

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 26
JANUARY 2021 VIA MICROSOFT TEAMS**

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: Mrs J Lamarque (Secretary)

APOLOGIES:

20.78 ANNOUNCEMENTS

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

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

20.78.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items or to discuss items not on the agenda.

Chair's business

20.78.4 The Chair commented on the recent Government policy announcements and their possible impact on the University. The Deputy Vice-Chancellor (DVC) for Education updated members on changes to the Teaching Excellence and Student Outcomes Framework (TEF).

20.78.5 Members discussed the impact on colleagues of the pandemic and working remotely.

20.78.5.1 **ACTION University Secretary and Chief Operating Officer (USCOO)** to instruct the Director of People, Culture and Inclusion to work with the Head of Culture and Inclusion to design a colleague pulse survey to find out the extent of problems experienced and opinions on solutions.

20.79 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

20.79.1 The USCOO/Chair of the Being Safe Feeling Safe team updated members on the recent COVID Being Safe, Feeling Safe Team meeting.

20.79.2 Members heard that work continues on the implications of online working for practical subjects.

20.79.2.1 **ACTION USCOO** to circulate an update to members after the next Being Safe, Feeling Safe team meeting.

20.79.3 Members discussed the graduate access plan, noting that graduate access to facilities is the responsibility of the Colleges and is reported at the Being Safe, Feeling Safe team meetings.

20.80 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

20.80.1 Nicholas Catterall, the Senior Compliance and Development (SCD) Manager, presented an update on Prevent related activity and the External Events Group (Document UEB 210126A).

- 20.80.2 The SCD Manager informed members that no events had been escalated for further assessment during the period and there were no Prevent related incidents or referrals to Channel. He reported four policy changes, which will be available on the Prevent section on the University's website.
- 20.80.3 The SCD Manager reported that 39 events took place in the reporting period, compared to 62 in the previous period. He informed members there has been a change to the Department for Education Regional Prevent Coordinator and, because of a shortage of resources, the upcoming UEB Prevent training session has been cancelled.
- 20.80.4 Members discussed use of security sensitive information for research purposes and the role of Personal Tutors in supporting vulnerable students. The SCD Manager informed members that he is working on a full Prevent resource pack that will bring together all the resources available.
- 20.80.5 In response to a member's query, the SCD Manager confirmed that completion of the online Prevent training module is monitored and discussions are taking place regarding an update.
- 20.80.6 A member commented that it is a long time since most colleagues completed the module. The SCD Manager agreed to discuss this point with the Director of Student and Academic Services and report back with an action plan.

20.81 RESEARCH AND KNOWLEDGE EXCHANGE GOVERNANCE STRUCTURE

- 20.81.1 The Pro Vice-Chancellors for Research and Knowledge Exchange presented suggested changes to the governance structure for research and knowledge exchange (Document UEB 210126B).
- 20.81.2 The Pro Vice-Chancellors informed members that proposals include establishing new committees, closing the Knowledge Exchange Committee and reframing terms of reference for the existing committees.
- 20.81.3 Members discussed the structure at College level and the roles of Research Directors, Knowledge Exchange Directors and the Associate Heads of College.
- 20.81.4 **ENDORSED** Members supported the proposals subject to further clarification on roles and approval by Academic Council.

20.82 PROPOSAL FOR A NEW INSTITUTE FOR HEALTHY URBAN LIVING

- 20.82.1 Poppy Crispin, Head of Corporate Communications and Public Affairs, and Brendon Noble, Head of the School of Life Sciences (LS), presented a proposal for a new Institute for Healthy Urban Living (Document UEB 210126C).
- 20.82.2 The Head of the School's presentation included urban health in the University, the international agenda, what we are currently working on in nursing and social care, how to become visible and known, stakeholders, collaborations and an entity that functions differently from a school.
- 20.82.3 Members suggestions and discussions included:
- More clarity is needed on what the Institute would add to what could be achieved in a school structure
 - Repurposing the Polyclinic and the optimal location for activity
 - Whether there are more ambitious capital requirements not explicit in the proposal
 - The Institute Manager post should be more substantial
 - Costs should be reviewed to ensure they are realistic
 - The proposal should make reference to the 29 Marylebone Road project and articulate the role of 29MR
 - The scope should be broader, more ambitious and more connected
 - There should be clear mapping across the NHS in terms of placement providers
 - The support structure needs to be clear

- The income model should be developed including more information about market intelligence and the size of the market

20.82.3.1 ACTION Head of School and Head of Corporate Communications and Public Affairs to reflect on the discussion, strengthen the proposal and re-submit to UEB for approval.

20.83 MANAGEMENT ACCOUNTS PACK – DECEMBER 2020

20.83.1 Members noted the Management Accounts Pack for December 2020 (Document UEB 210126D).

20.84 TRAC RETURN 2019/20

20.84.1 Members noted the TRAC report for 2019/20 (Document UEB 210126E).

20.85 FIT FOR THE FUTURE WESTMINSTER GRADUATE

20.85.1 The DVCs for Education and Employability and Global Engagement presented a discussion paper on the outcomes the 'fit for the future Westminster Graduate' will achieve (Document UEB 210126H).

20.85.2 The DVC (Education) noted that details of the broad pillars could be completed by an Academic Council working group.

20.85.3 The DVC (Employability and Global Engagement) reported that this would be the blueprint for the Westminster student experience and the Westminster graduate and would enable a more coherent and branded offer to students.

20.85.4 Members discussed the suggested pillars and agreed that more work is needed on the detail and wording.

20.86 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

20.86.1 The minutes of the UEB meeting held on 12 January 2021 (Document UEB 210126F) were agreed as an accurate record.

20.86.2 Members reviewed a summary of the actions from previous meetings (Document UEB 210126G) and noted that all were now complete.

20.87 DATES OF FUTURE MEETINGS

09 February 2021	13 April 2021	22 June 2021
23 February 2021	27 April 2021	12 July 2021 - evening (Away day)
8 March 2021 - evening (Away day)	11 May 2021	13 July 2021 - all day
9 March 2021 - all day (Away day)	25 May 2021	27 July 2021
23 March 2021	08 June 2021	10 August 2021

20.88 ANY OTHER BUSINESS

20.88.1 Members did not raise any other matters for discussion.