

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 7  
JANUARY 2025 IN ROOM RS109 REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT:	Professor P Bonfield (Chair) Professor D Anand Professor C Dormor Professor C Kalantaridis	Professor A Linn K Patel I Wilmot (Deputy Chair)
IN ATTENDANCE:	K Bojczuk (Minute 24.93) P Harding (Minute 24.94)	J Lamarque (Secretary)
APOLOGIES:	Dr S Jarvis	

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**24.90 ANNOUNCEMENTS**

24.90.1 **Welcome:** The Chair welcomed all members and attendees to the meeting.

24.90.2 **Apologies:** Members noted apologies as recorded above.

24.90.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.

24.90.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or items of business not on the agenda.

**Chair's business**

24.90.5 Members discussed international students, their English language requirements and competency and how best to support them.

24.90.5.1 **ACTION Deputy Vice Chancellor (DVC) for Global Engagement and Employability, University Secretary and Chief Operating Officer (USCOO) and DVC (Education)** to report at the next meeting on how to support students with English competency.

24.90.6 Members also discussed avoiding attempts to immigrate illegally through MRes programmes.

24.90.6.1 **ACTION USCOO** to ensure that processes to avoid use of MRes programmes in this way are robust.

24.90.7 The Chair updated members on the recent Universities UK meeting.

**24.91 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

24.91.1 The USCOO/Co-Chair, Staying Safe: Business Continuity Group informed members that the last meeting of the Group focused on preparations for the festive/new year closure.

24.91.2 Members heard details of a recent cyber-attack attempt.

**24.92 UEB MEMBERS TOP THREE PRIORITIES FOR 2025**

24.92.1 All members gave an update of their top three priorities for 2025.

**24.93 SUSTAINABLE DEVELOPMENT GOALS ANNUAL REPORT 2023/24**

- 24.93.1 Katherine Bojczuk, Head of Sustainability, presented the Sustainable Development Goals (SDG) annual report for 2023/24 (Document UEB 250107A).
- 24.93.2 The DVC (Global Engagement and Employability) acknowledged the work put in by the Sustainability Team and commented that there is now better information about what is taking place in the Schools and Colleges.
- 24.93.3 The Head of Sustainability reported that this is the fourth SDG report, it has improved year on year and now includes information on project funding.
- 24.93.4 Members heard that most of the case studies have a link to a news story, and any evidence we submit for impact ranking must be externally available.
- 24.93.5 In response to a member's query on where we could do better, the Head of Sustainability commented that there are some SDGs where we struggle to identify suitable case studies.
- 24.93.6 The Head of Sustainability reported that she is working with the Research and Knowledge Exchange Office on a better way to use keywords when searching data so that information is picked up correctly.
- 24.93.7 In response to a member's query on practical things to do to help case studies and impact rankings, the DVC (Global Engagement and Employability) commented that all relevant events or workshops should be put on the public website. Members were asked to ensure they have a Virtual Research Environment profile.
- 24.93.8 The Head of Sustainability informed members that there are small changes, such as policy wording, that can be made to improve the impact ranking.
- 24.93.9 Members discussed SDG 4.7, which is not measured in the Times Higher rankings but delivers positive impact and employment outcomes.
- 24.93.10 **AGREED** Members recommend the SDG Annual Report 2023/24 to the Court of Governors.

**24.94 ANTI-BRIBERY AND CORRUPTION POLICY AND ANTI-MONEY LAUNDERING POLICY**

- 24.94.1 Phil Harding, Interim Director of Finance presented the draft Anti-Bribery and Corruption and Anti-Money Laundering Policies (Document UEB 250107B).
- 24.94.2 Members heard that the topic of fraud is going to be a significant issue for discussion at the next Audit and Risk Committee meeting including an update on actions within the Finance department in relation to fraud and protecting our assets.
- 24.94.3 The Interim Director of Finance reported that last year the internal auditors carried out a very positive review on fraud risk management and are satisfied on a general level of awareness and understanding.
- 24.94.4 Members discussed record keeping on colleague training on anti-bribery and corruption and anti-money laundering, achieving 100% completion, and ensuring adequate measures are in place for compliance. The USCOO commented that the University is introducing regular refresher training on these two modules.
- 24.94.4.1 **ACTION Interim Director of Finance** to request a colleague completion report for the Anti-Bribery and Corruption and Anti-Money Laundering e-modules and to suggest ways to ensure 100% completion.
- 24.94.5 **AGREED** Members recommend the Anti-Bribery and Corruption Policy and the Anti-Money Laundering Policy to the Audit and Risk Committee.

**24.95 MEMBERSHIP OF THE UNIVERSITY ALLIANCE (Confidential)**

24.95.1 The Head of College (HoC), Westminster Business School (WBS), presented a proposal for membership of the University Alliance mission group (Document UEB 250107D).

24.95.2 [Redacted]

24.95.3 [Redacted]

24.95.4 [Redacted]

24.95.5 [Redacted]

24.95.5.1 [Redacted]

**24.96 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

24.96.1 **AGREED** Members confirmed the minutes of the meeting held on 10 December 2024 (Document UEB 250107E) as an accurate record of the meeting.

24.96.2 Members noted an update on actions and matters arising from previous meetings (Document UEB 250107F).

24.96.3 **Safety, Health and Wellbeing Annual Report 2023/24 (Actions 24.53.4.1 and 24.53.12.1)**  
The USCOO reported that both actions relate to the training record platform and a new HR development tool will be ready in 18 months. He noted that colleagues are looking at how to use our existing systems to capture the information in the meantime.

**24.97 ANY OTHER BUSINESS**

24.97.1 Members did not raise any other matters for discussion.

**24.98 MEETING EVALUATION**

24.98.1 Some members felt that the financial policies could have been a starred item rather than for discussion.

**24.99 STAYING SAFE: BUSINESS CONTINUITY GROUP EFFECTIVENESS REVIEW OUTCOMES**

24.99.1 Members noted the outcomes from the effectiveness review and agreed to adopt the recommended enhancements (Document UEB 250107C).

**24.100 MANAGEMENT ACCOUNTS – NOVEMBER 2024**

24.100.1 Members recommend the Management Accounts for November 2024 (Document UEB 250107G) to Resources Committee.

**24.101 DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

21 January 2025	27 May 2025
11 February 2025	10 June 2025
25 February 2025	24 June 2025
27 February 2025 – away day and dinner	7 July 2025 - evening (UEB dinner)
25 March 2025	8 July 2025 – all day (UEB away day)
8 April 2025	22 July 2025
29 April 2025	5 August 2025
13 May 2025	