

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

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PRESENT:	Dr P Bonfield (Chair to Minute 19.6)	Professor M Kirkup
	Mr J Cappock (Chair from Minute 19.7)	Professor A Linn
	Professor R Dannreuther (Deputy Chair)	
IN ATTENDANCE:	Mr G Aguilar, UWSU (Minute 19.1.1 to 19.1.6)	Ms I Nur, UWSU (Minute 19.1.1 to 19.1.6)
	Mr A Dutch (Minute 19.5)	Ms J Torres, UWSU (Minute 19.1.1 to 19.1.6)
	Ms L Khalid, UWSU (Minute 19.1.1 to 19.1.6)	Mr I Wilmot (Minute 19.5 to 19.7)
	Mrs E McMillan (Secretary)	Mr J Woolston (Minute 19.5 to 19.7)
APOLOGIES:	Professor A Hughes (Deputy Chair)	Professor J Stockdale

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**19.1 UNIVERSITY OF WESTMINSTER STUDENTS' UNION (UWSU) STUDENT OFFICERS 'MEET AND GREET'**

- 19.1.1 The Chair welcomed all members and attendees to the meeting.
- 19.1.2 Members noted that UWSU President Ibrahim Alzaid was unable to attend the meeting as he is attending an AdvanceHE workshop for new student governors and will speak to UEB about his priorities for 2019-20 at a future meeting.
- 19.1.2.1 **ACTION UEB Secretary** to invite the UWSU President to speak about his priorities at the next UEB meeting.
- 19.1.3 The UWSU Student Officers introduced their priorities for the coming year and answered members' questions.
- 19.1.3.1 **ACTION UEB Secretary to circulate the Vice President: Welfare's report on the BME** attainment gap to members when available.
- 19.1.4 Members noted that the University Secretary and Chief Operating Officer (USCOO) has invited the UWSU Student Officers to meet the Professional Services Directors at their next team meeting.
- 19.1.5 Members identified colleagues and contacts they would introduce to the UWSU Student Officers to assist them to progress their priority areas and/or develop their knowledge of matters relevant to their priority areas.
- 19.1.5.1 **ACTION Vice-Chancellor** to introduce the Vice-President: Postgraduate Education to the leader of the PhD Society.
- 19.1.5.2 **ACTION USCOO** to introduce the Vice-President: Undergraduate Education to the Director of Strategy, Planning and Performance.
- 19.1.5.3 **ACTION Vice-Chancellor** to introduce the Vice-President: Welfare to the Vice-Chancellor from another London university who is leading a project on behalf of London Higher that is exploring similar priorities.
- 19.1.5.4 **ACTION Vice-Chancellor** to introduce the Vice-President: Activities to contacts with an interest in accessible sports.

