

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 21 MAY 2019 IN ROOM RS109, REGENT STREET.

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock Professor R Dannreuther (Deputy Chair) Professor A Hughes (Deputy Chair)	Professor M Kirkup Professor A Linn Professor J Stockdale
IN ATTENDANCE:	Mrs J Lamarque (Secretary) Mrs L Phillips (observer)	Ms D Takodra, TIAA (Minute 18.153)
APOLOGIES:		

18.151 ANNOUNCEMENTS

18.151.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Mrs Lin Phillips, an independent governor, who was observing the meeting as part of her induction.

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

18.151.3 **Requests to discuss starred items:** There were no requests to discuss starred items. The Chair agreed to a request from the University Secretary and Chief Operating Officer (USCOO) to raise items under Any Other Business.

Chair's business

18.151.4 The Chair updated members on a number of relevant areas:

- Opening the Research Conference on 18 June 2019; the Chair encouraged members to promote the event in the Colleges.
- Chairing a session at the recent Engineering Professors Council annual conference with colleagues from Birmingham, West of England, Warwick and UCL.
- Wellbeing events hosted at Westminster such as Green Dot and a meeting for Students' Union Chief Executive Offices.
- Ambika P3 and the allocation of bookings from core to commercial.
- Discussion with the Quintin Hogg Trust (QHT) on the contractual issues with Regent Street.

18.151.5 The Chair updated members on a discussion held with the Director of Strategy, Planning and Performance which showed that the university is behind on the recruitment of post graduate students. Following the discussion it was agreed that each college would develop plans to introduce a new Masters course in each college that had the potential to recruit 100 new students each per year. The DVC (Education) was asked to lead on this action in cooperation with each Head of College.

18.151.5.1 ACTION DVC (Education) and Heads of Colleges to develop a new Masters course in each College.

18.151.6 The Chair asked the Deputy Vice-Chancellor (DVC) for Education to conduct a review to ensure the process for Readers and Professors promotions is in line with our strategy and

aligns with the Professional Development Review (PDR) work being carried out by the Pro Vice-Chancellor (People and Culture).

18.151.6.1 ACTION DVC (Education) to inform the UEB Secretary when the review on Readers and Professors promotions will be submitted to UEB.

18.151.7 AGREED Members discussed the draft University budget 2019-20 and recommend to the Court that the contingency budget be increased from £2m to £5m during the ongoing issues with the QHT.

18.152 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.152.1 The minutes of the UEB meeting held on 7 May 2019 (Document UEB 190521A) were agreed as an accurate record.

18.152.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190521B) and confirmed those that were now complete.

18.152.3 Actions and matters arising (Action 18.142.4.1) The USCOO confirmed that he had passed onto the Deputy Director of Human Resources members' comments regarding the professorial process.

18.152.4 Any other business (Action 18.150.4.1) The USCOO confirmed that he had discussed training on the use of email with the Director of Information Systems and Support and the Information Compliance Manager and will report back to UEB in due course.

18.153 DRAFT INTERNAL AUDIT STRATEGIC PLAN 2019-20

18.153.1 The Senior Audit (SA) Manager from TIAA (the University's internal auditors) presented the draft internal audit strategic plan for 2019-20 (Document UEB 190521C).

18.153.2 The USCOO informed members that he and TIAA revisited the three-year plan agreed by Audit Committee and made some refinements. The revised plan will be submitted to Audit Committee on 11 June 2019.

18.153.3 The SA Manager briefed members on the plan and a member commented that the audits around student surveys and retention would add value. Members noted that it is a requirement for an audit of student accommodation to be carried out every three years.

18.153.4 The SA Manager asked members for feedback and it was noted that there are a number of areas where the University would need to consider whether appraisal or assurance reviews should be undertaken.

18.153.5 The DVC (Employability and Global Engagement) asked the SA Manager to consult her or the Director of Global, Recruitment and Admissions before the International Students audit is finalised.

18.153.6 The Chair commented that it was helpful to see audit work around inclusion that will have links to accommodation and the teaching experience and encouraged the SA Manager to contact the Head of Student Support and Residential Life.

18.154 INTERNAL AUDIT REVIEW – LIMITED ASSURANCE REPORTS

18.154.1 The USCOO presented two internal audit reviews receiving limited assurance – Marketing and Communications and ICT Business Continuity (Document UEB 190521D).

18.154.2 Members noted that owners of audits with a limited assurance outcome will be invited to Audit Committee so Committee members can understand better the context for the audit and the challenges in that area.

18.155 UPDATE ON PREPARATION FOR THE REF EXERCISE

- 18.155.1 The DVC (Education) presented an update on preparation for the REF exercise and managing risks (Document UEB 190521E).
- 18.155.2 Members heard that the Code of Practice for REF 2021 had been agreed by the University and College Union (UCU).
- 18.155.3 The DVC (Education) discussed with members some potential risks relating to the REF exercise.
- 18.155.4 A member noted that oversight of work relevant to Athena SWAN and the HR Excellence in Research awards is included in the specification for the lead of diversity and inclusion in the research field.
- 18.155.5 Members discussed the number and levels of research hours, which have not yet been agreed by UEB. Members considered that more discussion about research hours is required and noted that there is a requirement to communicate this transparently.
- 18.155.5.1 **ACTION PVC (Research)** will produce a paper based on the recommendations in the outcome report for the Focusing Research transformation workstream for discussion at the next UEB meeting.
- 18.155.6 The DVC (Education) informed members that UCU are interested in further engagement regarding the REF, and the Vice-Chancellor confirmed that the DVC (Education) will continue to be the lead UEB sponsor for this area of work.

18.156 DATES OF FUTURE MEETINGS

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

18.157 ANY OTHER BUSINESS

- 18.157.1 The USCOO briefed members on recent media activity and enquiries.
- 18.157.2 The USCOO informed members that a roadmap for the estate, which takes a campus by campus approach, has been developed further and the next step is for advice to be sought from UEB, the Estates Advisory Group and the Finance and Property Committee. An oral update will be given to the Court on 5 June, with the final strategy submitted to the Court on 17 July 2019.
- 18.157.3 The Head of College for Westminster Business School (WBS) informed members of an issue that had been raised regarding a staff room in WBS. The USCOO informed members that he had received assurance from the Director of Estates, Planning and Services that the wishes of WBS staff will be accommodated.
- 18.157.4 Lin Phillips thanked the Vice-Chancellor for the invitation to observe the meeting and commented that it was good to see that UEB have very robust discussions.