

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 24  
NOVEMBER 2020 VIA MICROSOFT TEAMS**

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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	Ms K Smalley (Minute 20.56)
	Mrs J Lamarque (Secretary)	Mr I Wilmot (Minute 20.57)
APOLOGIES:		

**20.53 ANNOUNCEMENTS**

- 20.53.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.
- 20.53.2 **Apologies:** There were no apologies received.
- 20.53.3 **Requests to discuss starred items and notification of AOB:** There were no starred items on the agenda. The Chair agreed to a request to discuss one matter under Any Other Business.
- Chair's business**
- 20.53.4 The Vice-Chancellor and the Deputy Vice-Chancellor (DVC) for Education updated members on their recent Q&A session with students, which was a very positive experience, with nearly 200 students in attendance and questions on a variety of subjects such as tuition fees, laptop loans and the libraries.

- 20.53.5 Members also received an update from the Pro Vice-Chancellor for People and Culture on union matters.

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

- 20.54.1 The minutes of the UEB meeting held on 10 November 2020 (Document UEB 201124A) were agreed as an accurate record.
- 20.54.2 Members reviewed a summary of the actions from previous meetings (Document UEB 201124B) and confirmed those that were now complete.
- 20.54.3 **Update on the new Quintin Hogg Trust (QHT) bid process (Action 20.26.3.2)** The DVC (Education) confirmed that she had contacted the Head of Schools Group for nominations for the Project Scoping Groups and two individuals have volunteered.
- 20.54.4 **University risk register and mitigations schedule – periodic review 1 (Action 20.29.2.1)** The Acting Head of College for Design, Creative and Digital Industries confirmed that he had received two expressions of interest for the employability roles within the College.
- 20.54.5 The DVC (Education) informed members that she had asked the Director of Strategy, Planning and Performance and his team to consolidate high level information on equality, diversity and inclusion onto one dashboard.

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

- 20.55.1 The University Secretary and Chief Operating Officer (USCOO) updated members on recent Being Safe, Feeling Safe Team activities including preparations for Coronavirus testing.
- 20.55.2 Members heard that students in our halls of residence will be the priority and there are continued discussions with Brent Council on provision for testing for students in Raffles House.
- 20.55.3 The USCOO informed members that there are small numbers of students not social distancing or wearing face coverings and members heard that one Head of School has written to all students in the School about Covid guidelines.
- 20.55.4 Members discussed behaviours on campus and planning for Semester 2.

**20.56 MARKETING RESTRUCTURE UPDATE**

- 20.56.1 The Director of Marketing and Communications (MC) presented an update on the restructure of the Marketing and Communications Department (MCD) (Document UEB 201124D).
- 20.56.2 The Director of MC reported on the main areas of concern that team changes are expected to address, priorities for delivery, current structure and key benefits.
- 20.56.3 Members heard that changes to MCD had been shared with the College Executive Groups and a 90-minute Q&A session has been set up to engage more widely with colleagues.
- 20.56.4 Members discussed the role of College Business Partners, their timeline and the current structure.

**20.57 MANAGEMENT ACCOUNTS PACK – OCTOBER 2020 AND QUARTER 1 FORECAST**

- 20.57.1 The Director of Finance presented the Management Accounts for October 2020 (Document UEB 201124C), which includes the Quarter 1 (Q1) forecast.
- 20.57.2 The Director of Finance reported that the Q1 forecast outturn for the financial year 2020/21 (FY20/21) is a £15.5m deficit (against a budgeted £16.6m deficit) before a contingency provision and that although the University achieved better than expected recruitment numbers in September 2020 there remains a significant financial challenge for the remainder of FY20/21.
- 20.57.3 The Director of Finance also reported on staff costs, the expenditure forecast, the Strategic Investment Fund and capital programmes.
- 20.57.4 Members heard that invoicing issues are now resolved, and we remain covenant compliant.
- 20.57.5 A member queried the additional pension cost. The Director of Finance confirmed that he would amend the report to show that the additional cost is an exceptional item.
- 20.57.6 The Director of Finance answered a member's query on dropout rates, noting that January enrolment figures are prudent and there is an opportunity for them to improve.
- 20.57.7 The Chair confirmed that contingency provision should be retained.

**20.58 DATES OF FUTURE MEETINGS**

08 December 2020	9 March 2021 - all day (Away day)	08 June 2021
12 January 2021	23 March 2021	22 June 2021
26 January 2021	13 April 2021	12 July 2021 - evening (Away day)
09 February 2021	27 April 2021	13 July 2021 - all day
23 February 2021	11 May 2021	27 July 2021
8 March 2021 - evening (Away day)	25 May 2021	10 August 2021

**20.59 ANY OTHER BUSINESS****New QHT bid process**

- 20.59.1 The DVC (Employability and Global Engagement) updated members on the new QHT bid process.
- 20.59.2 Members heard that the QHT are content with the block grant model, the level of funding and how the Students' Union would be involved.
- 20.59.3 The DVC (Employability and Global Engagement) confirmed that she would continue to work with the Development Team Manager and the Development Projects Officer to finalise the process.