

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8
DECEMBER 2020 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor J Jones Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Ms K Bojczuk (Minute 20.63) Mrs P Crispin (Minute 20.65)	Mrs J Lamarque (Secretary) Mr A Norris (Minute 20.64)
APOLOGIES:	Mr J Cappock (Deputy Chair)	

20.60 ANNOUNCEMENTS

- 20.60.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Professor Janet Jones, the new Head of College (HOC) for Design, Creative and Digital Industries (DCDI).
- 20.60.2 **Apologies:** Apologies were noted as above.
- 20.60.3 **Requests to discuss starred items and notification of AOB:** There were no starred items on the agenda. There were no requests to discuss items not on the agenda.
- 20.60.4 **Chair's business**
The Chair updated members on his recent activities, which included meetings with Universities UK and London Higher. Members also discussed the forthcoming Academic Council meeting, digital learning, recent data regarding awarding gaps and returning in Semester 2.

20.61 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

- 20.61.1 The minutes of the UEB meeting held on 24 November 2020 (Document UEB 201208A) were agreed as an accurate record.
- 20.61.2 Members reviewed a summary of the actions from previous meetings (Document UEB 201208B) and confirmed those that were now complete.
- 20.61.3 **University risk register and mitigations schedule – periodic review (Action 20.29.2.1)** The HOC (DCDI) confirmed that employability roles in the college have been filled.

20.62 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

- 20.62.1 The Deputy Vice Chancellor (DVC) for Education updated members on the recent COVID Being Safe, Feeling Safe Team meeting. Members heard that asymptomatic testing has been carried out on students and colleagues and the DVC (Education) applauded the efforts of the team that organised the testing facilities at short notice.
- 20.62.2 The DVC (Education) reported that the Government had announced a staggered start for universities in the New Year, which fits well with planned online teaching in January and face-to-face teaching from 1 February. Members noted that campuses and libraries will remain open and testing will recommence on 4 January.
- 20.62.3 The DVC (Education) also updated members on planned on-site activity in February, communication to colleagues and Covid behaviours on-site.

20.63 SUSTAINABILITY POLICY AND SUSTAINABLE DEVELOPMENT GOALS

20.63.1 Katherine Bojczuk, Head of Sustainability, presented the revised Sustainability Policy and an update on Sustainable Development Goals (Document UEB 201208C).

20.63.2 The Head of Sustainability reported that the updated Sustainability Policy reflects our commitment to reporting against the UN Sustainable Development Goals, changes in best practice, plans for future work and legislation updates.

20.63.3 The Head of Sustainability reported that one of the key objectives is to review and update the University's Carbon Management Plan to account for alignment with the UK Government 2050 carbon targets.

20.63.4 Members discussed the policy and Sustainable Development Goals and suggested additions on sustainability across the curriculum, supporting the Equality, Diversity and Inclusion policy, research communities and the social justice agenda.

20.63.4.1 **ACTION Head of Sustainability** to submit a final draft to the UEB Secretary to circulate to UEB members for approval by correspondence.

20.63.5 **APPROVED IN PRINCIPLE** Members supported the revised Sustainability Policy subject to further edits as noted above.

20.64 EQUALITY, DIVERSITY AND INCLUSION POLICY

20.64.1 Andy Norris, Head of Culture and Inclusion (CI), presented the Equality, Diversity and Inclusion (EDI) Policy (Document UEB 201208D), which replaces the Single Equality Policy.

20.64.2 The Head of CI informed members that the opening two segments of the policy will be used consistently across the University on the website, in recruitment materials and policy documents.

20.64.3 A member commented on references to the University's EDI commitments and was informed that once approved the policy will be published alongside other EDI information on the University website.

20.64.4 **AGREED** Members recommend the Equality, Diversity and Inclusion Policy to the Resources Committee and onward to the Court of Governors for approval.

20.65 PUBLIC AFFAIRS PLAN

20.65.1 Poppy Crispin, Head of Public Affairs (PA), presented the proposed Public Affairs Plan (Document UEB 201208E).

20.65.2 The Head of PA explained the purpose and content of the Plan, which includes an action plan that will be refreshed in a year's time and impact measures.

20.65.3 Members discussed the plan and suggested enhancements including:

- emphasising UEB as a collective as a key internal stakeholder;
- more information on how we work with industry on employability and how this links with different teams; and
- expansion of information about training and development.

20.65.3.1 **ACTION Head of PA** to incorporate members' feedback into the Public Affairs Plan and resubmit to UEB for information.

20.66 BUSINESS ENGAGEMENT/29 MARYLEBONE ROAD PROJECT STAFF COSTS

- 20.66.1 Linsey Cole, Director of Business Engagement (BE), presented a report on confirmed resources to develop 29 Marylebone Road (Document UEB 201208F).
- 20.66.2 The Director of BE confirmed that she has reviewed the pay and non-pay costs UEB agreed in principle on 9 June 2020, they are enough to support the virtual phase of 29 Marylebone Road and the growth of short courses, apprenticeships and alumni mentoring, and no additional resources are requested.
- 20.66.3 The Director of BE also reported on current Quintin Hogg Trust funding and registry support.
- 20.66.4 Members discussed the proposal
- 20.66.5 **APPROVED** Members confirmed the allocation of £419,034¹ funding for the 29 MR project.

20.67 DATES OF FUTURE MEETINGS

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
9 March 2021 - all day (Away day)	08 June 2021	

20.68 ANY OTHER BUSINESS

- 20.68.1 Members expressed their thanks to Mark Baldwin, Associate Head of College (Education and Students), for his work as Interim Head of College (DCDI).

¹ Refer to Minute 19.129, UEB Minutes 9 June 2020