

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 29
JANUARY 2019 IN ROOM RS315, 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: Mrs J Lamarque (Secretary)

APOLOGIES:

18.89 ANNOUNCEMENTS

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

18.89.2 **Apologies:** Apologies were noted as listed above.

18.89.3 **Requests to discuss starred items:** The Chair agreed a request to discuss agenda item 3.6. TRAC report 2017-19 (Document UEB 190129G).

Chair's business

18.89.4 The Chair briefly discussed plans for the forthcoming UEB away day, which will focus on education and employability.

18.90 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

18.90.1 The minutes of the UEB meeting held on 15 January 2019 (Document UEB 190129A) were agreed as an accurate record.

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

18.90.3 **Chair's business (Action 18.77.4.1)** The University Secretary and Chief Operating Officer (USCOO) confirmed that the Director of Strategy, Planning and Performance (SPP) has data on the implications of the potentially proposed impact on fee changes and this will be submitted to the University Planning Committee (UPC) meeting on 5 February 2019.

18.90.4 **Chair's business (Action 18.77.4.2)** The USCOO informed members that workshops for colleagues affected by Brexit had been arranged, and a communication regarding travelling abroad had also been issued.

18.90.4.1 **ACTION USCOO** (pending appointment of the Director of Marketing) to ensure that risk mitigation, planning and communication to colleagues and students on the impact of Brexit is up to date.

18.91 POSITION PAPER ON MULTI-FAITH QUIET ROOMS AND MUSLIM PRAYER ROOMS

18.91.1 The Deputy Vice-Chancellor (DVC) Education presented the position paper on multi-faith quiet rooms and Muslim prayer rooms (Document UEB 190129C).

18.91.2 Members supported the policy to have separate facilities for Muslim prayer rooms (that include a segregated space for female and male worshippers) and multi-faith quiet rooms, and that these rooms will be moved towards lighter and more central areas as appropriate.

18.91.3 Members also supported the recommendation that the DVC (Education) initiates and sponsors a working group on this matter to be led by the Head of Student Support and Residential Life and to include Campus Managers in the membership.

18.91.3.1 **ACTION DVC (Education)** to report to UEB on the outcomes of the working group.

18.92 BUSINESS CASE FOR THE CENTRE FOR EDUCATION AND TEACHING INNOVATION

18.92.1 The DVC (Education) presented the updated purpose, objectives and business case for the Centre for Education and Teaching Innovation (CETI) (Document UEB 190129D).

18.92.2 Having supported the proposal and its key recommendations in principle at an earlier meeting, members considered that further work is needed on the vision and the role of the CETI in supporting the University strategy including embracing the opportunities around digital before publishing.

18.92.3 Members discussed further the staffing structure for the CETI and noted that discussions at the UEB away day on 12 March 2019 could provide further enhancements to the business case and inform the Head of CETI job description.

18.92.4 **AGREED** DVC (Education) to implement the five key recommendations in the business case.

18.92.4.1 **ACTION** DVC (Education) to edit and improve the purpose, objectives and business case and circulate to members, via the Secretary, for agreement.

18.93 WORKLOAD ALLOCATION MODEL AND THE RESEARCH EXCELLENCE FRAMEWORK

18.93.1 The DVC (Education) presented a report on the Workload Allocation Model (WAM) and the Research Excellence Framework (REF) (Document UEB 190129E).

18.93.2 The DVC (Education) confirmed that he had agreed with the Heads of Colleges previously that all academic and research staff members work allocation must be recorded on the online WAM modeller to at least Level 1 by every Head of School.

18.93.3 The DVC (Education) recommended that a working group is established to specify a WAM system that meets the planning needs of the University and is suited to the University's operational context.

18.93.3.1 **ACTION DVC (Education) and the Pro Vice-Chancellor (People and Culture)** to initiate the working group to include the Head of the Westminster School of Arts and to be sponsored by the DVC (Education).

18.93.4 The DVC (Education) asserted that the current system should not be changed during the REF cycle and needs to remain in place until late 2020.

18.94 29 MARYLEBONE ROAD – OPTIONS APPRAISAL PROCESS

18.94.1 The USCOO presented the 29 Marylebone Road options appraisal process (Document UEB 190129F).

18.94.2 The USCOO informed members that there is an opportunity to reconsider the options for 29 Marylebone Road and proposed that a further assessment process should take place to determine the most appropriate course of action.

18.94.3 Members discussed the current proposals and there is a potential business case for all of the options. Members welcomed the paper as it invited current, fresh thinking within a realistic timescale.

18.94.4 A member suggested that the assessment could make an exciting competition for mixed groups of architecture students.

18.94.5 **AGREED** USCOO to implement the suggested process and timescales.

18.95 NATIONAL STUDENT SURVEY TASK FORCE UPDATE

18.95.1 The DVC (Education) informed members that this is the first week of the National Student Survey 2019 campaign, which will run until the end of February 2019. The statistics show that 4.9% of students have completed the survey, compared to 5% at this time last year. A lower take up for this year has been factored in and a target of 50% is required.

18.95.2 Members noted that Heads of School and Course Leaders will be involved in the campaign and teams are lined up to visit lectures, and the Students' Union are utilising course representatives to promote the campaign.

18.96 TRAC REPORT 2017-18

18.96.1 Due to time constraints the Chair referred this item for discussion at the UPC meeting on 5 February 2019.

18.97 MANAGEMENT ACCOUNTS PACK – DECEMBER 2018

18.97.1 Members received and noted the Management Accounts Pack for December 2018 (Document UEB 190129H).

18.98 DATES OF FUTURE MEETINGS

University Planning Committee	5 February 2019
UEB	12 February 2019
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

18.99 ANY OTHER BUSINESS

18.99.1 There were no further items for discussion.