

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 28 JANUARY 2020 IN ROOM RS109, REGENT STREET.**

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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	Mr M Spice (minute 19.57)
	Ms S Birungi (minute 19.58)	Ms Mei Xin Wang (Observer)
	Dr P Dwyer (minute 19.58)	Mr J Woolston (minute 19.57)
	Mrs J Lamarque (Secretary)	
APOLOGIES:	Professor J Stockdale	

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**19.55 ANNOUNCEMENTS**

19.55.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Mei Xin Wang - an independent governor - who observed the meeting as part of her governor induction. Mark Baldwin attended on behalf of Professor Jonathan Stockdale.

19.55.2 **Apologies:** Apologies were noted as above.

19.55.3 **Requests to discuss starred items and notification of AOB:** The Vice-Chancellor and the University Secretary and Chief Operating Officer (USCOO) requested to discuss starred agenda item 3.5 Legal Register annual review.

**Chair's business**

19.55.4 At the invitation of the Chair, the Deputy Vice-Chancellor (DVC) (Employability and Global Engagement) informed members that her annual visit to India was a mixture of partnership development, alumni activity and a Westminster Working Cultures trip. She reported that all colleagues and students involved were excellent ambassadors for the University.

19.55.5 The Chair informed members that the Head of Communications would contact them to request a contribution to the presentation for the Vice-Chancellor's Roadshow.

19.55.6 The Chair updated members on events he attended recently and the recent visit of the Head of Research England. The Chair also reported progress on the colleague wellbeing survey, plans for 29 Marylebone Road and the move out of Cavendish House.

19.55.7 Members discussed the Vice-Chancellor's recent helpful blog on the coronavirus. The USCOO confirmed that the University is guided by advice from Public Health England and further communications will be issued in due course.

19.55.8 The Chair invited members to share updates on recent activity. The Head of the College of Liberal Arts and Sciences (LAS) spoke about the recent College Executive Group (CEG) away day, which focussed on the People agenda. Members discussed in depth the issues raised by CEG members at the away day and possible solutions.

**19.55.8.1 ACTION DVC (Education) and DVC (Employability and Global Engagement)** to work with the Heads of Colleges to agree clear actions for Associate Heads of Colleges and Heads of Schools.

**19.55.8.2** **ACTION USCOO** to instruct the Director of Human Resources and Safety, Health and Wellbeing (Director of HR) to carry out an update of employment numbers and report the outcomes to UEB.

19.55.9 The Head of College for LAS agreed to report UEB members' comments to the CEG.

19.55.10 The USCOO informed members that the Digital Strategy will be submitted to UEB on 11 February 2020 and asked that any comments in the meantime are sent directly to the Director of Information Systems and Support.

## **19.56 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

19.56.1 The minutes of the UEB meeting held on 14 January 2020 (Document UEB 200128A) were agreed as an accurate record.

19.56.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200128B) and confirmed those that were now complete.

19.56.3 **Colleague Wellbeing Survey (Action 19.49.5.1)** The Vice-Chancellor confirmed that the outcomes from the wellbeing survey will be communicated at his Roadshows and a number of workshops will be set up to implement the action plan.

19.56.4 **Apprenticeships at the University of Westminster (Action 19.50.5.1)** The Pro Vice-Chancellor (PVC) for Marketing and Enterprise confirmed progress has been made on recruitment of a lead for apprenticeships and business engagement after consultation with an external body. The Vice-Chancellor, DVC (Employability and Global Engagement) and the PVC (Marketing and Enterprise) will consider the job description after today's meeting.

19.56.5 **Process and Code of Conduct for Academic and Commercial Events (Action 19.52.5.1)** The USCOO confirmed that the former DVC (Education) and the Senior Compliance and Development Manager have agreed the wording for the event booking process.

19.56.6 **Chair's business – Volunteering policy document (Action 19.13.6.1)** The USCOO confirmed that the Director of HR is working on the policy and will submit for approval in due course.

