

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 12
FEBRUARY 2019 IN ROOM RS109, REGENT STREET.**

PRESENT:	Dr P Bonfield (Chair)	Professor M Kirkup
	Mr J Cappock	Professor A Linn
	Professor R Dannreuther (Deputy Chair)	Professor J Stockdale
	Professor A Hughes (Deputy Chair)	
IN ATTENDANCE:	Mr N Catterall (minute 18.102)	Ms L Naseem (minute 18.104)
	Mrs J Lamarque (Secretary)	Mr M Wigg (minute 18.104)
APOLOGIES:		

18.100 ANNOUNCEMENTS

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

18.100.2 **Apologies:** There were no apologies.

18.100.3 **Requests to discuss starred items:** There were no requests to discuss starred items.

Chair's business

18.100.4 The University Secretary and Chief Operating Officer (USCOO) initiated a brief discussion on the process to agree submission of University bids to the Quintin Hogg Trust (QHT). The Vice-Chancellor suggested he chairs a workshop for the University Executive Board (UEB) members to consider the potential bids and has asked the UEB Secretary to help the Development Team Manager to set this up.

18.100.5 Members briefly discussed the recent Estates Strategy Workshop and agreed that it was a worthwhile event.

18.101 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.101.1 The minutes of the UEB meeting held on 29 January 2019 (Document UEB 190212A) were agreed as an accurate record, subject to a correction to 18.93.3.1.

18.101.2 Members reviewed a summary of the actions from previous meetings (Document UEB 190129B) and confirmed those that were now complete.

18.101.3 **Chair's business (Action 18.90.4.1)** The USCOO provided an update on risk mitigations and planning on the impact of Brexit (Document UEB 190205B Appendix).

18.102 PREVENT DUTY COMPLIANCE – EXTERNAL EVENTS GROUP PERIODIC UPDATE REPORT

18.102.1 The Senior Compliance and Development (SCD) Manager presented the Prevent Duty compliance – External Events Group periodic update report (Document UEB 190212C), highlighting enhancements to the report format.

18.102.2 The SCD Manager reported that the External Events Group has not received any referrals for further assessment since the previous report. He informed members that the Timetabling

team reviewed ad hoc bookings and did not find any evidence of the system preventing events from taking place.

- 18.102.3 Members heard also that there were no cases of Prevent related incidents or policy changes, and no referrals to Channel. The Prevent Duty policy is currently being updated, and will be submitted to UEB in due course.
- 18.102.4 Members noted that the SCD Manager has received an invitation from the Mayor's Office to increase engagement with the Channel process and that he hopes to observe a Channel referral panel to obtain a better understanding of the process and strengthen our links with the Council on this issue.
- 18.102.5 Members noted that the University of Westminster Students' Union (UWSU) will publish the Events assessment for the period 09/2018-01/2019 (Document UEB 190212C Appendix A) on their website.
- 18.102.6 Members discussed Prevent training, both internal and that delivered by the Home Office, and Prevent Duty compliance in relation to events organised by staff and commercial bookings.
- 18.102.7 The SCD Manager summarised by reporting that the University was strongly compliant and UEB members commended and thanked him for his work.

18.103 OPERATIONAL RISK REGISTERS REVIEW – OUTCOMES REPORT

- 18.103.1 The USCOO presented the operational risks registers review outcomes report (Document UEB 190212D), which focuses particularly on residual risks with a score greater than 15.
- 18.103.2 The USCOO reported that of the 26 risks in Professional Services risk registers above 15 none are to be escalated to the University risk register as the USCOO has intervened. The Director of Strategy, Planning and Performance (SPP) is having individual meetings with the relevant risk owners.
- 18.103.3 Members felt during discussion that the paper would benefit from more detail and asked that it be revised and resubmitted.
- 18.103.3.1 **ACTION USCOO** to inform the Director of SPP of the feedback from members and the request for the paper to be resubmitted.

18.104 UWSU BLOCK GRANT REQUEST 2019-20 AND STRATEGIC DEVELOPMENT

- 18.104.1 The UWSU President and the Chief Executive Officer (CEO) presented the UWSU block grant request for 2019-20 and strategic development plan (Document UEB 190212E).
- 18.104.2 Members discussed the positive relationship with the UWSU, noting in particular the new Sabbatical Officer for Marylebone.
- 18.104.3 The USCOO informed members that any write off of the historic loan from the University to the Students' Union requires approval by the Finance and Property Committee. Members supported the Students' Union's proposal for the loan write off; however, considered that the Key Performance Indicators (KPIs) for the activities to be delivered by UWSU in lieu of financial payments to the University require refinement.
- 18.104.4 In response to a member's query, the UWSU explained the intended outcomes from the Students' Union's bid to the QHT fund.
- 18.104.5 The UWSU CEO briefed members on revised responsibilities for the sabbatical team; focused communications; and funding and reward mechanisms.
- 18.104.6 The UWSU CEO confirmed that the Students' Union continue to work with the University's Data Compliance team on the data sharing agreement.

18.104.7 Members postponed a decision on the funding request for 2019-20 block grant to allow further evidence-based discussion to take place between the Students' Union and the USCOO and the DVC (Education).

18.104.7.1 **ACTION USCOO and DVC (Education)** to work with the Student's Union to refine the funding requests.

18.105 UEB ACTIVITY REVIEW

18.105.1 The Chair invited members to share a brief update on their recent activities.

18.105.2 Members reported that achieving a balance between strategic and administrative activities is a challenge.

18.105.2.1 **ACTION Vice-Chancellor** will speak to UEB members on the topic at their next 1-2-1 meeting.

18.106 NATIONAL STUDENT SURVEY TASK FORCE UPDATE

18.106.1 The Vice-Chancellor discussed the National Student Survey (NSS) campaign posters, and encouraged the DVC (Education) to ensure a spread of posters and videos of academic staff from all colleges around the sites.

18.106.2 The DVC (Education) informed members that the response to the NSS is down on last year; however, NSS ambassadors will continue their work and Course Leaders will remind students at the end of lectures.

18.107 KPO LEAD INDICATORS REPORT

18.107.1 Members received and noted the tabled Key Performance Objectives lead indicators report (Document UEB 190212F).

18.108 SPACE UTILISATION SURVEY – ANNUAL REPORT

18.108.1 Members received and noted the space utilisation survey annual report (Document UEB 190212G).

18.109 DATES OF FUTURE MEETINGS

UEB	26 February 2019
University Planning Committee	5 March 2019
UEB Away Day	11 and 12 March 2019
UEB	26 March 2019
University Planning Committee	2 April 2019
UEB	9 April 2019
UEB	7 May 2019
University Planning Committee	14 May 2019
UEB	21 May 2019
UEB	4 June 2019
University Planning Committee	11 June 2019
UEB	18 June 2019
UEB	2 July 2019
University Planning Committee	9 July 2019 – cancelled
UEB Away Day	16 July 2019
UEB	30 July 2019
University Planning Committee	6 August 2019
UEB	13 August 2019

18.110 ANY OTHER BUSINESS

Research Community Leadership roles

18.110.1 The Vice-Chancellor raised a question posed at Academic Council on the time allocation being proposed for the new Research Community Leadership roles: specifically whether these should be full time or otherwise. The PVC (Research) agreed to look into the matter.

18.110.1.1 **ACTION PVC (Research)** to provide the Vice-Chancellor with a summary of the planned approach.