

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10 DECEMBER 2019 IN ROOM RS109, REGENT STREET.**

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PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor R Dannreuther	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Ms K Bojczuk (Minute 19.51) Professor S Brookhouse Dr T Burke (Minute 19.50) Mr N Catterall (Minute 19.52)	Dr C Delistathi (Minute 19.48) Mrs J Lamarque (Secretary) Mr Ian Wilmot (Minute 19.53)
APOLOGIES:	Professor A Hughes	Professor J Stockdale

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**19.46 ANNOUNCEMENTS**

19.46.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Professor Stephen Brookhouse attended on behalf of Professor Jonathan Stockdale.

19.46.2 **Apologies:** Apologies were noted as above.

19.46.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items. The Chair agreed to a member's request to discuss donated funds under Any Other Business.

**Chair's business**

19.46.4 The Chair informed members of events he had attended recently.

19.46.5 The Chair updated members on the recent flood at the Marylebone campus, which caused the campus to be closed for one day. The Chair praised the rapid responses and actions of all concerned.

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

19.47.1 The minutes of the UEB meeting held on 26 November 2019 (Document UEB 191210A) were agreed as an accurate record.

19.47.2 Members approved the corrected minutes from the UEB meeting held on 5 November 2019.

19.47.3 Members reviewed a summary of the actions from previous meetings (Document UEB 191210B) and confirmed those that were now complete.

19.47.4 **Matters arising - Fee proposals (Minute 19.26)** **RATIFIED** Members confirmed the decision taken by Chair's action between meetings to recommend the revised proposed fees to the Finance and Property Committee.

19.47.5 **University Risk Register and Mitigations Schedule – periodic review 1 (Action 19.29.5.1)** The University Secretary and Chief Operating Officer (USCOO) confirmed that he had fed back the comments regarding the streamlining of information collection to the Director of Strategy, Planning and Performance (SPP).

19.47.6 **Matters arising - University Risk Register and Mitigations Schedule (Action 19.26.4.1)**  
**APPROVED** Proposed update to the risk score to be confirmed in the University risk register.

19.47.7 **Any other business – Technical support for learning and teaching (Action 19.24.2.1)**  
 The USCOO confirmed that he had received a response from the Director of Information Systems and Support and the Associate Director (Digital Engagement and Library Services) and would forward the response to members.

19.47.8 **Workload Allocation Model (WAM) Tool (Action 18.175.7.1)** The Deputy Vice-Chancellor (DVC) for Education confirmed that the WAM modeller tool is fit for purpose.

## 19.48 **REPORT ON FOUNDATION PROGRAMMES**

19.48.1 Dr Christina Delistathi, the Director of Foundation Pathways (FP), gave members an update on Foundation pathways and tabled an overview report (Document UEB 191210G).

19.48.2 The Director of FP informed members that Foundation numbers have grown beyond the University's target and briefed them on future plans such as making more use of technology, supporting areas identified as growth areas and building a dedicated team to support Foundation students.

19.48.3 The Director briefed members on the support programme available to all Foundation students 'Your Potential, Your Success', which has been well received and addresses issues of mental health and anxiety. She also briefed members on new initiatives to help students belong to a cohort, such as an engagement week in Week 6, and programme level core modules being taught in the campus of the subject.

19.48.4 The Director informed members of areas where further work is needed to improve Foundation students' experience.

19.48.5 Members discussed approaches to a potential further increase in numbers and student retention.

19.48.6 The USCOO suggested that a meeting between the Director of FP and the Director of SPP would be beneficial.

19.48.6.1 **ACTION USCOO** to instruct the Director of SPP to contact the Director of FP.

19.48.7 The Vice-Chancellor summarised by confirming that the UEB lead for Foundation Pathways is the DVC (Education) and noted that clarity on Foundation student targets is necessary to plan effectively.

19.48.8 The Vice-Chancellor commended the Director for her work.

## 19.49 **ESTATES UPDATE**

19.49.1 Due to the recent flooding at the Marylebone campus, the Director of Estates Planning and Services was unable to attend the meeting to give an update on actions taken following the internal audit report. The Chair deferred this item to 14 January 2020.

## 19.50 **APPRENTICESHIPS AT THE UNIVERSITY OF WESTMINSTER**

19.50.1 Dr Tony Burke, the Head of the Centre for Education and Teaching Innovation (CETI), presented recommendations relating to apprenticeships provision at the University of Westminster (Document UEB 191210C).

19.50.2 The Head of CETI informed members that to take advantage of opportunities would take considerable investment, direction and leadership and proposed four strategic and seven

operational recommendations relating to the management and potential expansion of apprenticeship provision.

19.50.3 Members thanked the Head of CETI for a clear and informative paper and discussed their views on the recommendations.

19.50.4 The USCOO informed members that a colleague has been identified to lead the implementation of the University's Apprenticeship Strategy in addition to his current responsibilities.

19.50.5 **AGREED** Members supported the proposed internal appointment to lead implementation of the Apprenticeship Strategy.

19.50.5.1 **ACTION USCOO and the Pro Vice-Chancellor (PVC) with responsibility for Marketing and Enterprise** to reflect on members' discussions, agree how to progress this area of work and report back to UEB at the meeting on 14 January 2020.

19.50.6 Members also discussed part-time degrees, developing a pathway for part-time degrees without an apprenticeship and links with professional institutions.

