

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 23 MARCH 2021 VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair)	Professor J Jones
	Mr J Cappock (Deputy Chair)	Professor M Kirkup
	Professor A Hughes	Professor A Linn
	Dr S Jarvis	
IN ATTENDANCE:	Dr D Cunningham (Minute 20.116)	Mrs J Lamarque (Secretary)
	Dr N Haines (Minute 20.116)	
APOLOGIES:		

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**20.114 ANNOUNCEMENTS**

- 20.114.1 **Welcome:** The Chair welcomed all members to the meeting and briefed members on the agenda.
- 20.114.2 **Apologies:** There were no apologies received.
- 20.114.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items or raise items of business not on the agenda.
- 20.114.4 **Chair's business**  
The Chair invited Professor Alex Hughes, Co-Chair of the Equality, Diversity and Inclusion (EDI) Committee to update members on the University's adoption of the IHRA definition of antisemitism.
- 20.114.5 The Committee Co-Chair informed members that by the Court of Governors approved adoption of the definition and the University's statement on 17 March 2021.
- 20.114.6 Members discussed implementation of the definition and establishment of a Working Group to lead on implementation. Members noted that the Committee Co-Chair will be involved with the Working Group; however, she will not be the Chair.
- 20.114.7 Members received updates on the Quintin Hogg Trust bid process, Knowledge Exchange Framework results and appointment of the next Chair of the Court of Governors.
- 20.114.8 The Head of the College of Design, Creative and Digital Industries (DCDI) reported on market insight research required for the STEM accelerator proposal. Members confirmed they were content for the work to go ahead.
- 20.115 **COVID BEING SAFE, FEELING SAFE TEAM UPDATE**
- 20.115.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent COVID Being Safe, Feeling Safe Team meeting and reported on several matters including:
- Online enrolment arrangements
  - Easter opening
  - Face coverings
  - Decant of students from Alexander Fleming to Marylebone accommodation
  - New COVID testing facilities at New Cavendish Street campus
  - Communications updates

**20.116 RESEARCH EXCELLENCE FRAMEWORK (REF) SUBMISSION 2021**

- 20.116.1 The Pro Vice-Chancellor (PVC) for Research, the Head of the Research and Knowledge Exchange (RKE) Office and the University's REF Director presented the REF submission for 2021 (Document UEB 210323A).
- 20.116.2 Members noted that the submission had been approved by Research Committee and requires sign-off by the Vice-Chancellor prior to submission to Research England by 31 March 2021.
- 20.116.3 The PVC (Research) thanked the team for the enormous amount of work gathering the submission data together and reminded members of the University's performance in the last REF. The PVC (Research) reported that this year's submission is a more corporate return with an average of 2.5 outputs per submitted colleague.
- 20.116.4 Dr David Cunningham, the University's REF Director, and Dr Nicola Haines, Head of the RKE Office, briefed members on highlights from the REF submission.
- 20.116.5 The EDI Committee Co-Chair invited Dr Haines to lead a session on EDI issues in research at an EDI Committee meeting next year.
- 20.116.6 Members discussed whether to include a representative from the RKE Office in the membership of the EDI Committee.
- 20.116.7 Members heard that the results from the REF submission will be received in April 2022, with a discussion on the funding formula following publication.
- 20.116.8 The Chair invited Dr Cunningham and Dr Haines to write a piece on the REF submission for his next blog.
- 20.116.9 Members discussed turning case studies into stories and features and Dr Haines confirmed that this is already being planned with the Head of Corporate Communications and Public Affairs.
- 20.116.10 The Vice-Chancellor confirmed he will sign-off the REF Submission.

**20.117 STUDENT FEES AND OTHER CHARGES POLICY – ANNUAL REVIEW**

- 20.117.1 **AGREED** Updated Student Fees and Other Charges Policy (Document UEB 210323B) to be implemented with effect from 1 August 2021.

**20.118 STUDENT ACCOMMODATION FEE PROPOSALS 2021/22**

- 20.118.1 The University Secretary and Chief Operating Officer (USCOO) presented the Student Accommodation Fee Proposals for 2021/22 (Document UEB 210323C).
- 20.118.2 The USCOO reported that the Head of Student Support and Residential Life, the Residential Life Manager and the Director of Student and Academic Services considered three options and considered the proposed option to be the most fair and equitable as fees will be frozen for non-refurbished accommodation at the Harrow site.
- 20.118.3 **APPROVED** Student accommodation fee proposals to be recommended to Resources Committee.

[**Post-meeting note:** The paper proposed recommendation to Resources Committee; however, the Financial Regulations state "*The University Executive Board decides the level of halls of residence fees for students*". Therefore, the proposals are approved for implementation in the financial year 2021/22 and will be submitted to Resources Committee for information only.]

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<sup>1</sup> University of Westminster Financial Regulations 2020/21, paragraph 7.4

**20.119 RESEARCH SABBATICAL POLICY**

- 20.119.1 The PVC (Research) presented an updated policy on research sabbaticals (Document UEB 210323D).
- 20.119.2 The PVC (Research) reported that a diverse working group undertook the policy review and the updated policy had been endorsed by the Research Committee.
- 20.119.3 Members supported the proposed timing and discussed the wider implications on resources to cover teaching during sabbaticals. The PVC (Research) confirmed it is expected a colleague taking a sabbatical will have an enhanced teaching calendar either before or after the period of the sabbatical.
- 20.119.4 A member proposed that a requirement of a sabbatical should be to produce a report or give a public lecture on their return.
- 20.119.5 The PVC (Research) confirmed that Heads of College could inform colleagues about the updated policy; however, the application form is not yet available.
- 20.119.6 **APPROVED** Updated Research Sabbatical policy to be implemented with immediate effect, subject to the addition to the policy of the requirement to produce a written report or lecture on return from a sabbatical.

**20.120 MANAGEMENT ACCOUNTS PACK – FEBRUARY 2021**

- 20.120.1 Members noted the Management Accounts pack for February 2021 (Document UEB 210323E).

**20.121 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) GUIDANCE**

- 20.121.1 Members noted the revised COSHH guidance (Document UEB 210323F).

**20.122 REVISED HEALTH AND SAFETY MANAGEMENT AUDIT PROFILE (HASMAPP)**

- 20.122.1 Members noted the revised HASMAP document (Document UEB 210323G).

**20.123 RISKS OF RANSOMWARE**

- 20.123.1 Members noted the risks described in the paper (Document UEB 210323J).

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

- 20.124.1 The minutes of the UEB meeting held on 23 February 2021 (Document UEB 210323H) were agreed as an accurate record.
- 20.124.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210323I) and confirmed those that were now complete.
- 20.124.3 **COVID Being Safe, Feeling Safe Team update (Action 20.103.1.1)** The DVC (Education) confirmed that Graduate Digital Learning Assistants will pick up the role of digital champions in academic teams and that Professional Services teams will have a point of contact to go to; however, this work is ongoing.
- 20.124.4 **Proposal for a new Institute for Healthy Urban Living (Action 20.82.3.1)** Members noted that the updated proposal will be re-submitted to UEB on 27 April 2021.

**20.125 DATES OF FUTURE MEETINGS**

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

**20.126 ANY OTHER BUSINESS**

20.126.1 Members did not raise any other items of business.