

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 14 JANUARY 2020 IN ROOM RS109, REGENT STREET.

PRESENT:	Dr P Bonfield (Chair)	Professor M Kirkup
	Mr J Cappock (Deputy Chair)	Professor A Linn
	Dr S Jarvis	Professor J Stockdale
IN ATTENDANCE:	Mr J Bairamian (Observer)	Mr C Hinge (minute 19.48)
	Mr D Barratt	Mrs J Lamarque (Secretary)
	Ms C Benyon (minute 19.49)	Mr A Norris (minute 19.50)
APOLOGIES:	Professor A Hughes	

19.46 ANNOUNCEMENTS

19.46.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Dr Sal Jarvis - Deputy Vice-Chancellor (DVC) for Education, who has recently joined the University and Justin Bairamian, an independent governor, who was observing the meeting as part of his governor induction.

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 or to raise matters other than those on the agenda.

Chair's business

19.46.4 The Chair informed members that the key emphasis for 2020 will be people as required by our 'Being Westminster' strategy and outlined the plans that will need to be agreed.

19.46.5 The Chair also updated members on events he had attended recently and discussed upcoming events such as the HR Committee meeting and the Vice-Chancellor roadshows.

19.47 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

19.47.1 The minutes of the UEB meeting held on 10 December 2019 (Document UEB 200114A) were agreed as an accurate record.

19.47.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200114B) and confirmed those that were now complete.

19.47.3 **Report on Foundation Programmes from the Director of Foundation Pathways (Action 19.48.6.1)** The University Secretary and Chief Operating Officer (USCOO) confirmed that he had instructed the Director of Strategy, Planning and Performance (SPP) to contact the Director of Foundation Pathways.

19.47.4 **Apprenticeships at the University of Westminster (Action 19.50.5.1)** The USCOO and the Pro Vice-Chancellor (PVC) for Marketing and Enterprise confirmed that they are making progress on the recruitment of a lead for apprenticeships and business engagement and will give a further update at the UEB meeting on 28 January 2020.

- 19.47.5 **Any other business – reallocation of prize and scholarships funds (Action 19.55.1.1)**
The USCOO informed members that the appendices in the email submission from the Development Manager included details of how the prize and scholarship funds will be re-allocated.
- 19.47.6 **Student field trip risk assessments (Action 19.37.4.1)** The USCOO informed members that the Safety, Health and Wellbeing team and the Director of Global, Recruitment and Admissions have identified several possible external providers who could review existing arrangements. There will be a further internal meeting in January to discuss the scope of the review before deciding on the most appropriate provider to advise the University.
- 19.48 ESTATES UPDATE**
- 19.48.1 Chris Hinge, Director of Estates Planning and Services (EPS), updated members on the actions taken in response to the internal audit report.
- 19.48.2 He informed members that the internal audit report highlighted 11 action points – three urgent, six important, one routine and one operational.
- 19.48.3 Members heard that the three urgent and six important actions have all been completed ahead of target. The routine action is subject to a policy review and is on target to be completed before the end of June 2020. The operational effectiveness action is on plan.
- 19.48.4 The Director of EPS informed members that the University is in the fourth year of a 5-year contract with the current contractor and improvements have been made. The Director reported that contractors were exemplary in their handling of the recent flood and boiler failure at Marylebone.
- 19.49 COLLEAGUE WELLBEING SURVEY DISCUSSION**
- 19.49.1 The Pro Vice-Chancellor (People and Culture) informed members that the Wellbeing Sub-committee commissioned the colleague wellbeing survey last year and it was carried out by the University's Centre for Resilience. He reported that the survey was developed as an academic research activity and outcomes from the colleague wellbeing event held a year ago are still to be added.
- 19.49.2 Caroline Benyon, Head of Communications, presented slides showing the outcomes of the recent Wellbeing Sub-committee discussion on the survey data (Document UEB 200114F).
- 19.49.3 She informed members that the slides summarise the current position; there is considerably more work to be done including work that may arise from the focus groups. Members noted that the survey report does not divide responses between academic and Professional Services colleagues as it was an anonymised survey.
- 19.49.4 Members discussed sharing a comprehensive report more widely with colleagues and packaging the data in a manageable way.
- 19.49.4.1 ACTION Head of Communications** to tailor the slides for presentations to Departments and Schools.
- 19.50 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2018-19**
- 19.50.1 Andy Norris, the Head of Corporate Social Responsibility (CSR), presented the Equality, Diversity and Inclusion (EDI) annual report for 2018-19 (Document UEB 200114C).
- 19.50.2 Members discussed the recommendations, in particular the remit of the proposed Working Group and University participation in equality charters such as Athena Swan and Stonewall.
- 19.50.3 Members heard that the University would measure success primarily through colleague surveys with open questions, student satisfaction, and improved commercial performance and customer satisfaction.

- 19.50.4 A member suggested that EDI would be a good topic for in-depth discussion at a Court of Governors away day.
- 19.50.5 A member commented on the review of resource requirements and was informed that the EDI Working Group would produce a business case if there was a request for additional resources.
- 19.50.6 **APPROVED** Members supported the recommendations and actions subject to any comments from the HR Committee and the following amendments to the report:
- Add i to LGBTQ
 - Consider charters other than Athena Swan
 - Remove reference to a permanent admin role, recognising the need for a full officer and other resources as required to establish the work envisaged. An administrator will not be enough resource to fulfil the University's plans for EDI
 - Replace statement that colleague networks will be represented at all UEB meetings to note that guests will be invited to attend UEB meetings as appropriate and required

19.51 MANAGEMENT ACCOUNTS PACK – NOVEMBER 2019

- 19.51.1 Members received and noted the Management Accounts pack for November 2019 (Document UEB 200114D).

19.52 DIVERSITY AND DIGNITY AT WORK AND STUDY POLICY

- 19.52.1 Members reconfirmed the Diversity and Dignity at Work and Study Policy (Document UEB 200114E) for continued implementation.

19.53 DATES OF FUTURE MEETINGS

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

19.54 ANY OTHER BUSINESS**Teaching Excellence Framework (TEF)**

- 19.54.1 The DVC (Education) informed members that the Office for Students are developing a new framework for the TEF and therefore will not conduct a TEF year 5 exercise in 2020. All current TEF ratings will remain for another year.