19.50.7 **APPROVED** Members supported the strategic and operational recommendations subject to consideration of the report from the USCOO and the PVC (Marketing and Enterprise) at the next meeting.

## **19.51 SUSTAINABILITY POLICY AND SUSTAINABLE DEVELOPMENT GOALS**

19.51.1 Katherine Bojczuk, Sustainability Manager, presented an updated Sustainability Policy (Document UEB 191210D) and gave an update on progress in the Sustainable Development Goals (SDGs).

19.51.2 The Sustainability Manager informed members that there are no major changes in the updated policy (last approved on 4 December 2018); however, it is more concise and reports against our SDGs.

19.51.3 The Sustainability Manager briefed members on the summer awareness raising campaign, which will inform the University's submission to the Times HE ranking, and on plans to formalise an SDG programme by forming the SDG Committee (terms of reference - Appendix A, Document UEB 191210D) and develop an action plan around our core SDGs.

19.51.4 The PVC (Research) commented that the core SDGs align well with our areas of research focus and the Sustainability Manager informed members that she has had initial meetings with all of the research leads that will be further developed by attending relevant committee meetings.

19.51.5 In response to a member's query, the Sustainability Manager confirmed that there is not yet a formal connection between the SDGs and modules and courses around sustainability; however, there are pockets of activity and there will be teaching colleagues on the SDG Committee.

19.51.6 Members noted that the USCOO will publicise the SDGs to Professional Services colleagues in his next update.

19.51.7 Members discussed membership of the SDG Committee and a member suggested inviting external guests to talk about specific areas on an ad hoc basis.

19.51.8 **APPROVED** Updated Sustainability Policy to be implemented with immediate effect.

## **19.52 PROCESS AND CODE OF CONDUCT FOR ACADEMIC AND COMMERCIAL EVENTS**

19.52.1 The Senior Compliance and Development (SCD) Manager presented the draft process and code of conduct for academic and commercial events (Document UEB 191210E).

- 19.52.2 The SCD Manager informed members that the document is intended to address the gap in protection for the organiser and/or the University for internal or commercial events and prioritises the event booking process, which will inform the development of an accompanying Colleague and Guest Event Code of Practice. The SCD Manager confirmed the proposed online form allows an assessment to be made and the process is based on enabling events not stopping them.
- 19.52.3 Members noted that adherence to the University's Code of Conduct on Freedom of Speech is a requirement for any event and a copy is given to anyone invited to speak at an event.
- 19.52.4 A member commented that it would be beneficial for more external speakers to contribute to University events and asked that section 1.1 of the Academic and Professional Service event booking process is expanded to encourage employers to contribute.
- 19.52.5 A member commented that the proposed process could be interpreted as restrictive and suggested there should be an appendix in the Code of Practice to ensure that colleagues have assessed the risks. The SCD Manager considered that the booking process includes mitigations but agreed that the wording could be changed.
- 19.52.5.1 **ACTION DVC (Education) and SCD Manager** to cooperate on the wording in the booking process.
- 19.52.6 The SCD Manager confirmed that the event booking process and Code of Practice will apply to commercial lettings.
- 19.52.7 **APPROVED** Booking process to be implemented and SCD Manager to complete the development of the Code of Practice, propose amendments to the Code of Practice on Freedom of Speech and develop the training and communications programme before the end of January 2020.

### 19.53 REGENT STREET CINEMA TURNAROUND PLAN

- 19.53.1 Ian Wilmot, the Director of Finance, presented a proposal for changes to operation of the Regent Street Cinema (Document UEB 191210H).
- 19.53.2 The Director of Finance briefed members on the context and benefits of the proposals, which aim to improve the working relationship between the Cinema and the wider University.
- 19.53.3 Members discussed use of the cinema as a flagship space, for teaching modules and how students could be involved in all aspects of the cinema.
- 19.53.4 **APPROVED** Director of Finance to implement the proposals as presented. Members confirmed that the Director of Finance has authority, without further UEB approval, for decisions on staffing matters relating to the Cinema.

### 19.54 DATES OF FUTURE MEETINGS

<b>UPC</b>	17 December 2019
<b>UEB</b>	14 January 2020
<b>UPC</b>	21 January 2020
<b>UEB</b>	28 January 2020
<b>UEB</b>	11 February 2020
<b>UPC</b>	18 February 2020
<b>UEB</b>	25 February 2020
<b>UEB - away day</b>	9 March 2020 – evening (location to be confirmed)
	10 March 2020 - all day (location to be confirmed)

UPC	17 March 2020
UEB	24 March 2020
UPC	21 April 2020
UEB	28 April 2020
UEB	12 May 2020
UPC	19 May 2020
UEB	26 May 2020
UEB	09 June 2020
UPC	16 June 2020
UEB	23 June 2020
UEB	14 July 2020
UEB - away day	27 July 2020 – evening (location to be confirmed) 28 July 2020 - all day (location to be confirmed)
UEB	11 August 2020
UPC	18 August 2020

## 19.55 ANY OTHER BUSINESS

### Reallocation of prize and scholarship funds

19.55.1 Members discussed correspondence circulated prior to the meeting that included a letter from the University to the Charity Commission requesting approval for a proposal for the alternative use of funds.

19.55.1.1 **ACTION USCOO** to instruct the Development Manager to submit a proposal to UEB on how the funds will be spent.