

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8
FEBRUARY 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:	Ms C Benyon (Minute 21.105) Mr C Hinge (Minute 21.107) Mrs J Lamarque (Secretary)	Ms S Olohan (Minute 21.106) Mrs J Robson (Observer) Mr I Wilmot
APOLOGIES:		

21.102 ANNOUNCEMENTS

- 21.102.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Jane Robson, Independent Governor, who was attending as part of her induction. The Chair briefed members on the agenda.
- 21.102.2 **Apologies:** There were no apologies received.
- 21.102.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items and agreed to discuss one item of business not on the agenda.
- Chair's business**
- 21.102.4 The Chair updated members on the process to refresh the Being Westminster Strategy including open sessions for colleagues, the forthcoming Court of Governors workshop and recent external meetings.
- 21.102.5 The Deputy Vice-Chancellor (DVC) for Education reported on three Office for Students consultations currently taking place on performance indicators, the B3 conditions and the Teaching Excellence and Student Outcomes Framework (TEF).
- 21.102.6 The Pro Vice-Chancellor for People and Culture updated members on planned University and College Union activity.

21.103 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 21.103.1 The DVC (Education) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on vaccinations, face coverings, case rates, business continuity, catering, operational delivery in colleges, timetabling and registration.
- 21.103.2 Members heard that there had been good feedback on the recent Freshers Fair.

21.104 UG, PG AND OTHER FEE PROPOSALS 2023/24

- 21.104.1 The Director of Finance presented the Undergraduate, Postgraduate (PG) and other fee proposals for 2023/24 (Document UEB 220208A).
- 21.104.2 The Director of Finance reported that fees had been increased where appropriate, keeping the 20% discount for alumni with an addition to allow flexibility in year.

21.104.3 Members discussed the PG discount for alumni and asked for an amendment to the proposal to show price bandings and/or discounts.

21.104.4 Members also discussed online courses and recruitment of European students.

21.104.5 **AGREED** Proposed fees to be recommended to Resources Committee, subject to the addition of price bandings and discounts.

21.105 STUDENT RECRUITMENT UPDATE

21.105.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications presented an update on student recruitment covering:

- Undergraduate and apprenticeships
- Postgraduate
- Conversion
- Clearing
- Risks

21.105.2 Members endorsed the use of remote clearing and central offer making and discussed the performance of new courses and recruitment of European, international, and PG Taught students.

21.106 STUDENT ACCOMMODATION

21.106.1 Sally Olohan, Head of Student Support and Residential Life (SSRL) presented the proposed student residential fees for 2022/23 (Document UEB 220208B).

21.106.2 Members heard that of the three options considered there is a preference for Option 2 and applying some adjustments as set out in Appendix 2 of the report.

21.106.3 In response to a member's query, the Head of SSRL commented that it was too early to predict future occupancy, which is largely focussed on a buoyant international student market; however, she expects demand to be quite strong and has no concerns regarding occupation of the University-owned residences.

21.106.4 Members discussed costs of student accommodation in the sector and provision of a range to suit all budgets.

21.106.5 **APPROVED** Option 2 as outlined in the paper to be applied as an appropriate approach to setting fees for 2022/23.

21.107 ESTATES MATTERS

21.107.1 Due to time constraints, the update on the consultants review of the Estate was postponed to a future meeting.

21.107.2 Chris Hinge, Director of Estates, Planning and Services presented the Little Titchfield Street roof works business case (Document UEB 220208C).

21.107.3 Members discussed the business case in relation to the consultants review of the Estate and the lease agreement and postponed a decision until after tenders have been received.

21.108 UPDATE ON DIGITAL AND CYBER SECURITY

21.108.1 This item was withdrawn from the agenda.

21.109 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.109.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 25 January 2022 (Document UEB 220208E) as an accurate record of the meeting.

21.109.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220208F) and noted those that were now complete.

21.109.3 **Matters arising - Regent Street Boardroom (Minute 21.94.6 to 21.94.7) AGREED** Decision on the Regent Street Boardroom to be postponed until the project pipeline is clarified.

21.110 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	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

21.111 ANY OTHER BUSINESS

21.111.1 The Director of Finance asked members to encourage academic colleagues to continue to push on student recruitment.

21.112 TREASURY MANAGEMENT MID-YEAR REVIEW

21.112.1 **AGREED** Treasury Management mid-year review to be submitted to Resources Committee (Document UEB 220208G).