance.

16.260.3 Members received an overview for postgraduate courses, they noted that student recruitment was positive, however it was unlikely that the overall numbers would be sufficient to off-set a short-fall in undergraduate numbers. Members discussed the possibility of increasing future effort to the postgraduate market.

16.260.4 **AGREED** UEB discussed the type of presentation and reporting required to inform UEB in 2017/18. Members agreed to continue with monthly reports, which would offer a single strategic overview of performance and the likelihood of achieving targets.

16.261 Management Accounts Pack - May 2017

16.261.1 Presented by Director Corporate Planning and Performance. Members received and considered financial performance information for the first 10 months of the year as reported against quarter 3 (Document C). Members noted that the University is currently ahead of forecast and is likely to meet quarter 3 performance and that savings activity would continue.

16.261.2 Members discussed the possibilities of improving bad debt provision, and the positive impact this would have on year-end performance. Members considered the potential impact of faculties shifting to a PG teaching model with payment per module and how this might inform the bad debt figure.

16.261.3 Members noted the budget has been prepared in light of this year's financial performance and the plans from phase three of the integrated planning process. The budget currently shows a deficit before recognizing an agreed contingency provision (details are provided in section 3 for Document D); and staff exit costs. Members noted the total budget deficit for financial year 2017/18.

16.261.4 Members noted that the University spend per student seems low in comparison with the sector. The Returns Advisory Group are looking at the institution's approach to coding this activity to see if it is unwittingly assigning income to different categories for reporting purposes. The outcomes of the investigation will be presented to the Returns Advisory Group (next academic session).

16.262 Final University Budget 2017/18

16.262.1 Presented by the Associate Director Financial Planning and Analysis. Members received and noted the final university budget position for FY17/18 (Document D). The draft budget had been prepared in light of this year's financial performance and plans from phase three of the integrated planning process.

16.262.2 Members were informed of the expected deficit before exceptional items. Revisions to the budget would take place once the scale of the Early Release Scheme had been confirmed. Members discussed the arrangements to achieve cost savings for 2017-18 and 2018-19.

16.262.3 Members reflected on the need to consider affordable plans for capital expenditure for the estate and IT. The risks associated delays in confirming the capital expenditure budget for IT projects particularly allocation for website were highlighted.

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16.262.3.1 **ACTION** Associate Director Financial Planning and Analysis to liaise with the Director Information Systems (IS) and Support to articulate details of the IS budget (reference page 6 Document D). The budget details are to be circulated to UEB for information before the before information is presented to the Finance and Property Committee on 11 July 2017.

16.262.4 Members discussed the budget for the estate and the need for the Estates Steering Group to prioritize activities to align with the budget presented. Members requested a revised business case for 29 Marylebone Road, which outlined the options for use, sale or rental and the advantages and disadvantages for each of the options. Members noted that the reduced costs articulated in the budget were to make it fit for purpose. Members sought confirmation of the summer works to be taken forward in light of the current discussion. UEB discussed it's appetite for the scheduled work linked to P3 the figure presented for the work was questioned.

16.262.4.1 **ACTION** Associate Director Financial Planning and Analysis confirm the figure for the P3 car park rationalization project with the Director Information Systems (IS) and Support

16.262.5 **ACTION** Provost to liaise with the Associate Director, Estates Planning and Development to request for presentation to UEB a) details of the summer works for presentation to UEB on 18 July 2017 b) preparation of a business case for 29 Marylebone Road fitting and use options for consideration by UEB.

16.262.6 Members were informed of the process and governance arrangements for regular reviewing the estates plan, through the Estates Steering Group, UEB and approval by the Finance and Property Committee and Court.

16.262.7 **AGREED** Members agreed the budget for presentation to the Court of Governors on 19 July 2017.

16.263 Risk Register

16.263.1 Presented by the Associate Director Financial Planning and Analysis. Members received and considered an updated copy of the University Risk Register (Document F). Members were informed that the risk register was reviewed in June 2017 and three changes to risk register were noted; two would be reported to the HR committee on 04 July 2017. Members considered the changes to Health and Safety (Risk 10F). and discussed mitigating actions.

16.263.1.1 **ACTION** Members considered updates to the register and requested that a) the TEF result is updated to 'almost certain'and confirm if the mitigations remain the same, b) that UEB risk owners send updates to the Corporate Planning and Performance team to address outdated mitigations.

16.264 ANY OTHER BUSINESS

A potential line management change for Corporate Development and Business Services (CDBS).

16.263.2 **AGREED** UEB discussed a potential line management change for Corporate Development and Business Services. UEB confirmed that a line management change will not require UEB approval unless it impacts provision of service.

16.265 ITEMS FOR INFORMATION ONLY

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FACULTY EXECUTIVE GROUP MINUTES*

16.265.3 Members received and noted for information the minutes of the Faculty Executive Group meetings for Westminster School of Media, Arts and Design held on 21 June 2017 (Document G).

SHW Committee amendments to policies

16.265.4 Members reviewed and noted updates to the following guidance and policy documents (Document H):

16.265.4.1

- Organisational Arrangements: Responsibilities for Health & Safety Guidance
- H&S Management Profile Audit Tool 2017
- Occupational Health Guidance
- Portable & Temporary Heaters Guidance
- Asbestos Policy
- Legionella Policy

16.265.4.2 **ACTION** UEB requested the SHW team make a minor amendment to in the Legionella Policy – page 6 section 4.1 to that the sentence reads '…the University of Westminster is the duty holder for monitoring and ensuring compliance in controlling Legionella bacteria in water systems'.

Returns Advisory Group minutes *

16.265.5 Members reviewed and noted the minutes of the Returns Advisory Group meeting held on 30 May 2017. (Document I).

Hefce Grant Letter *

16.265.6 Members noted HEFCE Funding information for the University in 2017/18: http://www.hefce.ac.uk/funding/annallocns/1718/institutions/

HESA Data futures

16.265.7 Members received and considered a proposal to prepare the University for the HESA Data Futures Programme (Document J). The recommendations in the proposal are endorsed by the Returns Advisory Group. Members considered the recommendations presented to UEB and requested an outline of the resources required.

16.265.8 **APPROVED IN PRINCIPAL AND ACTION** UEB approved the paper in principle, and requested that Corporate Planning and Performance outline the resources required to deliver the work for presentation to UEB.

16.266 DATES OF FUTURE MEETINGS

05	July	2017	14.00
18	July	2017	10.30
15	August	2017	10.30

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