

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 9
NOVEMBER 2021, ROOM C1.05, 115 NEW CAVENDISH STREET AND VIA MICROSOFT TEAMS**

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| PRESENT: | Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis Professor J Jones | Professor M Kirkup Professor A Linn Mr I Wilmot |
| IN ATTENDANCE: | Mr N Catterall (Minute 21.47) Ms L Cole (Minute 21.49) Ms D Hirani (Minute 21.48) | Mrs J Lamarque (Secretary) Mr A Norris (Minute 21.48) |
| APOLOGIES: | Mr J Cappock (Deputy Chair) | |

21.45 ANNOUNCEMENTS

21.45.1 **Welcome:** The Chair welcomed all members and attendees to the meeting, and briefed members on the agenda. Members noted that Ian Wilmot, Director of Finance, was attending as Acting University Secretary and Chief Operating Officer (USCOO) in John Cappock's absence.

21.45.2 **Apologies:** Apologies were noted as above.

21.45.3 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or items of business not on the agenda.

21.45.4 Chair's business

21.45.5 The Chair updated members on government plans for Higher Education, forthcoming graduation ceremonies and commended the recent Sustainable Development Goals development report.

21.46 COVID BEING SAFE, FEELING SAFE TEAM UPDATE

21.46.1 The Deputy Vice-Chancellor (DVC) for Education updated members on the recent Being Safe, Feeling Safe Team meeting and reported on thermal comfort and natural ventilation, maintaining space and face coverings, expanding the number of hybrid rooms and looking at their capacity, business continuity and timetabling. Members heard that student attendance overall is good, and we are continuing to maintain an onsite presence for students.

21.47 OFFICE FOR STUDENTS PREVENT DUTY MONITORING RETURN

21.47.1 Nicholas Catterall, Senior Compliance and Development Manager (CDM) presented the Office for Students (OfS) Prevent Duty monitoring return (Document UEB 211109A).

21.47.2 The Senior CDM reported that there has been a 40% reduction in the number of events over the reporting period due to the pandemic and all applications for events have gone ahead.

21.47.3 Members heard that most senior managers, including UEB members, would receive refresher training in the New Year and the OfS may carry out a Prevent Review Meeting this year as the University has not been chosen for the last three years.

21.47.4 In response to a member's query on compliance with the available training and data, the Senior CDM reported that he would provide more updates at School and College level with immediate effect, although there was little activity to report.

- 21.47.5 The Senior CDM informed members that the report will be updated with data on completion of the e-learning module before it is submitted to the Court of Governors. He also reported that it is proposed that the current e-learning module is replaced by the Department for Education's Prevent e-module, which can be reported on and adapted with our own data.
- 21.47.6 A member asked about compliance data and was informed that there is 100% compliance for new starters and refresher training will be arranged for a list of defined individuals who must have training.
- 21.47.7 In response to a member's query on the new arrangements for the Chair of the Court of Governors, the Senior CDM reported that more detailed data will be added for report to the Court. He also reported that the OfS have replaced the requirement for an accountability statement with a more detailed data element.
- 21.47.8 The Senior CDM confirmed that he reports to the USCOO on a regular basis and will contact key colleagues once the report has been approved by Court.
- 21.47.9 **AGREED** Monitoring return to be submitted to the Court, including the additional information referred to in the discussion.

21.48 CHARTER ENGAGEMENT

- 21.48.1 Andy Norris, Head of Culture and Inclusion (CI), and Dimple Hirani, Head of Learning and Development (LD), presented the recommendations for charter engagement (Document UEB 211109B).
- 21.48.2 The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement/Co-Chair of the Equality, Diversity and Inclusion (EDI) Committee informed members that the Global Diversity, Equity and Inclusion Benchmarks: Standards for Organisations Around the World (GDEIB) and the Mayor of London's Women's Night Safety Charter will be implemented in the first instance.
- 21.48.3 Members discussed other charters to be reviewed such as Stonewall, Athena Swan and the Race Equality Charter.
- 21.48.4 Members noted that the Head of CI and the Head of LD will develop a charter review timeline. A member proposed that the recently signed disability and research charters are included for annual review.
- 21.48.5 A member asked about safety on campus and was informed that the Students' Union are running a campaign around spiking and have also published guidance on the issue.
- 21.48.6 The Co-Chair of the EDI Committee also informed members that the Report and Support service will be available for colleagues by the end of the year, the Green Dot campaign continues to be rolled out and there has been a change in the Expenses Policy to allow colleagues a taxi home from the office after 9.30pm (subject to line manager approval).
- 21.48.7 **AGREED** Members support the EDI Committee's proposal to engage with BDEIB and the Night Safety Charter and to keep other charters under review.

