

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 28 JULY 2020 VIA MICROSOFT TEAMS

PRESENT:	Mr J Cappock (Deputy Chair) Professor M Kirkup	Professor J Stockdale
IN ATTENDANCE:	Professor D Anand (Minute 19.152) Mr D Barratt (Minute 19.152) Mr B Berakhy (Minute 19.152) Ms L Hughes (Minute 19.148)	Mrs E McMillan (Minutes) Ms N Nelson (Minute 19.149) Mr A Norris (Minute 19.152)
APOLOGIES:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Mrs J Lamarque (Secretary) Professor A Linn

19.146 ANNOUNCEMENTS

- 19.146.1 **Welcome:** The Deputy Chair welcomed all members and attendees to the meeting.
- 19.146.2 **Apologies:** Apologies were received as noted above.
- 19.146.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or to raise matters not on the agenda.
- Chair's business**
- 19.146.4 The Deputy Chair confirmed he had no matters to report under this agenda item.
- 19.146.5 The Head of College for Design, Creative and Digital Industries briefed members on interim arrangements for leadership of the College following his retirement in mid-August 2020.
- 19.146.6 A member queried whether the new Equality, Diversity and Inclusion (EDI) Committee will issue guidance for managers on how to integrate EDI into operations.

19.147 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 19.147.1 The minutes of the UEB meeting held on 23 June 2020 (Document UEB 200728A) were agreed as an accurate record.
- 19.147.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200728B) and confirmed those that were now complete.
- 19.147.3 **University Key Performance Targets – Annual Report to the Court (Action 19.136.3.1)** The University Secretary and Chief Operating Officer (USCOO) informed members he is working with the Vice-Chancellor and the Director of Strategy, Planning and Performance to review and revise monitoring and reporting for the University's key performance indicators and targets.
- 19.147.4 **University Key Performance Targets – Annual Report to the Court (Action 19.136.8.1)** The USCOO confirmed he received assurance from the Director of Global, Recruitment and Admissions that any amendment to tariffs will be subject to the agreement of the Heads of College.

19.147.5 **University Key Performance Targets – Annual Report to the Court (Action 19.137.5.1)** The USCOO reported that the Being Safe, Feeling Safe (BSFS) team has defined capacity for Phase 2; however, work to specify how additional capacity will be used is ongoing.

19.147.6 **29 Marylebone Road project update (Actions 19.98.3.1 and 19.98.3.2)** The Pro Vice-Chancellor (PVC) for Knowledge Exchange updated members on recruitment of the Director of Business Engagement, which will conclude shortly.

19.148 **MENTORING PROGRAMME**

19.148.1 Laura Hughes, Alumni Relations Lead, briefed members on the University's mentoring programme for students and plans to increase participation.

19.148.2 The Alumni Relations Lead invited members to sign up as mentors and to promote the role to their contacts. She informed members that volunteering for the role would entail either acting as a mentor for a student over a 6-month period or provision of one-off mentoring through the 'Ask a mentor' service. She confirmed that the Alumni team will support registration for UEB members through a 1-2-1 online meeting.

19.148.3 Members confirmed their participation in the programme and suggested that the Alumni Relations Lead promotes the role to other leadership and management groups within the University such as the Court of Governors, College Executive Groups, Professional Services Directors, Professors and heads of functions.

19.148.3.1 **ACTION** Clerk to the Court of Governors and Head of University Governance to provide the Alumni Relations Lead with a list of contacts to arrange presentations to promote the mentoring role to other groups of colleagues.

19.148.4 In response to a member's queries, the Alumni Relations Lead confirmed that the team intends to work on diversity in the pool of mentors and welcomed a suggestion that recipients of honorary awards may be interested in getting involved.

19.148.5 Members suggested that postgraduate students who hold senior positions in their organisations are potential mentors for undergraduate students.

19.149 **COVID BEING SAFE, FEELING SAFE TEAM UPDATE**

19.149.1 The USCOO confirmed to members that the BSFS team has resolved the issue of a consistent approach to 'Welcome Week', raised during an informal discussion of UEB members.

Face coverings

19.149.2 Niamh Nelson - Head of Safety, Health and Wellbeing – outlined guidance from the World Health Organization and the Government on face coverings and presented a proposal for the University's approach to face coverings when colleagues and students return onsite.

19.149.3 Members discussed the proposal, including consideration of:

- current guidance for educational settings and the potential for this to change in the future;
- mandatory use in other settings;
- where face coverings sit in the hierarchy of control;
- the potential views of different stakeholders;
- enforcement methods should the University mandate use;
- whether to provide masks for colleagues or students who arrive on site without a suitable face covering; and
- communication of the approach to colleagues, students and any other visitors to University sites.

19.149.4 **AGREED** Recommend to the Safety, Health and Wellbeing that, subject to prevailing conditions and Government guidance/regulation, use of face coverings is strongly encouraged and not mandated, and that masks are made available at site receptions.

Individual risk assessments

- 19.149.5 **ENDORSED** Members supported the use of individual risk assessments.

