

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 18 JUNE 2019 IN ROOM RS109, REGENT STREET.

PRESENT:	Mr J Cappock (Meeting Chair)	Professor A Linn
	Professor R Dannreuther (Deputy Chair)	
IN ATTENDANCE:	Mrs J Lamarque (Secretary)	
APOLOGIES:	Dr P Bonfield (Chair)	Professor M Kirkup
	Professor A Hughes (Deputy Chair)	Professor J Stockdale

18.167 ANNOUNCEMENTS

- 18.167.1 **Welcome:** The Meeting Chair welcomed all members and attendees to the meeting.
- 18.167.2 **Apologies:** Apologies were noted as above.
- 18.167.3 **Requests to discuss starred items:** All members wished to discuss starred agenda item 3.4 – L2-L5 salary decisions: revised process.
- 18.167.4 **Chair's business:** There were no items of Chair's business.

18.168 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 18.168.1 The minutes of the UEB meeting held on 4 June 2019 (Document UEB 190618A) were agreed as an accurate record.
- 18.168.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190618B) and confirmed those that were now complete.
- 18.168.3 **Management Accounts Pack – April 2019 and Quarter 3 forecast (Action 18.160.3.1)**
The University Secretary and Chief Operating Officer (USCOO) confirmed that the new Director of Marketing and Communications will attend student number planning meetings in future.
- 18.168.4 **Chair's business – new course development (Actions 18.159.3.1 and 18.151.5.1)** The Deputy Vice-Chancellor (DVC) for Education informed members that the Colleges are developing a range of courses to achieve the targets. Members discussed whether to establish a review group distinct from the Curriculum Review and Innovation Committee.
- 18.168.4.1 **ACTION USCOO** to discuss a potential portfolio review group with the Director of Strategy, Planning and Performance and return with a recommendation to UEB.
- 18.168.5 **Colleague wellbeing survey proposal (Actions 18.138.3.1 and 18.138.3.2)** Members noted the survey is due to be launched in the week ending 21 June 2019.

18.169 PROFESSIONAL DEVELOPMENT PLAN POLICY AND PROCEDURE

- 18.169.1 The USCOO presented the Professional Development Plan (PDP) policy and procedure on behalf of the Pro Vice-Chancellor (PVC) for People and Culture (Document UEB 190618C).

- 18.169.2 Members noted that the PDP policy and procedure has been extensively reviewed and feedback has been incorporated into the document.
- 18.169.3 Members discussed the policy and procedure and received feedback from discussion at a recent College Executive Group.
- 18.169.4 A member queried if it was practical to launch the new PDP policy and procedure this year as many academic colleagues would have completed, or nearly completed, their appraisals already.
- 18.169.5 A member requested clarity on the University tool mentioned in paragraph 3.1 of the policy document.
- 18.169.6 **AGREED** Members are not able to recommend the PDP policy and procedure document to HR Committee until the proforma is reviewed.

18.169.6.1 ACTION PVC (People and Culture) to produce the proforma and submit to UEB for comment.

18.170 EMPLOYER PLEDGE ACTION PLAN ON MENTAL HEALTH

- 18.170.1 The USCOO presented the Employer Pledge Action Plan on Mental Health (Document UEB 190626D), which is an update of our existing plan.
- 18.170.2 The USCOO informed members that the pledge demonstrates the University's buy-in, informs who the Employee Champions are and raises awareness of mental health.
- 18.170.3 Members noted that feedback has already been received from the Safety, Health and Wellbeing Committee.
- 18.170.4 Members considered the plan to be a good piece of work that articulates what we (the University) are and what we are about.
- 18.170.5 **AGREED** Members endorsed the Employer Pledge Action Plan on Mental Health prior to submission to the HR Committee.

18.171 ORGANISATIONAL ARRANGEMENTS FOR HEALTH AND SAFETY (AUDITING, RESPONSIBILITIES AND CAPABILITIES AND TRAINING)

- 18.171.1 **ENDORSED** The three updated Organisational Arrangements for Health and Safety are to be implemented and submitted to the HR Committee (Document UEB 190626E).

18.172 L2-L5 SALARY DECISIONS – REVISED PROCESS

- 18.172.1 Members discussed the proposed revised process for L2-L5 salary decisions (Document UEB 190618F).
- 18.172.2 Members considered the process should be aligned to the PDR process and needed more refinement, which the timeline allows.

18.172.2.1 ACTION USCOO to discuss with the Deputy Director of HR and resubmit the proposal to UEB.

18.173 DATES OF FUTURE MEETINGS

UEB	2 July 2019
University Planning Committee	9 July 2019 (cancelled)
UEB Away Day	16 July 2019
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.174 ANY OTHER BUSINESS**Partnership opportunity**

- 18.174.1 The DVC (Education) tabled a paper on an opportunity to join three other London Higher Education Institutions to partner with a public sector employer to deliver specified apprenticeships and entry programmes (Document UEB 190618G).
- 18.174.2 Members discussed the opportunity and its advantages and disadvantages.
- 18.174.3 Members noted a significant number of reservations from Finance, the current degree apprenticeships programme, IT, the Academic Registrar's Department, Estates Planning and Services and Student and Academic Services.
- 18.174.4 **REJECTED** Members agreed not to proceed with the partnership.
- 18.174.4.1 **ACTION USCOO** to instruct the Director of External Relations to draft a letter from the Vice-Chancellor to the potential partner informing them of UEB's decision.

Away days

- 18.174.5 The USCOO informed members that wherever possible departmental away days and meetings should take place in-house.