

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 12 MAY 2020 VIA MICROSOFT TEAMS**

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PRESENT: Dr P Bonfield (Chair) Professor M Kirkup  
Mr J Cappock (Deputy Chair) Professor A Linn  
Professor A Hughes Professor J Stockdale  
Dr S Jarvis

IN ATTENDANCE: Mrs J Lamarque (Secretary)

APOLOGIES:

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**19.108 ANNOUNCEMENTS**

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

19.108.2 **Apologies:** There were no apologies received.

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

19.108.4 **Chair's business:**

19.108.5 The Chair updated members on recent activity including:

- Working with London Higher on coming back safely and with Universities UK (UUK) to align plans for students to return in the Autumn
- A meeting with the Minister for London
- Communications to all stakeholders of our intention to deliver programmes in the Autumn
- The Coronavirus Response Team has been stood down and will be replaced with the COVID Being Safe Feeling Safe Team, chaired by the University Secretary and Chief Operating Officer (USCOO), which will work in line with government and UUK guidance
- Meetings with the University and College Union and Unison.
- Continuing to work in partnership with the University of Westminster Students' Union (UWSU)
- Communicating updates to governors and supporting governance activities

**19.109 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING**

19.109.1 The minutes of the UEB meeting held on 28 April 2020 (Document UEB 200512A) were agreed as an accurate record.

19.109.2 Members reviewed a summary of the actions from previous meetings (Document UEB 200512B) and confirmed those that were now complete.

19.109.3 **Chair's business (Action 19.100.7.1)** The Vice-Chancellor confirmed that the Director for Global, Recruitment and Admissions had provided a key question on Tier IV visas including a separate point on International English Language Testing, which will be sent to the Minister for London and copied to UUK and London Higher.

- 19.109.4 **Prevent Duty Compliance – External Events Group periodic update report (Action 19.102.5.1)** The USCOO will inform members when the Code of Conduct on Freedom of Speech has been communicated to colleagues.
- 19.109.5 **29 Marylebone Road update (Actions 19.98.3.1 and 19.98.3.2)** The Deputy Vice-Chancellor (Employability and Global Engagement) informed members that recruitment of a Director of Business Engagement is progressing, and panels of stakeholders are being set up for interviews.
- 19.109.6 **Professional Development Planning (PDP) Process (Actions 19.90.2.1, 19.75.6.1, 19.75.7.1, 19.17.2.1 and 19.101.8.1)** The USCOO informed members that the Head of College for Westminster Business School is going to assist the Director of HR and Organisational Development with the PDP process, which is progressing, and that an audit of the academic structure is currently being carried out for PDP implementation. Members heard that the PDP briefing, and the online resource will be launched on 1 June 2020.
- 19.109.6.1 **ACTION Head of College (WBS)** to confirm with the Director of HR when and where the PDP forms were sent.
- 19.109.6.2 **ACTION USCOO** to instruct the Director of HR to circulate the PDP forms and guidance to UEB members and arrange a training session for members.
- 19.109.7 A member asked about union involvement and it was confirmed that the unions were invited to contribute and were involved in the process with their comments being taken on board.
- 19.110 UNIVERSITY POST-COVID SCENARIOS – UPDATE**
- 19.110.1 The Deputy Vice-Chancellor (DVC) for Education updated members on returning in the Autumn. Members noted that the top priority is returning physically to the University and clarifying and defining ‘coming back safely’.
- 19.110.2 The DVC (Education) briefed members on future plans for Autumn 2020 and into Semester 2 including:
- flexible, blended delivery of teaching
  - high quality online learning to keep students engaged including training, workshops and an audit of IT hardware needs for colleagues
  - limited face-to-face sessions, dependent on room capacity for social distancing
  - flexible, blended arrivals and induction
  - prioritising initially the estates plan, staff development and support and technical support; followed by timetabling, student support, new courses validation and re-validation of existing courses
  - additional January start dates for programmes
  - alternatives for large courses
- 19.110.3 The USCOO informed members that he had been looking at capacity and scenarios with the Director of Estates Planning and Services and the Head of Safety, Health and Wellbeing and will work with the Directors of College Operations (DoCOs) to identify needs on a module by module basis.
- 19.110.3.1 **ACTION USCOO** to send the Heads of Colleges details of the information required for each module for semesters 1 and 2.
- 19.110.3.2 **ACTION Heads of Colleges** to ask the DoCOs to provide the USCOO with the module specific information by 22 May 2020.
- 19.110.4 Members heard that the COVID Being Safe Feeling Safe Team will also consider academic support services, key face to face services and which students need access to specialist equipment.

- 19.110.5 Members suggested that spaces that are not being used may be able to be repurposed temporarily and colleagues should be planning for the new 'business as usual', such as moving away from technician intensive activities and different forms of delivery.
- 19.110.6 A member commented that in addition to being compliant with the guidance issued the University should go beyond the minimum requirements for safety.
- 19.110.7 The USCOO updated members on the remote audit of IT hardware and software required by colleagues.
- 19.110.8 Members discussed the need to ensure students have an adequate learning experience whilst experiencing infrastructure and/or 4G and 5G mobile network problems. The USCOO confirmed that ISS is looking at potential solutions.

**19.111 DATES OF FUTURE MEETINGS**

<b>UPC</b>	19 May 2020
<b>UEB</b>	26 May 2020
<b>UEB</b>	09 June 2020
<b>UPC</b>	16 June 2020
<b>UEB</b>	23 June 2020
<b>UEB - away day location tbc</b>	13 July 2020 - evening 14 July 2020 - all day
<b>UEB</b>	28 July 2020
<b>UEB</b>	11 August 2020
<b>UPC</b>	18 August 2020

**19.112 ANY OTHER BUSINESS**

- 19.112.1 There were no other items of business reported.