21.49 UPDATE ON APPRENTICESHIP PROVISION

- 21.49.1 Linsey Cole, Director of Business Engagement (BE), presented an update on apprenticeship provision (Document UEB 211109C).
- 21.49.2 The Director of BE reported that good progress has been made over the past six months and updated members on the areas of risk.
- 21.49.3 The DVC (Education) reported on apprenticeship students graduating with merits, and tripartite reviews, which are now supported by the Business Development team.
- 21.49.4 Members discussed apprenticeship reviews and the resource required to run the process.

21.49.5 The Director of BE informed members that the report will be submitted to the Court of Governors on 24 November 2021.

21.50 STUDENT RETENTION UPDATE

21.50.1 The DVC (Education) updated members on student retention and reported on the following:

- Students not re-joining, new student withdrawals and 'no-shows' for undergraduate, postgraduate and research programmes
- Timetabling issues
- Working proactively with Personal Tutors
- Identification of Lead Tutors
- Action to improve pass rates and to support students who have failed one or more modules
- Limits of exit interviews with students versus a focus on students we know are at risk
- Support for students entering through Clearing

21.50.2 Members discussed student communications and provision of a progression school, which is an opportunity to re-take credits in the summer.

21.51 LIMITED ASSURANCE REPORT – HR LOCAL COMPLIANCE

21.51.1 The Acting USCOO presented the Internal Audit review report for HR Local Compliance (Document UEB 211109D), which received a Limited Assurance outcome for the Part Time Visiting Lecturers (PTVLs) element.

21.51.2 Members discussed the review outcome and the Pro Vice-Chancellor (PVC) for People and Culture informed members that the University is in consultation about a number of PTVLs who have contracts but no longer teach.

21.51.3 Members agreed that there is a role for PTVLs in the University as they provide flexibility and are valued colleagues.

21.51.4 Members discussed PTVL contracts and the management of PTVL data.

21.51.4.1 ACTION PVC (People and Culture) to instruct the Director of HR and Organisational Development to conduct a complete review of the PTVL process for UEB to consider.

21.52 OFFICE FOR STUDENTS' WORKBOOK AND FINANCIAL COMMENTARY

21.52.1 **APPROVED** Members recommend the Office for Students workbook and financial commentary (Document UEB 211109E) to Resources Committee.

21.53 HUMAN TRAFFICKING AND MODERN SLAVERY STATEMENTS TO 31 JULY 2021

21.53.1 **APPROVED** Human Trafficking and Modern Slavery Statement to 31 July 2021 (Document UEB 211109F) to be submitted to the Court and published on the University website.

21.54 REVISED OUTBREAK MANAGEMENT PLAN

21.54.1 Members noted the revised Covid-19 Outbreak Management Plan (Document UEB 211109G).

21.55 REVISED COVID-19 OVERARCHING UNIVERSITY RISK ASSESSMENT

21.55.1 Members noted the revised Covid-19 overarching University risk assessment (Document UEB 211109H).

21.56 GENDER-INCLUSIVE LANGUAGE AND DIGITAL ACCESSIBILITY (DOCUMENT UEB 211109I)

21.56.1 **APPROVED** Members delegate authority to policy authors to apply the guidance on gender inclusive language and digital accessibility to policies within the remit of UEB with immediate effect.

21.57 COLLEGE EXECUTIVE GROUPS TERMS OF REFERENCE AND MEMBERSHIP

21.57.1 **APPROVED** Updated College Executive Group terms of reference and membership (Document UEB 211109J) to be implemented with immediate effect.

21.58 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

21.58.1 **AGREED** Members confirmed the minutes of the UEB meeting held on 26 October 2021 (Document UEB 211109K) as an accurate record.

21.58.2 Members reviewed a summary of the actions from previous meetings (Document UEB 211109L) and noted those that were now complete.

21.58.3 **Freedom of Expression Working Group Terms of Reference (Minute 20.152.3 and 20.152.4):** **AGREED** Members reconfirmed the nominations of Michaela O'Brien and Katalin Illes for the Freedom of Expression Working Group.

21.59 DATES OF FUTURE MEETINGS

All meetings are from 10.30am to 12.30pm and take place via Microsoft Teams or in Room C1.05, New Cavendish Street.

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| UEB | 23 November 2021 |
| UEB | 14 December 2021 |
| UEB | 11 January 2022 |
| UEB | 25 January 2022 |
| UEB | 8 February 2022 |
| UEB | 22 February 2022 |
| UEB | 7 March 2022 – evening – UEB dinner 8 March 2022 – all day – Away Day |
| UEB | 22 March 2022 |
| UEB | 12 April 2022 |
| UEB | 26 April 2022 |
| UEB | 10 May 2022 |
| UEB | 24 May 2022 |
| UEB | 14 June 2022 |
| UEB | 28 June 2022 |
| UEB | 11 July 2022 – evening – UEB dinner 12 July 2022 – all day – Away Day |
| UEB | 26 July 2022 |
| UEB | 9 August 2022 |

21.60 ANY OTHER BUSINESS

21.60.1 There were no other items of business reported.