Mandatory Coronavirus (BSFS) training for colleagues and students

- 19.149.6 The Head of Safety, Health and Wellbeing briefed members on plans to introduce Coronavirus (BSFS) training for colleagues and students; completion of the training module will be mandatory prior to an individual's return on-site.
- 19.149.7 Members discussed the format for the training and whether the University can automate the process to confirm an individual has completed the training module.
- 19.149.7.1 **ACTION Head of Safety, Health and Wellbeing** to discuss with the Director of Information Systems and Support (ISS) whether confirmation can be automated.
- 19.149.8 **AGREED** Members supported the introduction of mandatory training.
- 19.149.8.1 **ACTION USCOO** to instruct the Director of Human Resources and Safety, Health and Wellbeing (Director of HR and SHW) to include notification of the introduction of mandatory training in the next update from the BSFS team.

19.150 UNIVERSITY RISK REGISTER – PERIODIC REVIEW 3

- 19.150.1 Elaine McMillan - Clerk to the Court and Head of University Governance - presented the outcomes report from the third periodic review of the University risk register for 2019-20 (Document UEB 200728C) prior to submission to the Audit Committee.
- 19.150.2 Members discussed the report including changes in the risk environment since the last review in February 2020, areas where the residual risk score does not align with the risk appetite and proposed changes to the strategic risk register arising from the recent review.
- 19.150.3 **APPROVED** Members endorsed all changes to the strategic risk register proposed by Risk Owners and by the Clerk to the Court and Head of University Governance, which include two new risks and changes to risk scores to reflect the impact of the Covid-19 pandemic on the risk environment.
- 19.150.3.1 **ACTION Clerk to the Court** to update the University risk register and submit to the Audit Committee for review.
- 19.150.4 Members noted the operational risks escalated to UEB (all those with a residual risk score of 15 or higher) and confirmed that no action or changes to the University risk register are required in relation to these risks.

19.151 PREVENT DUTY COMPLIANCE AND EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

- 19.151.1 The Deputy Chair presented an overview of the periodic update report (Document UEB 200728D) on behalf of the Interim Head of Compliance and Apprenticeships.
- 19.151.2 Members discussed the University's response to concerns raised about emails sent by a student to a University colleague. Members suggested potential enhancements to the University's approach.
- 19.151.2.1 **ACTION UEB Secretary** to refer members' suggestions to the Interim Head of Compliance and Apprenticeships for consideration.

19.152 EQUALITY, DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE

- 19.152.1 Duncan Barratt - the Director of HR and SHW - presented the proposed terms of reference and membership (Document UEB 200728E) for a new Equality, Diversity and Inclusion (EDI) Committee reporting to UEB.
- 19.152.2 The Director of HR and SHW and the proposed Co-Chair for the Committee – Professor Dibyesh Anand - briefed members on the context for establishing the Committee.
- 19.152.3 Members noted that the purpose and terms of reference for the Committee were developed collectively with the colleague networks and the proposed Committee members; the Committee will take an overview of all the University is doing or needs to do to ensure that EDI is fully embedded across the University and will engage actively with external organisations on EDI.
- 19.152.4 A member welcomed the inclusion of a responsibility to monitor the effectiveness of the Committee in the terms of reference to ensure the Committee has a positive impact on the University environment. A member suggested that effectiveness of the Committee will depend on its relationship with other University committees, all of which will now include reference to EDI in their own terms of reference.
- 19.152.5 Members considered that the broad membership of the Committee will ensure UEB hears the views and voices of colleagues on EDI matters and welcome the insight that will bring.
- 19.152.6 Members discussed how the Committee will support operational managers to understand and implement the EDI agenda.
- 19.152.7 **APPROVED** EDI Committee to be established as a sub-committee of UEB with effect from 1 August 2020.
- 19.152.8 **APPROVED** Members confirmed the terms of reference and membership, subject to the following amendments:
- in addition to resources, bullet point 6 to include recommendations for processes required to deliver the EDI objectives, priorities and action plans
 - removal of information relating to reporting and standing orders, which will be presented in a separate document to be confirmed by the Committee.
- 19.152.8.1 **ACTION UEB Secretary** to amend the terms of reference and membership as noted above and upload the final document to the UEB SharePoint site.
- 19.152.8.2 **ACTION Clerk to the Court, Director of HR and SHW and Head of Corporate Social Responsibility (CSR)** to set up systems and ways of working and create supporting documents (e.g. standing orders) for the Committee.
- 19.152.9 **AGREED** Members confirmed the Deputy Vice-Chancellor (DVC) for Employability and Global Engagement as UEB's nominee for the role of Co-Chair of the Committee and noted that the colleague networks have nominated Professor Dibyesh Anand, Co-Chair of the BME network, as the second Co-Chair.
- 19.152.10 Members thanked the Director of HR and SHW, the EDI Officer, the Co-Chair of the BME network, the Head of CSR and colleagues for their work to define the Committee.

19.153 MANAGEMENT ACCOUNTS PACK – JUNE 2020

- 19.153.1 Members received and noted the Management Accounts pack for June 2020 (Document UEB 200728F).

19.154 DATES OF FUTURE MEETINGS

UEB	11 August 2020
UPC	18 August 2020

19.155 ANY OTHER BUSINESS

19.155.1 A member raised a query about whether the University can enable colleagues to record engagements with students via Microsoft Teams.

19.155.1.1 **ACTION USCOO** to discuss the query with the Director of ISS.