

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 14 JUNE
2022 VIA MICROSOFT TEAMS

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| PRESENT: | Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes Dr S Jarvis | Professor J Jones Professor M Kirkup Professor A Linn |
| IN ATTENDANCE: | N Davies (Minute 21.173) J Lamarque (Secretary) B McPeake (Minute 21.173) | T Patki (Observer) I Wilmot |

APOLOGIES:

21.170 ANNOUNCEMENTS

21.170.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, in particular Trishna Patki, Governance, Compliance and Risk Coordinator, who was observing the meeting as part of her induction. The Chair briefed members on the agenda.

21.170.2 **Apologies:** Apologies are noted above.

21.170.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items and the Chair agreed to one item of business not on the agenda (see Minute 21.180).

Chair's business

21.170.4 The Chair updated members on the series of forthcoming strategic estates workshops.

21.171 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

21.171.1 John Cappock, University Secretary and Chief Operating Officer (USCOO), informed members that the COVID Being Safe, Feeling Safe Team were now meeting monthly, and as such there were no items for reporting.

21.172 FINAL UNIVERSITY BUDGET 2022-23

21.172.1 Ian Wilmot, Director of Finance, presented the final proposed University budget for 2022/23 (Document UEB 220614A).

21.172.2 The Director of Finance reported that the budget reflects additional requests approved by the University Planning Committee, savings on other expenditure and income based on student number plans. He informed members that indications, e.g., from applications, are that [income/student numbers?] will be on target.

21.172.3 The Director reported that commercial activity will return to normal in the coming year.

21.172.4 He confirmed that the Estates and IT capital budgets can be supported with the expected cashflow and that the capital expenditure budget does not include special projects.

21.172.5 In response to a member's query on the potential costs of implementation of the refreshed Being Westminster strategy, the USCOO confirmed that the contingency fund could be drawn on for this purpose if required. The Director of Finance added that Strategy implementation will be built into the planning round with smaller amounts managed in year.

- 21.172.6 **AGREED** Members recommend the University budget 2022/23 to the Resources Committee.
- 21.173** **[REDACTED]**
- 21.173.1 **[REDACTED]**
- 21.173.2 **[REDACTED]**
- 21.173.3 **[REDACTED]**
- 21.173.4 **[REDACTED]**
- 21.173.5 **[REDACTED]**
- 21.173.6 **APPROVED [REDACTED]**
- 21.173.6.1** **ACTION [REDACTED]**
- 21.173.6.2** **ACTION [REDACTED]**
- 21.174** **AMENDMENT TO STANDING ORDER 1**
- 21.174.1 The USCOO presented the amendment to Standing Order 1: Scheme of delegation for signing certain categories of contract and for authenticating non-contractual documents (Document UEB 220614C).
- 21.174.2 **AGREED** Members recommend the addition of the Deputy Director - Capital Development as a signatory for relevant estates contracts to the Governance and Nominations Committee.
- 21.175** **[REDACTED]**
- 21.175.1 **[REDACTED]**
- 21.175.2 **[REDACTED]**
- 21.175.3 **[REDACTED]**
- 21.175.4 **AGREED [REDACTED]**
- 21.176** **HUMANITIES REVIEW**
- 21.176.1 Andrew Linn, Head of the College of Liberal Arts and Sciences (LAS) presented the conclusions and recommendations of the Humanities Review Group (Document UEB 220614D).
- 21.176.2 The Head of College (LAS) highlighted that our Humanities portfolio needs to be creative and have employment opportunities.
- 21.176.3 Members heard that an Implementation Group is in progress and some of the recommendations would impact on Professional Services colleagues through requests for increased input from marketing and conversion activities.
- 21.176.4 The Head of College (LAS) reported on English language support and noted the need to clarify and streamline how we present and approach practical training for students.
- 21.176.4.1** **ACTION** Head of College (LAS), Deputy Vice-Chancellor (Education), Deputy Vice-Chancellor (Employability and Global Engagement) and the Head of the Centre for Education and Teaching Innovation to decide on where English teaching should be located and report back to UEB.

21.176.5 **ENDORSED** Members supported the work of the Implementation Group and the priority implementation of Recommendations 5, 13 and 16 as outlined in the paper.

21.177 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE

21.177.1 Elaine McMillan, Clerk to the Court of Governors and Head of University Governance (Clerk to the Court), presented the periodic review of the strategic and operational risk registers (Document UEB 220614P).

21.177.2 The Clerk to the Court informed members that a review of the strategic risk register is necessary to align with the refreshed Being Westminster strategy 2022-29 and to ensure it accurately reflects the current risk environment.

21.177.3 Members discussed the process to review the strategic risk register and expressed a preference for an iterative approach.

21.177.4 **AGREED** Updated strategic risk register and mitigations schedule to be submitted to the Audit Committee.

21.178 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.178.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 24 May 2022 (Document UEB 220614E) as an accurate record of the meeting.

21.178.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220614F) and noted those that were now complete.

21.179 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in a hybrid room (to be confirmed).

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| UEB | 28 June 2022 |
| UEB | 11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day |
| UEB | 26 July 2022 |
| UEB | 9 August 2022 |

21.180 ANY OTHER BUSINESS

21.180.1 The USCOO raised the issue of advice and guidance to staff around the proposed rail strikes in the week commencing 20 June 2022 and expected disruption to planned events.

21.180.2 **AGREED** Decisions on arrangements for planned events to be taken locally by Colleges and Professional Services directorates as necessary.

21.180.3 The USCOO will inform leaders of the approach at the next Executive and Operational Leadership Forum.

21.181 DIVERSITY AND DIGNITY AT WORK AND STUDY POLICY

21.181.1 **APPROVED** Revised Diversity and Dignity at Work and Study Policy (Document UEB 220614G) to be implemented with effect from 1 August 2022.

21.182 PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING) REGISTER

21.182.1 Members noted the annual update on the Public Interest Disclosure (Whistleblowing) register (Document UEB 220614H).

21.183 LEGAL REGISTER

21.183.1 Members noted the Legal Register annual review (Document UEB 220614I).

21.184 UPDATED COVID-19 AND RESPIRATORY INFECTIONS OVERARCHING RISK ASSESSMENT

21.184.1 **APPROVED** Updated COVID-19 and Respiratory Infections overarching risk assessment (Document UEB 220614J) to be implemented with immediate effect.

21.185 OCCUPATIONAL HEALTH GUIDANCE

21.185.1 **APPROVED** Updated Occupational Health Guidance (Document UEB 220614K) to be implemented with immediate effect.

21.186 DATA PROTECTION IMPACT ASSESSMENT POLICY

21.186.1 Members noted the Data Protection Impact Assessment Policy (Document UEB 220614L), which had been approved by the Information Governance Advisory Group.

21.187 ANTI-BRIBERY AND CORRUPTION POLICY

21.187.1 **AGREED** Members recommend the Anti-Bribery and Corruption Policy (Document UEB 220614M) to the Audit Committee.

21.188 ANTI-MONEY LAUNDERING POLICY

21.188.1 **AGREED** Members recommend the Anti-Money Laundering Policy (Document UEB 220614N) to the Audit Committee.

21.189 CODE OF PRACTICE FOR GIFTS AND HOSPITALITY

21.189.1 **APPROVED** Updated Code of Practice for Gifts and Hospitality (Document UEB 220614O) to be implemented with immediate effect.