## **19.57 GRADE DISTRIBUTION**

19.57.1 Joe Woolston, the Director of Strategy, Planning and Performance (SPP) and Mark Spice, the Senior Business Intelligence Analyst (SBIA) presented information on grade distribution (Document UEB 200128H).

19.57.2 The Director of SPP informed members that the presentation showed grade inflation at Westminster using the methodology employed by the Office for Students (OfS) and a statement on grade inflation will be published on the University website in due course.

19.57.3 Members discussed the information presented and considered the analysis very helpful. The DVC (Education) and the SBIA will discuss the matter further outside of the meeting.

19.57.4 The Director of SPP informed members that the former DVC (Education) established a task force on grade inflation chaired by Ann Holmes, External Academic Member of the Teaching Committee, and including representation from Heads of School and the Academic Registry. The DVC (Education) confirmed she will attend future meetings of the task force.

## **19.58 STUDENT ENTERPRISE CENTRE**

19.58.1 Dr Paul Dwyer, the Director of Employability, and Sheila Birungi, the Student Enterprise Manager presented a business case to establish a Student Enterprise Centre at the University (Document UEB 200128C).

- 19.58.2 The Director of Employability outlined the proposal including its alignment with the University's strategic objectives and how it will provide a return on investment.
- 19.58.3 **[Redacted – commercial in confidence]**
- 19.58.4 Noting that the risks of not establishing the Centre were outlined in the business case, a member asked about the risks of implementing the proposal.
- 19.58.5 **AGREED IN PRINCIPLE** Members broadly supported the business case to establish the Centre.

**19.58.5.1 ACTION DVC (Employability and Global Engagement) and DVC (Education)** to work with the Director of Employability and the Student Enterprise Manager to ensure that the SEC becomes a core component of our offer to students.

## **19.59 OFFICE FOR STUDENTS RECURRENT GRANT ESTIMATE**

- 19.59.1 Members received the OfS recurrent teaching and research grant estimates for 2020-21 (Document UEB 200128D).

## **19.60 MANAGEMENT ACCOUNTS PACK – DECEMBER 2019**

- 19.60.1 Members received the Management Accounts pack for December 2019 (Document UEB 200128E).

## **19.61 LEGAL REGISTER – ANNUAL REVIEW**

- 19.61.1 Members received the Legal Register annual review (Document UEB 200128F), previously considered by the Safety, Health and Wellbeing (SHW) Committee.
- 19.61.2 Members noted that some areas in the Register are marked as partially compliant and the Head of SHW is establishing evidence to confirm full compliance, taking action when training gaps are identified. The outcomes of this work will be submitted to the SHW Committee meeting in May 2020.
- 19.61.3 Members heard that the Head of SHW will also populate the Time to Change pledge for submission to UEB for consideration.

## **19.62 STRESS RISK ASSESSMENT AND ACTION PLAN**

- 19.62.1 Members received the stress risk assessment and action plan (Document UEB 200128G).

## **19.63 DATES OF FUTURE MEETINGS**

<b>UEB</b>	11 February 2020
<b>UPC</b>	18 February 2020
<b>UEB</b>	25 February 2020
<b>UEB - away day location tbc</b>	9 March 2020 - evening 10 March 2020 - all day
<b>UPC</b>	17 March 2020
<b>UEB</b>	24 March 2020
<b>UPC</b>	21 April 2020
<b>UEB</b>	28 April 2020
<b>UEB</b>	12 May 2020
<b>UPC</b>	19 May 2020
<b>UEB</b>	26 May 2020

UEB	09 June 2020
UPC	16 June 2020
UEB	23 June 2020
UEB - away day location tbc	13 July 2020 - evening 14 July 2020 - all day
UEB	28 July 2020
UEB	11 August 2020
UPC	18 August 2020

#### 19.64 ANY OTHER BUSINESS

19.64.1 Members did not report any other items of business.