

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 7 MAY 2019 IN ROOM RS109, REGENT STREET.

PRESENT:	Mr J Cappock (Meeting Chair)	Professor M Kirkup
	Professor R Dannreuther (Deputy Chair)	Professor A Linn
	Professor A Hughes (Deputy Chair)	Professor J Stockdale
IN ATTENDANCE:	Mr C Hinge (minute 18.145)	Mr I Wilmot (minute 18.144)
	Mrs J Lamarque (Secretary)	
APOLOGIES:	Dr P Bonfield (Chair)	

18.141 ANNOUNCEMENTS

18.141.1 **Welcome:** The Meeting Chair welcomed all members and attendees to the meeting.

18.141.2 **Apologies:** Apologies are noted above. Members noted that the University Secretary and Chief Operating Officer (USCOO) will chair this meeting in the absence of the Vice-Chancellor.

18.141.3 **Requests to discuss starred items:** There were no requests to discuss starred items. The Deputy Vice-Chancellor (DVC) (Employability and Global Engagement) informed members that she would be raising a matter under Any Other Business.

Chair's business

18.141.4 The Meeting Chair updated members on recent discussions with the Quintin Hogg Trust (QHT) regarding an issue with the lease of 309 Regent Street.

18.141.5 Members were informed that a pay award average of 1.85% has been proposed by the Universities and Colleges Employers Association (UCEA) in negotiations with the recognised Trade Unions. This would represent an increase of 1.8% for the bulk of colleagues with up to 3.6% available for the lowest graded roles. The Unions will consult their membership on this offer and respond to UCEA.

18.141.6 A member asked for an update on the academic calendar, and was informed by the UEB lead for engagement with the academic staff union (UCU) that it was suggested to UCU that the same wording as last year is used; as yet there has been no response.

18.142 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.142.1 The minutes of the UEB meeting held on 9 April 2019 (Document UEB 190507A) were agreed as an accurate record.

18.142.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190507B) and confirmed those that were now complete.

18.142.3 **Actions and matters arising (Action 18.133.5.1)** The USCOO informed members that the Deputy Director of Human Resources (HR) provided extra material to the DVC (People and Culture). It was confirmed that the annual review process for Professors is a separate process and is not aligned to Personal Development Plans (PDP); responsibility would remain with the Professors and Readers Awarding Committee.

18.142.4 Members discussed the professorial process and considered that clarity and definition of the professorial routes is required. Members suggested there should be a separate form for each route and management responsibilities should be clear.

18.142.4.1 **ACTION USCOO** to ensure that the Deputy Director of HR considers these matters.

18.142.5 Members also discussed pay scales for senior academic and Professional Services (PS) appointments. The USCOO confirmed that all senior PS posts are now on the new scheme and he would discuss further with the Deputy Director of HR.

18.142.6 **Professional Development Review Process (Action 18.135.8.2)** The UEB leads for engagement with Unison and UCU confirmed that they had shared an update with the relevant colleagues. The matter has been or will be raised at the Lecturers Common Interest Group, College Executive Groups and Senior Leadership Group meetings.

Decisions taken by the University Planning Committee (UPC) on behalf of UEB

18.142.7 **RATIFIED** Members ratified the following decisions made by the UPC (Document UEB 190507Bi).

- 16 October 2018 - members agreed the draft Professional Services strategy.
- 11 December 2018 - members endorsed the final student number targets for 2019-20 pending the outcome of the late January student number planning meeting.
- 5 February 2019 - members approved the final College strategies.
- 5 February 2019 - members approved the final Professional Services operating plans subject to conversations around budget and resourcing concerns.
- 5 March 2019 - members agreed to the request for strategic investment in Criminology.
- 2 April 2019 - members agreed the recommended pay and non-pay budgets and five year forecast for submission to Finance and Property Committee.

18.143 UNIVERSITY OF WESTMINSTER STUDENTS' UNION GOVERNANCE DOCUMENTS

18.143.1 The DVC (Education) presented the draft Code of Practice and Memorandum of Understanding (Document UEB 190507C) and the updated Students' Union Memorandum and Articles of Association (Document UEB 190507D), both of which are subject to approval by the Court of Governors.

18.143.2 Members were informed that the new documents were simplified from the previous complex documents, which were not aligned with comparable codes of practice at other universities.

