

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22  
MARCH 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:	Mr M Brodeala (Minute 21.123) Mr C Hinge (Minute 21.120) Mrs J Lamarque (Secretary)	Dr C Lloyd (Minute 21.119 to 21.120) Mr J Scammell (Minute 21.123) Mr I Wilmot
APOLOGIES:		

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**21.118 ANNOUNCEMENTS**

- 21.118.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. The Chair briefed members on the agenda.
- 21.118.2 **Apologies:** There were no apologies noted.
- 21.118.3 **Requests to discuss starred items and notification of AOB:** The Chair confirmed there were no requests to discuss starred items and agreed to two items of business not on the agenda (see Minutes 21.118.7 and 21.118.8)
- Chair's business**
- 21.118.4 The Chair briefly updated members on the Being Westminster strategy which was recently signed off by the Court of Governors.
- 21.118.5 The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement updated members on measures to support those students impacted by the events occurring in the Ukraine.
- 21.118.6 The Pro Vice-Chancellor (PVC) for People and Culture reported on the University and Colleges Union recent industrial action and their forthcoming ballot.
- 21.118.7 The PVC (Knowledge Exchange) informed members of the work being undertaken for the Public Engagement Strategy, and asked members to agree to interviews to facilitate this.

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

- 21.119.1 The University Secretary and Chief Operating Officer (USCOO) updated members on the recent Being Safe, Feeling Safe Team meeting and reported on provision of Covid-19 testing, vaccination events and the availability of Fire Marshalls and First Aiders.
- 21.119.2 The DVC (Education) reported on National Student Survey response rates and low on-site attendance of students. Members discussed encouraging on-site attendance for students and staff.

**21.120 MAJOR PROJECTS**

- 21.120.1 Student Hub Project  
Caroline Lloyd, Director of Student and Academic Services (SAS) and Chris Hinge, Director of Estates, Planning and Services (EPS) presented an update on the Student Hub Project.

- 21.120.2 The Director of SAS updated members on the progress made since November 2021, which aligns with the whole estate and the consultant's work.
- 21.120.3 The Director of EPS reported on the recent meeting with the consultant and the space required based on modelling assumptions following Student Number Planning meetings.
- 21.120.4 Members heard that the draft business case will be submitted to UEB on 12 April and members will have a further opportunity to provide feedback and comments to inform the final version. Subject to UEB approval, the final business case will be submitted to Resources Committee on 23 June 2022, and the Court of Governors on 13 July 2022.

Centre for Employability and Enterprise project (29 MR)

- 21.120.5 The Director for EPS presented an update on 29 MR (Document UEB 220322A).
- 21.120.6 Members heard that the project is on plan and on budget. The three risks – commercial (cost of materials), scope creep and planning consent are being carefully managed. Successful pre-planning meetings have taken place, and close liaison with the Case Officer continues.

**21.121 APPRENTICESHIP SELF-ASSESSMENT REPORT AND QUALITY IMPROVEMENT PLAN**

- 21.121.1 The DVC (Education) presented the Apprenticeship Self-Assessment Report and Quality Improvement Plan (Documents UEB 220322Bi and Bii).
- 21.121.2 The DVC (Education) outlined the self-assessment report, position statement and action plan, which does not include the recent Quality Review.
- 21.121.3 In response to a member's query on progress made since achieving provider status, the DVC (Education) confirmed that very significant progress has been made and this would be clear to Ofsted if an inspection took place.
- 21.121.4 Members also discussed the management of apprenticeship students and maintaining a unique experience. The DVC (Education) confirmed that we are not identifying an apprentice unit but are moving away from the idea that apprenticeship students can be taught with other students.
- 21.121.5 Members discussed the scaling-up of the apprenticeship provision.

**21.122 DIGITAL ACCESSIBILITY UPDATE**

- 21.122.1 The DVC (Education) presented the Digital Accessibility update (Document UEB 220322C).
- 21.122.2 Members heard that digital accessibility has moved from a project to business as usual, so that everybody can engage with our online resources regardless of diversity of needs. All our policies will reflect digital accessibility and colleagues will continue to be trained.
- 21.122.3 A Team Leader has been appointed to ensure that all websites have a digital accessibility statement.

**21.123 DEVELOPMENT MID-YEAR REVIEW OF QUINTIN HOGG TRUST (QHT) FUNDED LIVE PROJECTS**

- 21.123.1 Jordan Scammell, Head of Development and Fundraising (DF) and Marius Brodeala, Development Projects Officer (DPO) presented the mid-year review of QHT funded live projects.
- 21.123.2 Members heard that the projects are progressing relatively well, although those that involved international travel or engagement with the public have been impacted by the pandemic. 22 projects have requested a rollover of funds, but not all have been approved yet. It is expected to achieve 70-75% draw down of the funds this year, compared to 60% last year. Additional resource has been appointed to support the recruitment backlog.

21.123.3 Members discussed the issues relating to the funding and recovering the shortfall through capital projects or field trips. The Head of DF commented that this is the first year of block grant bids, and we need to look at what has and hasn't worked.

21.123.3.1 **ACTION DVC's (Education) and (Employability and Global Engagement)** to meet with the Head of DF and DPO to discuss QHT funding.

## 21.124 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.124.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 22 February 2022 (Document UEB 220322D) as an accurate record of the meeting.

21.124.2 Members reviewed a summary of the actions from previous meetings (Document UEB 220322E) and noted those that were now complete.

21.124.3 **Matters arising.** Members approved a minor change to the definition of risk reference S-23-RKE-03 proposed by the Pro Vice-Chancellor (Knowledge Exchange).

## 21.125 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).

<b>UEB</b>	12 April 2022
<b>UEB</b>	26 April 2022
<b>UEB</b>	10 May 2022
<b>UEB</b>	24 May 2022
<b>UEB</b>	14 June 2022
<b>UEB</b>	28 June 2022
<b>UEB</b>	11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day
<b>UEB</b>	26 July 2022
<b>UEB</b>	9 August 2022

## 21.126 ANY OTHER BUSINESS

21.126.1 There were no other items of business reported.

## 21.127 MANAGEMENT ACCOUNTS FEBRUARY 2022

21.127.1 Members noted the Management Accounts for February 2022 (Document UEB 220322F).

## 21.128 TRAC RETURN 2020-21

21.128.1 Members noted the TRAC Return for 2020-21 (Document UEB 220322G).