

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 13 OCTOBER 2020 VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair)	Dr S Jarvis
	Mr J Cappock (Deputy Chair)	Professor M Kirkup
	Professor A Hughes	Professor A Linn
IN ATTENDANCE:	Mr M Baldwin	Mrs J Lamarque (Secretary)
APOLOGIES:		

**20.14 ANNOUNCEMENTS**

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

20.14.2 **Apologies:** There were no apologies received.

20.14.3 **Requests to discuss starred items and notification of AOB:** The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement asked to discuss allocation of time for colleague participation with networks.

**Chair's business**

20.14.4 The Chair discussed recent activity such as the student Pulse Survey and the UEB away day. The Pro Vice-Chancellor for People and Culture informed members that the University and College Union had raised a concern that the recent announcement regarding no pay rise was at the end of the newsletter, and ought to be repeated with more prominence, noting that the entire sector is affected. The Vice-Chancellor confirmed that he would repeat the message in his next blog.

**20.15 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

20.15.1 The minutes of the UEB meeting held on 8 September 2020 (Document UEB 201013A) were agreed as an accurate record.

20.15.2 Members received the rough notes of the meeting to discuss the work and membership of the Professors and Readers Awarding Committee held on 24 September 2020 and agreed that a formal addendum would be produced for the record.

20.15.2.1 **ACTION UEB Secretary** to request a summary of the key points and recommendations from the Vice-Chancellor's Executive Assistant.

20.15.3 Members discussed the China Media Centre and it was agreed that the conclusion would be noted in January 2021.

20.15.4 Members reviewed a summary of the actions from previous meetings (Document UEB 201013B) and confirmed those that were now complete.

20.15.5 **Any other business (Action 21.13.4.1)** The USCOO confirmed that the provision of online content in China had been confirmed and a contract signed.

20.15.6 **Final process and Code of Conduct for academic and commercial events (Action 19.69.5.1)** the USCOO informed members that the Code of Conduct had been put into

abeyance due to remote working. The intention is to issue when we are in a position to offer more activity on site.

## 20.16 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 20.16.1 The USCOO updated members on discussions from the last COVID Being Safe, Feeling Safe Team meeting which covered four areas:
- Occupancy levels and appetite for increasing activity on site
  - Student residences
  - January starts
  - Next steps for the COVID Being Safe, Feeling Safe Team
- 20.16.2 Occupancy levels. The general sense is that we should maintain our current occupancy levels at not greater than 18% for the rest of the semester, and not more than 20% for Semester 2. The USCOO informed members that we are currently between 10% and 11% occupancy, and appetite for onsite delivery is diminishing. Where advertised, events will continue such as Post Graduate experience days.
- 20.16.3 Student residences. Members were given up to date, confirmed Coronavirus cases at Harrow and Raffles House, which are below the requirement to report to the Department for Education and the Office for Students.
- 20.16.4 January starts. Members discussed the proposal from the Director of Global, Recruitment and Admissions, to defer all January on campus teaching to start no earlier than teaching week 3 (Document UEB 201013G). January enrolment will be larger than usual and clashes with a number of business as usual events.
- 20.16.5 Next steps. The COVID Being Safe, Feeling Safe Team will run to December/January. A longer-term programme is currently being worked on, and there will continue to be six workstreams.
- 20.16.6 The Deputy Vice-Chancellor (DVC) for Education asked members to endorse Teaching Committee's recommendations to Academic Council regarding online timed assessments.
- 20.16.7 *Teaching Committee agreed that Online Timed Assessments would continue to replace examinations in January 2021.*
- 20.16.8 *Teaching Committee agreed that Online Timed Assessments would be retained for the majority of students in May 2021 and that provision will be made, where possible for courses with Professional, Statutory and Regulatory Bodies requirements to hold on-site examinations.*
- 20.16.9 **ENDORSED Members** endorsed Teaching Committee's recommendations to Academic Council regarding online timed assessments.
- 20.16.10 The DVC (Education) informed members that a student wellbeing audit was due to take place this month. It was agreed to delay the audit to later in the year to take a retrospective look at the impact of the pandemic. The Senior Audit Manager for TIAA asked for UEB endorsement of this approach.
- 20.16.11 **ENDORSED** Members endorsed the delay to the Student Wellbeing audit.

## 20.17 SOCIAL ENTERPRISE HUB

- 20.17.1 The DVC (Employability and Global Engagement) and the Pro Vice-Chancellor (PVC) for Knowledge Exchange presented a proposal for a Social Enterprise Hub (Document UEB 201013C).
- 20.17.2 Members were informed that a small project group have developed a social enterprise agenda, which will increase opportunities for employability enhancing learning and engagement for all of our students. The Social Enterprise Hub will develop a network of people, places and

programmes that will enable social change and be a key element of, and supported through, 29 Marylebone Road resources.

20.17.3 The Hub will sit within the Directorate for Business Engagement, and an advisory group will be appointed to steer its strategic direction.

20.17.4 **ENDORSED** Members endorsed the proposal for the creation of a Social Enterprise Hub.

