

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 8 AUGUST 2023 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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| PRESENT:       | Professor P Bonfield (Chair)<br>Professor J Jones                             | Professor M Kirkup<br>Professor A Linn  |
| IN ATTENDANCE: | C Benyon (Minute 22.224)<br>C Emery (Minute 22.224)<br>J Lamarque (Secretary) | Professor G Saunders (Minute 22.223)<br>I Wilmot (Acting USCOO <sup>1</sup> ) |
| APOLOGIES:     | J Cappock (Deputy Chair)<br>Professor A Hughes                                | Dr S Jarvis   |

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**22.221 ANNOUNCEMENTS**

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

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

22.221.3 Members noted that Professor Alex Hughes, Deputy Vice-Chancellor (DVC) for Employability and Global Engagement is on sabbatical leave until 31 January 2024 and Ian Wilmot is Acting DVC (Employability and Global Engagement) until 1 October 2023 when an interim postholder will take on the role.

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

22.221.5 **Chair's business:** The Chair updated members on recent developments regarding industrial action and senior level appointments.

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

22.222.1 Ian Wilmot, Acting University Secretary and Chief Operating Officer (USCOO) and Co-Chair, Staying Safe: Business Continuity Group informed members that the group had not met since the last UEB meeting.

**22.223 GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) POLICY**

22.223.1 Professor Gunter Saunders, Associate Director Digital Engagement and Library Services, presented the proposed Generative AI Policy (Document UEB 230808A).

22.223.2 The Associate Director informed members that due to the fast-moving pace of AI, the policy will be reviewed again in three months.

22.223.3 The Associate Director confirmed that supplementary guidance documents will be available for students and colleagues and the colleague guidance will include a compulsory short course on GenAI.

22.223.4 It is to be considered whether this course should be mandatory for all students.

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<sup>1</sup> University Secretary and Chief Operating Officer

- 22.223.5 The Associate Director informed members that other areas yet to be considered are adaptations in relation to research ethics, applications of use for Professional Services and a GenAI strategy.
- 22.223.6 The Chair asked for UEB to receive an update on use of GenAI each semester.
- 22.223.6.1 **ACTION UEB Secretary** to add the GenAI updates to the UEB schedule of business.
- 22.223.7 Members discussed ethics, other policies and practices, the standards developed by professional bodies and best practice principles.
- 22.223.8 **APPROVED** Generative AI policy to be implemented from 1 September 2023.
- 22.224 CLEARING UPDATE**
- 22.224.1 Caroline Benyon, Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC) and Craig Emery, Head of Marketing and Campaigns presented an update on Clearing.
- 22.224.2 The Director (GRAMC) reported on offers made, confirmations and College targets for Clearing.
- 22.224.3 The Director (GRAMC) asked members to encourage academic colleagues to assist with the process, which will largely be a remote operation as last year.
- 22.224.4 The Director (GRAMC) reported that, despite undergraduate student numbers being slightly down across the sector, the University is in a good position overall, with firm acceptances and firm conditional offers up on last year.
- 22.224.5 The Head of Marketing and Campaigns reported on the planning for the Clearing campaign and the change in attitude and behaviours towards Clearing, which is reflected in the campaign.
- 22.224.6 In response to a member's query, the Head of Marketing and Campaigns confirmed that the campaign had not been affected by industrial action.
- 22.225 DRAFT ANNUAL REPORT NARRATIVE FY 2022/23**
- 22.225.1 Ian Wilmot, Acting USCOO, presented the draft Annual Report narrative for 2022/23 (Document UEB 230808B).
- 22.225.1.1 **ACTION Members** to review content related to their areas of responsibility and inform the Clerk to the Court of Governors and Head of University Governance of any corrections or gaps.
- 22.226 STUDENT RETENTION UPDATE**
- 22.226.1 Due to the absence of the DVC (Education), the Chair deferred this item to the next meeting.
- 22.227 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**
- 22.227.1 **AGREED** Members confirmed the minutes of the meeting held on 27 June 2023 (Document UEB 230808C) as an accurate record of the meeting.
- 22.227.2 Members reviewed a summary of the actions from previous meetings (Document UEB 230613D) and noted those that were now complete.
- 22.228 ANY OTHER BUSINESS**
- 22.228.1 There were no other items of business reported.

**22.229 EQUALITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE REVISED TERMS OF REFERENCE AND MEMBERSHIP 2023/24**

22.229.1 **APPROVED** EDI Committee revised terms of reference and membership 2023/24 to be implemented with effect from 1 September 2023 (Document UEB 230808E).

**22.230 GUIDANCE FOR UNIVERSITY OF WESTMINSTER COMMUNICATIONS RESPONSE TO EXTERNAL CRISIS EVENTS**

22.230.1 This document was withdrawn from the agenda, therefore there is no Document UEB 230808F for this meeting.

**22.231 FLAG FLYING POLICY**

22.231.1 This document was withdrawn from the agenda, therefore there is no Document UEB 230808G for this meeting.

**22.232 PROFESSORS AND READERS AWARDING COMMITTEE ANNUAL OUTCOMES REPORT**

22.232.1 Members noted the Professors and Readers Awarding Committee annual outcomes report (Document UEB 230808H).

**22.233 MANAGEMENT ACCOUNTS JUNE 2023**

22.233.1 Members received the Management Accounts for June 2023 (Document UEB 230808I).

**22.234 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT**

22.234.1 Members received the Prevent Duty Compliance External Events Group periodic update report (UEB 230808J).

**22.235 DATES OF FUTURE MEETINGS**

All regular meetings are from 10.30am to 12.30pm and take place in RS 109, Regents Street or via Microsoft Teams.

**2023/24**

|                                  |                              |
|----------------------------------|------------------------------|
| 12 September 2023                | 12 March 2024 (UEB away day) |
| 25 September 2023 (UEB dinner)   | 28 March 2024                |
| 26 September 2023 (UEB away day) | 16 April 2024                |
| 10 October 2023                  | 30 April 2024                |
| 24 October 2023                  | 14 May 2024                  |
| 7 November 2023                  | 28 May 2024                  |
| 27 November 2023                 | 11 June 2024                 |
| 12 December 2023                 | 25 June 2024                 |
| 9 January 2024                   | 9 July 2024 (UEB dinner)     |
| 23 January 2024                  | 10 July 2024 (UEB away day)  |
| 13 February 2024                 | 23 July 2024                 |
| 28 February 2024                 | 7 August 2024                |
| 11 March 2024 (UEB dinner)       |                              |