

APPROVED

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26 NOVEMBER 2019 IN ROOM RS109, REGENT STREET.**

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor R Dannreuther	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Professor S Brookhouse Mr A Dutch (Minute 19.37 and 19.38) Mrs J Lamarque (Secretary)	Ms K Smalley (Minute 19.36) Mr Ian Wilmot (Minute 19.39)
APOLOGIES:	Professor A Hughes	Professor J Stockdale

**19.34 ANNOUNCEMENTS**

- 19.34.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Professor Stephen Brookhouse attended on behalf of Professor Jonathan Stockdale.
- 19.34.2 **Apologies:** Apologies were noted as above.
- 19.34.3 **Requests to discuss starred items:** The Chair agreed to requests to discuss agenda items 3.5 Diversity and Dignity at Work and Study Policy (see Minute 19.40) and 3.7 Equality, Diversity and Inclusion annual report 2018-19 (see Minute 19.42).

**Chair's business**

- 19.34.4 The Chair updated members on a small fire that occurred at Harrow recently confirming that the matter was dealt with satisfactorily.

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

- 19.35.1 The minutes of the UEB meeting held on 5 November 2019 (Document UEB 191126A) were agreed as an accurate record.
- 19.35.2 Members reviewed a summary of the actions from previous meetings (Document UEB 191126B) and confirmed those that were now complete.
- 19.35.3 **University Risk Register and Mitigations Schedule – periodic review 1 (Action 19.29.4.1)** The UEB Secretary informed members that she had received an update from the Deputy Vice-Chancellor (DVC) for Education on changes to the rating of this risk.
- 19.35.4 **Safety, Health and Wellbeing annual report 2018-19 (Action 19.16.3.1)** The USCOO confirmed that the Head of Safety, Health and Wellbeing (SHW) has been instructed to conduct a report on the level of statutory training and will report to UEB with an action plan in due course.
- 19.35.5 **Review of the Readers and Professors Promotion Process (Action 19.17.2.1)** The UEB Secretary informed members that she had received an update from the Pro Vice-Chancellor (PVC) for People and Culture that confirmed he is reviewing different structures for academic staff in a range of universities. The PVC (People and Culture) will provide an update on his findings at the meeting on 10 December 2019.

## **19.36 MARKETING REVIEW**

- 19.36.1 The Director of Marketing and Communications presented an update on the evolving Marketing Strategy that was well received by UEB members.
- 19.36.2 Following extensive market research within and outside of the University, the Director set out the basis for her approach and her plans for the Department.
- 19.36.3 Members noted that a final Strategy will be submitted to UEB for approval in due course.
- 19.36.3.1 **ACTION UEB Secretary** to organise a UEB away day in February 2020 focused on the Marketing Strategy.

## **19.37 ACADEMIC ENGLISH MODULES**

- 19.37.1 The Director of Global, Recruitment and Admissions (GRA) presented a proposal to standardise the University's approach to students' access to Academic English modules at undergraduate (UG) and postgraduate (PG) level (Document UEB 191126C).
- 19.37.2 The Director of GRA reminded members that the proposal was discussed and supported at the UEB away day on 24 September 2019.
- 19.37.3 Members discussed the recommendations and the advantages to students and the University.
- 19.37.4 **AGREED** All students to be offered fee-free access to Academic English modules at UG and PG levels.

## **19.38 STUDENT FIELD TRIP RISK ASSESSMENTS**

- 19.38.1 Before leaving the meeting, the Director of GRA raised a matter not on the agenda.
- 19.38.2 The Director informed members that he currently signs off all student field trip risk assessment forms asked members to clarify situations where he did not have authority to sign off the risk assessment and where they should be escalated, for example to UEB for approval.
- 19.38.3 A member commented that only exceptional cases should be escalated to UEB.
- 19.38.4 Members discussed options should the Director of GRA be required to escalate the risk assessment. Members considered that it would be more appropriate for a colleague with detailed knowledge of the trip and the students, such as the trip supervisor or a member of the GRA team, to sign off the field trip risk assessment form if the Director of GRA was unable to do so.
- 19.38.4.1 **ACTION Director of GRA** to reflect on the discussion and inform UEB of the outcome.