- 19.1.5.5 **ACTION USCOO** to introduce the Vice-President: Activities to the Director, Marketing and Communications to explore how the University can support communication of Students' Union activities, initiatives and events.
- 19.1.6 Members and the UWSU Student Officers agreed it would be useful to have a collaborative workshop session to explore what is going well, what can be improved and what the Students' Union and University are going to do to make such improvements.
- 19.1.6.1 **ACTION UEB Secretary** to arrange this workshop session.
- 19.1.7 The Chair informed members that the University is required to nominate two colleagues to take up positions on the UWSU Trustee Board and members discussed potential nominees.
- 19.1.7.1 **ACTION Vice-Chancellor** to invite the Heads of School to nominate a Head of School to take up one of the vacant positions.
- 19.1.7.2 **ACTION USCOO** to invite the Director, Marketing and Communications to take up one of the vacant positions.
- 19.2 ANNOUNCEMENTS**
- 19.2.1 **Apologies:** Apologies were noted as above.
- 19.2.2 **Requests to discuss starred items:** There were no requests to discuss starred items.
- Chair's business**
- 19.2.3 The Chair reported that there is a strong and diverse longlist for the upcoming Deputy Vice-Chancellor (DVC) for Education vacancy.
- 19.2.3.1 **ACTION Clerk to the Court** to send the timeline for the recruitment and appointment process to members in advance of the next meeting.
- 19.3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**
- 19.3.1 The minutes of the UEB meeting held on 13 August 2019 (Document UEB 190910A) were agreed as an accurate record.
- 19.3.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190910B) and confirmed those that were now complete.
- 19.3.3 **Update on Clearing (Actions 18.189.3.1 and 18.195.4.1)** The DVC (Education) provided his initial thoughts on the reasons behind the different pass rates for Foundation students for each School and reported that his explorations are ongoing.
- 19.3.3.1 **ACTION UEB Secretary** to invite the Director of Foundation Pathways to a future meeting of UEB to explain the enhancements the University is making to Foundation programmes this academic year.
- 19.3.4 **National Student Survey action plans update (Action 18.199.8.1)** The Pro Vice-Chancellor (PVC) for Marketing and Enterprise informed members of the outcomes of his discussion with the Director, Information Systems and Support about digital student module evaluations (SMEs). Members noted that, if implemented, completion of the SME cannot be a condition for a student to access their marks. A member suggested the implementation of a digital SME requires further thought to ensure that response rates are not impacted negatively.
- 19.3.5 **Policy on Higher Education Academy recognition 2019-2025 (Action 18.200.4.1)** Members agreed to establish a group to progress HEA recognition – at the appropriate level - for all UEB members (except for the USCOO).

- 19.3.6 **Professional Development Planning (PDP) policy and procedure (Minute 18.196)**  
Members confirmed that line managers should set objectives for the colleagues they manage prior to the revised PDP policy and procedure, which is currently under review and subject to UEB approval.
- 19.3.7 **Readers and Professors promotions (Action 18.151.6.1)** Due to the absence of two UEB members, the Chair postponed consideration of the report (Document UEB 190910Bi) until the next meeting.
- 19.4 TERMS OF REFERENCE, SUB-COMMITTEE STRUCTURE AND DRAFT SCHEDULE OF BUSINESS 2019-20**
- 19.4.1 Members considered the proposed UEB terms of reference and membership, sub-committee structure and draft schedule of business for this academic year (Document UEB 190910C).
- 19.4.2 Members noted that the proposal to allocate the Deputy Chair role to the USCOO reflects the type of business considered by UEB and that the DVCs are Deputy Chairs for Academic Council.
- 19.4.3 **AGREED** Updated terms and reference and membership to be implemented with immediate effect.
- 19.4.4 The Heads of College reported that the College Executive Group sub-committee structure reporting to UEB differs from that presented in the paper.
- 19.4.4.1 **ACTION Clerk to the Court** to liaise with Heads of College and Directors of College Operations to confirm the College Executive Group sub-committee structure implemented in each College and submit a revised structure to UEB at the next meeting.
- 19.4.4.2 **ACTION Clerk to the Court** to add the University Planning Committee to the governance structure diagram prior to re-submission to UEB for approval.
- 19.4.5 **AGREED** Members confirmed the Schedule of business for 2019-20, noting that the UEB Secretary may agree with the Chair changes to the timing of individual items of business and will add ad hoc items of business as necessary.
- 19.5 STUDENT RECRUITMENT UPDATE**
- 19.5.1 The Director of Global, Recruitment and Admissions (GRA) tabled a paper presenting a breakdown of performance against Clearing targets by College and School (Document UEB 190910H). Members noted that the figures provided reflect Unconditional Firm offers made during the Clearing period not enrolment figures, as the enrolment process is ongoing.
- 19.5.2 The Director (GRA) offered to speak with individual Colleges about their performance in Clearing.
- 19.5.3 Members discussed actual performance against targets and the expected impact on the University budget 2019-20. Members discussed the relationship between student number planning/target setting and the timetabling process and longer-term investment in the University estate.
- 19.5.4 Members discussed performance for one College, where targets broadly had not been achieved, and how issues are and will be addressed.
- 19.5.5 Members noted that the 'Level 1' figures do not include Foundation courses and reiterated the importance of delivering excellent Foundation provision across the University.
- 19.5.6 In response to a member's question, the Director (GRA) explained what action his team are taking to identify and plan for potential international growth areas.
- 19.5.7 Members discussed outreach activity with London schools.

