

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 APRIL 2021 VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes	Dr S Jarvis Professor J Jones Professor A Linn
IN ATTENDANCE:	Professor D Anand (Minute 20.131) Mr B Berakhy (Minute 20.131) Mrs J Lamarque (Secretary)	Mr A Norris (Minutes 20.130 and 20.131) Mr I Wilmot (Minute 20.129)
APOLOGIES:	Professor M Kirkup	

20.127 ANNOUNCEMENTS

20.127.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.

20.127.2 **Apologies:** Apologies are noted above.

20.127.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items and agreed one request to raise an item of business not on the agenda (see Minute 20.135).

Chair's business

20.127.4 The Chair informed members that the UEB meetings on 11 and 25 May 2021 will be extended to allow for discussions on the Estates Strategy and Research and Knowledge Exchange.

20.127.5 Members heard that the Vice-Chancellor is meeting colleagues to plan the Being Westminster mid-term review report later this week. The first draft will be completed by the end of May 2021 and the report will be submitted to the Court of Governors on 14 July 2021.

20.127.6 Members discussed the recent PhD Society event and the Working Group for implementation of the IHRA definition of antisemitism.

20.128 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

20.128.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:

- Student book a space service
- Compliance and behaviour
- Increase in student residents in halls of residence
- Testing facilities at Marylebone, Harrow and Cavendish
- Re-opening of gyms

20.128.2 The Deputy Vice-Chancellor (DVC) for Education updated members on timetabling deadlines and communications to continuing and new students. She also informed members that 'Spring into Your Future' has been launched, which will make a difference to students' employment and future skills, and asked colleagues to help to promote it.

20.128.3 The Pro Vice-Chancellor (PVC) for Research informed members that guidelines and clarification about returning to their home base in London had been issued to PG researchers doing field work overseas.

20.129 PENSIONS OPTIONS TIMELINE

20.129.1 The USCOO presented the pensions options development timeline (Document UEB 210413A) and provided UEB with an overview of the current position on pensions, the impact of future liabilities on the financial sustainability of the University and options to manage the long-term financial risks.

20.129.2 Members discussed the pension schemes and the potential options available.

20.129.3 The USCOO confirmed that when the options are fully formed they will be submitted to UEB, Remuneration Committee and Resources Committee.

20.130 BEING SAFE, FEELING SAFE WINTER 2021 SURVEY FINAL REPORT

20.130.1 Andy Norris, Head of Culture and Inclusion (CI), presented the Being Safe, Feeling Safe Winter 2021 Wellbeing Survey final report (Document UEB 210413B).

20.130.2 The Head of CI highlighted the following points:

- General wellbeing has seen a slight fall in the 'more well' category but remains high
- Colleagues recorded a benefit to their wellbeing due to the extended Christmas closure and increased annual leave carry over
- Most colleagues agree there is sufficient provision of wellbeing and support services to meet their needs
- Academic colleagues have a comparatively higher level of caring responsibilities
- Researchers and Technicians scored significantly lower than other colleagues to 'feeling part of a university community'

20.130.3 The Head of CI reported that the report will be submitted to the Wellbeing Sub-Committee and Resources Committee, then shared with colleague networks and the unions and then made available to all colleagues.

20.130.4 Members commented on the low number of academic colleagues that had completed the survey. The Head of CI proposed that an Education pulse survey carried out in November 2020 might explain the low response as the Summer 2020 survey achieved a 50/50 response from academics and Professional Services colleagues.

20.130.5 Members noted that work continues on the actions from the survey, such as closer communication with groups of colleagues such as Researchers and Technicians and the open text questions being improved for the future.

20.131 EQUALITY, DIVERSITY AND INCLUSION (EDI) STRATEGY

20.131.1 Alex Hughes and Dibyesh Anand, Co-Chairs of the EDI Committee, and Berekhet Berakhy, Inclusion, Diversity and Equality Officer, presented the draft EDI Strategy (Document UEB 210413C).

20.131.2 The Co-Chair of the EDI Committee reported that the Strategy is high level and will be accompanied by an annual action plan that will include strategic aims, actions and a timeline.

20.131.3 The Co-Chair informed members that the draft Strategy had been sent out for consultation and summarised early feedback.

20.131.4 Members heard about planned communications about the work of the EDI Committee and reporting discrimination, harassment and bullying.

20.131.5 Members commented that the draft Strategy reads well and aligns with the Education Strategy.

20.131.6 The Co-Chair informed members that there will be a colleague forum on the draft Strategy in May 2021 and the final draft will be submitted to UEB on 8 June 2021 for agreement and recommendation to Resources Committee and the Court of Governors.

20.132 REVISED DISCIPLINARY POLICY AND PROCEDURE (STAFF) AND GRIEVANCE POLICY AND PROCEDURE (STAFF)

20.132.1 **APPROVED** Members recommend the revised Disciplinary Policy and Procedure (Staff) and the revised Grievance Policy and Procedure (Staff) (Document UEB 210413D) to Resources Committee.

20.133 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

20.133.1 The minutes of the UEB meeting held on 23 March 2021 (Document UEB 210413E) were agreed as an accurate record.

20.133.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210413F) and noted those that were now complete.

20.134 DATES OF FUTURE MEETINGS

27 April 2021	08 June 2021	13 July 2021 - all day (Away day)
11 May 2021	22 June 2021	27 July 2021
25 May 2021	12 July 2021 - evening (Away day)	10 August 2021

20.135 ANY OTHER BUSINESS

Computer Science and Engineering Growth Business Case

20.135.1 The Head of College for Design, Creative and Digital Industries (DCDI) presented an introductory paper outlining the potential business case for growth (Document UEB 210413G).

20.135.2 The DVC (Education) reminded colleagues there is a new process for developing new courses, which require formal endorsement from the Portfolio Planning Committee.

20.135.3 Members supported the proposal to do more work to test market insight and to approach the Department of Strategy, Performance and Planning to put together a cross-university team to develop a brief.

20.135.3.1 ACTION DVC (Education) to invite the Head of College (DCDI) to the Portfolio Planning Committee meeting on 21 April 2021.