UNIVERSITY OF FORWARD THINKING WESTMINSTER⌗

APPROVED

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 25 APRIL 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS

PRESENT:	Dr P Bonfield (Chair)	Professor J Jones
	Professor A Hughes	Professor M Kirkup
	Dr S Jarvis	Professor A Linn
IN ATTENDANCE:	Z Butt (Minute 22.162)	J Lamarque (Secretary)
	A Foderaro (Minute 22.164)	M Wigg (Minute 22.162)
	C Hinge (Minute 22.164)	I Wilmot (Acting USCOO[1])
APOLOGIES:	J Cappock (Deputy Chair)	

22.160 ANNOUNCEMENTS

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

22.160.2 **Apologies:** Apologies were received as noted above.

22.160.3 **Requests to discuss starred items:** There were no requests to discuss starred items or items of business not on the agenda.

22.160.4 **Chair's business:** The Chair invited Malcolm Kirkup, Pro Vice-Chancellor (PVC) for People and Culture to update members on current industrial action and the mitigations in place.

22.161 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE

22.161.1 Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education and Co-Chair of the Group updated members on the Staying Safe: Business Continuity Group and reported on business continuity plans following the recent disaster recovery exercise, recent evacuations at Regent Street and New Cavendish Street and on student behaviour.

22.162 UWSU BLOCK GRANT REQUEST 2023/24 AND STRATEGIC DEVELOPMENT PLAN

22.162.1 Zahra Butt, UWSU President and Michael Wigg, UWSU Chief Executive Officer (CEO) presented the UWSU block grant request 2023/24 and strategic development plan (Document UEB 230425A).

22.162.2 Ian Wilmot, Director of Finance, reminded members that the Students' Union were asked to refine their block grant request following submission to the UEB meeting on 28 February 2023.

22.162.3 Members heard that the HR department carried out market testing and advised where the proposed additional posts map to the University's salary scale.

22.162.4 The UWSU CEO informed members that job descriptions for the additional roles had been provided as requested by UEB and there was clear commitment to support international students.

22.162.5 In response to a member's query on the figures used for the additional funding requests, the UWSU CEO confirmed that the first table shows the median figures and the second shows the

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[1] University Secretary and Chief Operating Officer

top quartile difference. The USWSU CEO also confirmed that the third table shows the salaries that would be implemented on approval.

22.162.6 **APPROVED** Members allocated a block grant of **[REDACTED]** to the Students' Union for the 2023/24 financial year.

22.163   WORKFORCE PLANNING

22.163.1 The Chair agreed to withdraw the item on workforce planning[2].

22.164   CAPITAL PROJECTS BUSINESS CASES

22.164.1 Chris Hinge, Director of Estates, Planning and Services (EPS) and Alessandra Foderaro, Deputy Director Capital Development (CD), presented the list of capital projects business cases (Document UEB 230425C) and tabled supporting documents (Documents UEB 230425H to K) for consideration.

22.164.2 In response to a members' query on outstanding actions for the College of Liberal Arts and Sciences (LAS), the Director of EPS clarified that the College would have another opportunity to add items to the capital projects pipeline.

22.164.3 Members discussed the lists of capital projects and comments covered:

- The proportion of projects focus on delivering authentic teaching learning and assessment.
- Return on investment.
- How we bring together specialist and general teaching spaces.
- Equipping the Colleges to deliver new courses and teaching efficiencies.
- Articulation of the benefits of the new projects to help with prioritisation.

22.164.4 **AGREED** Members will hold a special meeting to prioritise and consider approval of capital projects. The meeting will allow for an informed judgement considering student numbers, growth and profit.

22.164.5 Members noted that the Heads of Colleges would need further discussions with their finance partners to consider financial return and enhanced retention prior to the meeting.

22.164.5.1 **ACTION UEB Secretary** to arrange a special meeting for UEB members, the Director of EPS and the Deputy Director CD.

22.164.6 **APPROVED** The following business cases presented at the UEB meeting on 11 April 2023 are to be implemented with immediate effect:

- Little Titchfield Street roof (Document UEB 230411Da)
- Harrow Forum building roof (UEB 230411Db)
- Cinema second screen for teaching (UEB 230411Dd)
- UG02 Creation of Graduate School Base (UEB 230411De)
- Copland Level 2 & 7 – Computer Science and Engineering teaching space and offices (Document UEB 230411Df)
- Active Travel Phase 1 (Document UEB 230411Dg)

22.165   EDUCATION STRATEGY

22.165.1 **AGREED** Members supported the proposed refreshed Education Strategy (Document UEB 230425G), which will be considered by Academic Council for recommendation to the Court of Governors.

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[2] There is therefore no Document UEB 230425B for this meeting.

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

22.166.1   **AGREED** Members confirmed the minutes of the meeting held on 11 April 2023 (Document UEB 230425D) as an accurate record of the meeting.

22.166.2   Members reviewed a summary of the actions from previous meetings (Document UEB 230425E) and noted those that were now complete.

22.166.3   **Apprenticeship Levy (Action 22.117.3.1)** The PVC (People and Culture) confirmed that a proposal on the apprenticeship levy will be submitted to UEB for consideration on 27 June 2023.

22.166.4   **Proposal for peer support (Action 22.118.5.1)** The Acting USCOO confirmed that Phase 1 of the peer support programme has been implemented.

22.167   **ANY OTHER BUSINESS**

22.167.1   Members did not raise any other items of business.

22.168   **MANAGEMENT ACCOUNTS – MARCH 2023**

22.168.1   Members received the Management Accounts for March 2023 (Document UEB 230425F).

22.169   **DATES OF FUTURE MEETINGS**

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

2022/23

9 May 2023	10 July 2023 – evening – UEB dinner
23 May 2023	11 July 2023 – all day – Away Day
13 June 2023	25 July 2023
27 June 2023	8 August 2023