

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9 JUNE 2020 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes	Dr S Jarvis Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Professor S Brookhouse Mrs J Lamarque (Secretary)	Mr I Wilmot (Minute 19.128)
APOLOGIES:	Professor J Stockdale	

19.125 ANNOUNCEMENTS

- 19.125.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Stephen Brookhouse attended on behalf of Jonathan Stockdale.
- 19.125.2 **Apologies:** Apologies were noted as above.
- 19.125.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or requests to discuss matters not on the agenda.
- Chair's business**
- 19.125.4 The Chair updated members on activities and events including the publication of the Complete University Guide 2021, Black Lives Matter, the recent Court of Governors meeting and Postgraduate Online Open Evening, a meeting with other Vice-Chancellors and the University of Westminster/Westminster University in Tashkent Partnership Board meeting.
- 19.125.5 The Chair reminded members of the forthcoming UEB away day on 14 July 2020 and asked for suggestions for the programme.
- 19.125.5.1 **ACTION** All members to send ideas and topics for the away day programme to the Chair.

19.126 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 19.126.1 The minutes of the UEB meeting held on 26 May 2020 (Document UEB 200609A) were agreed as an accurate record.
- 19.126.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200609B) and confirmed those that were now complete.
- 19.126.3 **Draft internal audit strategic plan 2020-21 (Action 19.115.5.1)** The University Secretary and Chief Operating Officer (USCOO) informed members that the suggested audit of the University's application of guidelines on socially distant working will not be added as it was considered that it would not add value.
- 19.126.4 **University post-COVID scenarios (Action 19.118.3.1)** The Deputy Vice-Chancellor (DVC) for Education confirmed that start dates for international students are currently being worked on.

- 19.126.5 **Prevent Duty Compliance – External Events Group periodic update report (Action 19.102.4.1)** Members noted that the Interim Head of Compliance and Apprenticeships has confirmed the Counter Terrorism Local Profile document contained the most recent data.

19.127 DRAFT EDUCATION STRATEGY

- 19.127.1 The DVC (Education) presented the draft Education Strategy (Document UEB 200609C), which had been endorsed by the Teaching Committee and will be submitted to Academic Council for approval on 24 June 2020.
- 19.127.2 Members discussed the Education Strategy and gave feedback including:
- support for research being included as an enabler
 - a suggestion that our reputation with employers and professional bodies is added to the indicators of success
 - curriculum content should be developed with consideration of the requirements of professional bodies
 - a suggestion that curricular and extra-curricular employability activities with employers, business and industry are added to the enablers
- 19.127.3 The DVC (Education) thanked Tony Burke, Head of the Centre for Education and Teaching Innovation, and Saire Jones, Education Development Partner, for their work on the draft Education Strategy.
- 19.127.4 Members discussed the period covered by the proposed Education Strategy and considered that it should be synchronised with the Being Westminster strategy and run to 2023, when it would need to be reviewed and re-approved.

19.128 FINAL UNIVERSITY BUDGET 2020-21

- 19.128.1 Ian Wilmot, the Director of Finance, presented the final University budget for 2020-21 (Document UEB 200609D) for recommendation to the Finance and Property Committee.
- 19.128.2 The Director of Finance briefed members on adjustments made to reflect the current context; proposed investment on estates and IT infrastructure and projects; pay costs; the funding body grant; and other income.
- 19.128.3 The Director of Finance informed members that UEB will be asked to revisit the budget in October 2020 when there is greater clarity on student enrolments and that analysis will inform the five-year forecast, which is to be submitted to the Office for Students by December 2020.
- 19.128.4 The USCOO informed members that the Head of Student Support and Residential Life is exploring alternative rent arrangements to provide students with reassurance regarding residential contracts.
- 19.128.5 The USCOO informed members that the contingency is higher than usual due to current uncertainties as a result of COVID-19.
- 19.128.6 Members discussed the budget proposal in full including pension provision and staff costs.
- 19.128.7 **AGREED** Members recommend the University budget for 2020-21 to the Finance and Property Committee and the Court of Governors.

19.129 **29 MARYLEBONE ROAD PROJECT FUNDING PROPOSAL (Commercial in Confidence)**

19.129.1 **[Redacted]**

19.129.2 **[Redacted]**

19.129.3 **[Redacted]**

19.129.4 **[Redacted]**

19.129.5 **[Redacted]**

19.129.6 **[Redacted]**

19.129.6.1 **[Redacted]**

19.129.7 **[Redacted]**

19.129.8 **[Redacted]**

19.129.9 **[Redacted]**

19.129.10 **[Redacted]**

19.129.11 **[Redacted]**

19.129.12 **[Redacted]**

19.130 **DISCIPLINARY POLICY AND PROCEDURE**

19.130.1 **AGREED** Members recommend the updated Disciplinary Policy and Procedure (Document UEB 200609F) to HR Committee and the Court of Governors.

19.131 **DATES OF FUTURE MEETINGS**

UPC	16 June 2020
UEB	23 June 2020
UEB - away day	13 July 2020 - evening
	14 July 2020 - all day
UPC	21 July 2020
UEB	28 July 2020
UEB	11 August 2020
UPC	18 August 2020

19.132 **ANY OTHER BUSINESS**

19.132.1 The Pro Vice-Chancellor with responsibility for liaison with the academic staff unions informed members that the University and College Union had published a list of five tests that they consider should be met for a safe return to the institution.