- 19.5.8 The Chair thanked the Director (GRA) and his team for all their work to support the Clearing process.

## **19.6 MANAGEMENT ACCOUNTS JUNE AND JULY 2019**

- 19.6.1 The Director of Finance presented the management accounts report for June 2019 (postponed from the previous meeting) and for July 2019 (Document UEB 190910D). The July 2019 report includes the initial outturn for 2018-19.
- 19.6.2 The Director of Finance highlighted areas of the report including the expected surplus, College contributions, areas where actual performance is favourable to the budget, the increase in pension liability, the University's cash position, the strengthened balance sheet, reduction in borrowings and the improvement in the liquidity ratio and confirmed that capital expenditure is on budget.
- 19.6.3 Members discussed with the Director provision for increased pension scheme contributions and employment costs as a percentage of income.
- 19.6.4 Members considered that the financial position is a good foundation for targeted investment to support the University's business plans.

## **19.7 NATIONAL STUDENT SURVEY (NSS) ACTION PLANS**

- 19.7.1 The Director of Strategy, Planning and Performance (SPP) tabled a paper summarising the process to approve and implement College NSS action plans (Document UEB 190910I).
- 19.7.2 The Director (SPP) explained to members progress and identified actions for each step in the process and the Heads of College commented and answered the Director's queries as appropriate.

## **19.8 BREXIT RISKS – UPDATE**

- 19.8.1 The USCOO presented an update on risks relating to the UK's exit from the European Union (Document UEB 190910E).
- 19.8.2 Members discussed the current position and confirmed that there are no additional risks to be added to the check list.
- 19.8.2.1 **ACTION USCOO** to discuss with the Procurement team whether any preparation needs to be made for difficulty procuring chemicals and/or other materials required for teaching and research and currently imported from the EU.
- 19.8.3 The PVC (Research) reported that the University has received confirmation of a commitment from the EU to honour existing research awards to the end of 2020.

## **19.9 FINANCIAL REGULATIONS**

- 19.9.1 **AGREED** Members recommend the updated Financial Regulations (Document UEB 190910F) to the Finance and Property Committee.

## **19.10 FREEDOM OF SPEECH CODE OF PRACTICE**

- 19.10.1 **AGREED** Members confirmed the current Code of Practice on Freedom of Speech and external events booking process (Document UEB 190910G) and recommend that the Court of Governors reconfirm the Code without change. Members recommend that the Code is reviewed and updated on a three-year cycle in future.

## **19.11 DATES OF FUTURE MEETINGS**

UPC	17 September 2019
UEB - away day	23 September 2019 – evening (Fyvie Hall, 309 Regent St) 24 September 2019 - all day (CH1.14 Cavendish House)
UEB	08 October 2019
UPC	15 October 2019
UEB	22 October 2019
UEB	12 November 2019
UPC	19 November 2019
UEB	26 November 2019
UEB	10 December 2019
UPC	17 December 2019
UEB	14 January 2020
UPC	21 January 2020
UEB	28 January 2020
UEB	11 February 2020
UPC	18 February 2020
UEB	25 February 2020
UEB - away day	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

## 19.12 ANY OTHER BUSINESS

### Graduation ceremonies

19.12.1 Members discussed the charge for graduation tickets.

19.12.1.1 **ACTION USCOO** to discuss with the Academic Registrar and inform UEB of the outcome.

### Part Time Visiting Lecturers

19.12.2 Members discussed the extent of expenditure on Part Time Visiting Lecturers (PTVLs) and advice from the Human Resources department on PTVL contracts.

19.12.2.1 **ACTION Heads of College** to review lists of PTVLs and act to reduce numbers/expenditure if appropriate.