

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 30 JULY 2019 IN ROOM RS109, REGENT STREET.**

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PRESENT:	Professor R Dannreuther (Deputy Chair) Professor M Kirkup	Professor J Stockdale
IN ATTENDANCE:	Mr A Dutch (Minute 18.189)	Mrs J Lamarque (Secretary)
APOLOGIES:	Dr P Bonfield (Chair) Mr J Cappock	Professor A Hughes (Deputy Chair) Professor A Linn

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**18.187 ANNOUNCEMENTS**

18.187.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting.

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

18.187.3 **Requests to discuss starred items:** The Deputy Chair agreed to a request to discuss items 3.2 L2-L5 salary decisions - revised process and 3.3 Management Accounts Pack June 2019 (see Minutes 18.190 and 18.191).

**Chair's business**

18.187.4 **Curriculum Review and Innovation Committee (CRIC).** The Deputy Chair reminded members that the deadline for notification of new courses to CRIC is 31 July 2019. Heads of College are waiting for several new courses to be delivered and raised concerns about the effectiveness of the process and current governance.

18.187.5 **GSM London.** Members discussed proposals from the College of Liberal Arts and Sciences (LAS) and Westminster Business School (WBS) in relation to potential students joining from GSM London since they were placed into administration.

18.187.6 **Clearing.** Members discussed the Home Postgraduate (PG) market and considered that more research is needed about the market and changes to course delivery.

18.187.6.1 **ACTION USCOO** to direct the Director of Strategy, Planning and Performance to conduct a review of the Home PG market.

**18.188 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

18.188.1 The minutes of the UEB meeting held on 2 July 2019 (Document UEB 190730A) were agreed as an accurate record.

18.188.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190730B) and confirmed those that were now complete.

18.188.3 **Professional Development Planning Pro-Forma (Actions 18.178.3.1 and 18.178.4.1)**  
The Pro Vice-Chancellor (PVC) for People and Culture confirmed that he submitted the policy to the HR Committee who endorsed the policy. Members noted that he subsequently submitted the policy and suggested edits to the Court of Governors who raised some concerns which the Court has referred back to UEB to consider prior to implementation.

**18.188.3.1 ACTION UEB Secretary** to add consideration of the Court's comments on the policy to the UEB agenda for 13 August.

18.188.4 **Risk review – mapping to the new objectives (Action 18.180.3.1)** The PVC (Marketing and Enterprise) confirmed that he had emailed information regarding the Knowledge Exchange risk to the Risk Officer.

#### **Decisions taken by the University Planning Committee (UPC)**

18.188.5 **RATIFIED** Members ratified the following decisions made on 11 June 2019 (Document UEB 190730Bi):

- UPC gave permission to the Director of External Relations to discuss the 29 Marylebone Road proposal with a wider group of external organisations.
- UPC agreed to allocate resources from the Strategic Investment Fund to Student and Academic Services to deliver the three-year programme 'Employability related learning for all'.

### **18.189 UPDATE ON CLEARING**

18.189.1 The Director of Global, Recruitment and Admissions (GRA) gave members a verbal update on Clearing including a summary of the number of offers made and in progress and the number of requests for further information since 1 July 2019 and the areas where there has been an increase in applications.

18.189.2 Members noted that the Clearing promotion campaign has been updated to 'London Calling'.

18.189.3 The Director of GRA discussed with members the University's new Foundation degrees, applications from Foundation degree students to degree-level courses at the University and to other institutions. The Director of GRA will work with the new Director of Marketing and Communications on marketing for Foundation degree courses.

**18.189.3.1 ACTION DVC (Education)** to clarify with the Head of the Centre for Education and Teaching Innovation how many Year 1 Foundation students passed their course in 2018-19.

18.189.4 Members discussed the reduction in applications for Home PG courses and considered whether to audit this area next year.

18.189.5 The Director of GRA asked the Heads of Colleges (HOCs) to ensure that their Directors of College Operations (DOCOs) provide rotas of colleagues participating in Clearing in August.

**18.189.5.1 ACTION HOCs** to instruct DOCOs to forward the Clearing rotas to the Director of GRA.

18.189.6 The Director of GRA reminded members there will be an Open House for new students on 21 August 2019, which is the responsibility of the Associate Heads of Colleges with help from Student Ambassadors. The Open House is an opportunity for students to get a feel for the campus and meet staff.

### **18.190 L2-L5 SALARY DECISIONS – REVISED PROCESS**

18.190.1 Members reported they had questions about the proposal (Document UEB 190730C) they would like to discuss with the Director of Human Resources and Safety, Health and Wellbeing and the Deputy HR Director (Resourcing and Reward).

18.190.2 **AGREED** Members deferred consideration of the proposal to the next meeting.

**18.190.2.1 ACTION UEB Secretary** to invite the Director of Human Resources and Safety, Health and Wellbeing and the Deputy HR Director (Resourcing and Reward) to attend for the discussion.

**18.191 MANAGEMENT ACCOUNTS PACK – JUNE 2019**

18.191.1 Members reported they had questions about the Management accounts (Document UEB 190730D) they would like to discuss with the Director of Finance.

18.191.2 **AGREED** Members deferred consideration of the management accounts to the next meeting.

**18.191.2.1 ACTION UEB Secretary** to invite the Director of Finance to attend for the discussion.

**18.192 DATES OF FUTURE MEETINGS**

University Planning Committee	6 August 2019 (cancelled)
UEB	13 August 2019

**18.193 ANY OTHER BUSINESS**

18.193.1 There were no other items reported.