## **20.18 GRADUATE OUTCOMES SURVEY REPORT**

20.18.1 Wayne Clark, the KPI Enhancement Manager, presented the Graduate Outcomes 2017/18 (Document UEB 201013D).

20.18.2 Members heard that this is the first set of results from Graduate Outcomes which is the sector wide replacement for the Destinations of Graduates from Higher Education (DLHE) survey. The results in the report refer to a very specific cohort, UK full time first degree.

20.18.3 The KPI Enhancement Manager briefly explained the data in the report, and informed members that Graduate Outcomes 2017/18 included a new section asking graduates to reflect on their 'activity to date', and a new section on subjective well-being such as 'How satisfied are you with your life nowadays?'

20.18.4 Graduate Outcomes 2017/18 offered institutions the opportunity to purchase additional question(s) from a bank of opt-in questions. The University purchased, and will continue to purchase, 'Finding your job: How did you find out about the job you were working in on [census week]?'.

20.18.5 The DVC (Employability and Global Engagement) spoke about Section 14 – actions to address Graduate Outcomes. Schools have been asked to produce, within a month, their Graduate Outcomes action plans. Heads of Colleges and Associate Heads of Colleges are asked to stress the importance of engagement with this with their colleagues. The work-based learning project is going ahead, and more work is needed around communications and targeting students. Students who participated in the survey will not have benefited from the focused work on employability over the past years.

20.18.6 Members discussed the report and it was suggested to invite students back for additional courses and upskilling one year after they have graduated. The KPI Enhancement Manager suggested that Bhavesh Halai, Survey Officer, works with the Schools and the Alumni Team to improve communications.

## **20.19 UNIVERSITY RISK REGISTER – ANNUAL REVIEW**

20.19.1 Members received the strategic risk register for annual review (Document UEB 201027E) and were asked to consider whether the current risks remain pertinent to delivery of the University's strategic objectives in 2020/21 and beyond and, if appropriate, to propose closure of risks or the addition of new risks.

20.19.2 Members reviewed the risks and agreed that the current risks remain pertinent.

20.19.3 The Vice-Chancellor commended the Risk Officer and her way of working.

## **20.20 SUB-COMMITTEE TERMS OF REFERENCE**

20.20.1 **APPROVED** Revised UEB sub-committee terms of reference for College Executive Groups, Partnership Scrutiny Panel, Professors and Readers Awarding Committee, Safety, Health and Wellbeing Committee and University Planning Committee (Document UEB 201013F) to be implemented with immediate effect.

20.20.2 Safety Health and Wellbeing (SHW) Committee. Duncan Barratt, Director of HR and Organisational Development and Wellbeing (HROD) is best placed to take over as Chair of the SHW Wellbeing sub-committee, and to deputise on the SHW Committee. Malcolm Kirkup,

Head of Westminster Business School and PVC for People and Culture will attend SHW meetings as a Head of College representative.

## 20.21 PROPOSAL FOR NEW QUINTIN HOGG TRUST (QHT) BID PROCESS

- 20.21.1 Members received an update from the DVC (Education) on the proposal for a new QHT bid process.
- 20.21.2 It is proposed that the Trust allocates a block grant to each strategic area – Learning and Teaching, Employability, Research and Knowledge Exchange, Wellbeing and Student Experience and Equality, Diversity and Inclusivity and a smaller block grant for experimental, grassroots projects.
- 20.21.3 Colleagues with an interest in a particular strategic area will be invited to join other colleagues to work up a larger, single coordinated bid. A total of six block grants will be submitted to the Trust in February. Once approved, each project team will have until 31 July 2021 to scale up and complete the grant application form.
- 20.21.4 Members discussed the proposal in detail and broadly endorsed.
- 20.21.4.1 **ACTION DVC (Education) and DVC (Employability and Global Engagement)** to meet with the Development Team Manager and the Development Projects Officer and update members on 27 October 2020.

## 20.22 DATES OF FUTURE MEETINGS

27 October 2020	23 February 2021	25 May 2021
10 November 2020	8 March 2021 - evening (Away day)	08 June 2021
24 November 2020	9 March 2021 - all day (Away day)	22 June 2021
08 December 2020	23 March 2021	12 July 2021 - evening (Away day)
12 January 2021	13 April 2021	13 July 2021 - all day
26 January 2021	27 April 2021	27 July 2021
09 February 2021	11 May 2021	10 August 2021

## 20.23 ANY OTHER BUSINESS

- 20.23.1 **Volunteering activity**  
The DVC (Employability and Global Enterprise) informed members that WAM allocation for academic colleagues actively involved in networks as Chairs or participants was raised by the EDI Committee. Network colleagues will submit a proposal to go to the WAM Tariff Committee. Once the academic proposal is agreed, the Director of HROD will submit a proposal to the Senior Management Team for hours per month for Professional Services (PS) colleagues to engage in volunteering activity.
- 20.23.2 Members discussed the proposal, and this was broadly endorsed.
- 20.23.2.1 **ACTION USCOO** to discuss the proposal with the Director of HROD and report back to UEB.