## **19.39 MANAGEMENT ACCOUNTS PACK – OCTOBER 2019 AND Q1 FORECAST**

- 19.39.1 The Director of Finance presented the Management Accounts pack for October 2019, which included the Quarter 1 (Q1) forecast (Document UEB 191126D).
- 19.39.2 The Director reported that the Q1 forecast outturn is a £11.9m surplus against a budget of £9.6m and before a contingency provision of £5m.
- 19.39.3 The Director highlighted notable elements of income and expenditure.
- 19.39.4 Members noted that new sections on Research and Knowledge Exchange activity have been introduced to the report, providing greater insight into those areas. A new section on short courses will be introduced later in the year.

19.39.5 Members welcomed the report, which they considered helpful and informative, and offered suggestions on how best to present information relating to funding from the Quintin Hogg Trust.

19.39.6 Members discussed major projects in estates and the road map time line that will be presented to the Court of Governors on 27 November 2019.

#### **19.40 UEB ACTIVITY REVIEW**

19.40.1 Due to time constraints members did not provide updates on their recent activities.

#### **19.41 DIVERSITY AND DIGNITY AT WORK AND STUDY POLICY**

19.41.1 Members received the Diversity and Dignity at Work and Study Policy (Document UEB 191126E).

19.41.2 Members commented that the policy is out of date and does not reflect the current organisation structure and ways of operating.

**19.41.2.1 ACTION USCOO** to instruct the Director of HR to update the Diversity and Dignity at Work and Study policy and resubmit to UEB on 14 January 2020.

#### **19.42 RECORDS MANAGEMENT POLICY**

19.42.1 Members received and noted the updated Records Management Policy (Document UEB 191126F)

#### **19.43 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2018-19**

19.43.1 Members received the Equality, Diversity and Inclusion annual report 2018-19 (Document UEB 191126G).

19.43.2 Members commented that the report requires updating to reflect the current organisation structure and ways of operating.

**19.43.2.1 ACTION USCOO** to instruct the Head of Corporate Social Responsibility to update the Equality, Diversity and Inclusion annual report and resubmit to UEB on 14 January 2020.

#### **19.44 DATES OF FUTURE MEETINGS**

<b>UEB</b>	10 December 2019
<b>UPC</b>	17 December 2019
<b>UEB</b>	14 January 2020
<b>UPC</b>	21 January 2020
<b>UEB</b>	28 January 2020
<b>UEB</b>	11 February 2020
<b>UPC</b>	18 February 2020
<b>UEB</b>	25 February 2020
<b>UEB - away day</b>	9 March 2020 – evening (location to be confirmed) 10 March 2020 - all day (location to be confirmed)
<b>UPC</b>	17 March 2020
<b>UEB</b>	24 March 2020
<b>UPC</b>	21 April 2020
<b>UEB</b>	28 April 2020
<b>UEB</b>	12 May 2020

<b>UPC</b>	19 May 2020
<b>UEB</b>	26 May 2020
<b>UEB</b>	09 June 2020
<b>UPC</b>	16 June 2020
<b>UEB</b>	23 June 2020
<b>UEB</b>	14 July 2020
<b>UEB - away day</b>	27 July 2020 – evening (location to be confirmed) 28 July 2020 - all day (location to be confirmed)
<b>UEB</b>	11 August 2020
<b>UPC</b>	18 August 2020

#### 19.45 ANY OTHER BUSINESS

##### **Advisory, Conciliation and Arbitration Service (ACAS) discussions**

- 19.45.1 The PVC with responsibility for liaison with the University and College Union (UCU) informed members of a recent meeting at ACAS with UCU representatives and reported that another meeting has been scheduled for 15 January 2020.

##### **Student Experience Committee**

- 19.45.2 The USCOO informed members that he recently chaired a meeting of the Committee in the absence of the DVC (Education). He recommended a meeting of staff representatives on this committee to reinforce positive behaviours and feedback channels outside the meeting.

##### **Student enterprise**

- 19.45.3 **[Redacted]**