18.143.3 Members noted that the Code of Practice ensures that the Court of Governors fulfils its statutory obligations with regards to the Students' Union. Members noted that there will be a series of Service Level Agreements (SLAs) with key departments to ensure we work in partnership transparently and effectively.

18.143.4 Members noted that changes were required to the Articles of Association to align with those of other universities.

18.143.5 Members considered that the updated documents were clear and straightforward and an improvement on the previous version.

18.143.6 **AGREED** Members recommend the Code of Practice and Memorandum of Understanding to the Court for approval.

18.144 UNIVERSITY BUDGET AND FIVE YEAR FORECAST

18.144.1 The Director of Finance presented the University budget and five year forecast (UEB 190507F).

- 18.144.2 Members were informed that there had been no changes since the paper was presented at the UPC meeting on 2 April 2019. Members noted that income is based on baseline tuition fee numbers and the funding council grant is based on this year's student numbers reduced by 10%; the grant will be confirmed on 8 May 2019.
- 18.144.3 Members noted that the final financial year 2019-20 budget will deliver a £9.6m surplus before a contingency provision of £5m.
- 18.144.4 Members discussed the potential impact of the pay award and the timeline for release of College budgets.
- 18.144.5 The Director of Finance reminded members that the five-year forecast was briefly discussed at the last UPC meeting. Members heard that income has been adjusted between baselines and aspirational, with challenging growth built into the numbers. Members noted that the University is starting from a sound financial base this year, which will continue for the next two years, providing an opportunity to build on new activities and opportunities.
- 18.144.6 A member queried the five-year forecast and the reduction in some figures in the fifth year. Members considered that UPC should consider now what action we will take in 5-10 years' time. Members noted that the Director of Strategy, Planning and Performance has been asked to bring all new course suggestions to UPC.
- 18.144.7 The UPC Chair commented that UPC meetings cover a lot of business and suggested that the Executive and Operational Leadership Forum (EOLF), which takes place quarterly, would be a suitable platform to discuss new ideas in detail. The EOLF is attended by senior academics and senior Professional Services colleagues.
- 18.144.8 **ENDORSED** Members recommend the University budget 2019-20 and five-year forecast to the Finance and Property Committee.

18.145 ESTATES STRATEGY DEVELOPMENT UPDATE

- 18.145.1 The USCOO presented an update on development of the Estates Strategy (Document UEB 190507F). Members had access to supporting documentation through SharePoint.
- 18.145.2 Members noted that the document remains a work in progress and, following further opportunities for comment by the Estates Advisory Group (EAG), Finance and Property Committee (F&P) and the Court, the final version of the Strategy is scheduled for consideration by the Court on 17 July 2019.
- 18.145.3 Members discussed the update and suggested enhancements including:
- the road map aspect be brought out strongly for Court
 - Section 7 (Direction of travel/recommendations) should be moved to the beginning of the paper; and
 - enterprise and the student hub should be included.
- 18.145.4 The USCOO informed members that the update had already been circulated for EAG and F&P and he would update them on the comments from UEB members. The EOLF are meeting on 27 June 2019, which would allow time for further discussion and development prior to submission to the Court.

18.146 UEB ACTIVITY REVIEW

- 18.146.1 Each member gave an update on their recent activities, challenges and achievements.

18.147 MANAGEMENT ACCOUNTS PACK – MARCH 2019

- 18.147.1 Members received and noted the Management Accounts for March 2019 (Document UEB 190507G).

18.148 KEY PERFORMANCE INDICATORS LEAD INDICATORS REPORT

18.148.1 Members received and noted the April lead indicator report (Document UEB 190507H).

18.149 DATES OF FUTURE MEETINGS

University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
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

18.150 ANY OTHER BUSINESS**Westminster International University in Tashkent (WIUT)**

18.150.1 The DVC (Employability and Global Engagement) updated members on negotiations with WIUT to agree the next contract.

18.150.2 [Redacted]

18.150.3 [Redacted]

Email protocols

18.150.4 A member commented on the use of emails, the subject and language used, and potential problems that may arise. The member asked if there was training available for staff on email protocols.

18.150.4.1 **ACTION USCOO** to discuss training on the use of email with the Director of Information Systems and Support, and the Information Compliance Manager.