

MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 22 OCTOBER 2019 IN ROOM RS109, REGENT STREET.

PRESENT:	Dr P Bonfield (Chair) Professor R Dannreuther Professor A Hughes	Professor M Kirkup Professor J Stockdale
IN ATTENDANCE:	Mrs J Lamarque (Secretary)	Professor A Warwick
APOLOGIES:	Mr J Cappock (Deputy Chair)	Professor A Linn

19.13 ANNOUNCEMENTS

19.13.1 **Welcome:** The Chair welcomed all members and attendees to the meeting. Members noted that Professor Alexandra Warwick attended on behalf of Professor Andrew Linn.

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

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

Chair's business

Volunteering

19.13.4 Members discussed a proposal from the Chair, circulated prior to the meeting, to allow colleagues three hours per month (36 hours a year) for volunteering or wellbeing activities. This will be aimed at Professional Services colleagues, given that academic colleagues already have hours allocated for self-development activities and other areas of work that enhance the reputation of the University and the individual.

19.13.5 A member suggested allowing colleagues to use the volunteering time in a one-week block; this would allow them to join a Westminster Working Cultures trip, for example.

19.13.6 The Chair will brief the Director of Human Resources and Safety, Health and Wellbeing (Director of HR) on members comments and suggestions to inform the policy document.

19.13.6.1 **ACTION Chair** to submit the proposed policy document to the Secretary for circulation and approval by correspondence.

Deputy Vice-Chancellor (Education) recruitment process

19.13.7 The Chair updated members on the recent interviews for the post of Deputy Vice-Chancellor (DVC) for Education and confirmed that an offer had been made to the preferred candidate.

19.14 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

19.14.1 The minutes of the UEB meeting held on 8 October 2019 (Document UEB 191022A) were agreed as an accurate record.

19.14.2 Members reviewed a summary of the actions from previous meetings (Document UEB 191022B) and confirmed those that were now complete.

- 19.14.3 **Student Number Planning (Action 19.17.8.2)** The Heads of Colleges confirmed that they had cascaded the Student Number Planning information to their Schools.
- 19.14.4 **University of Westminster Students' Union (UWSU) student officers 'meet and greet' (Actions 19.7.7.1 and 19.7.7.2)** The Chair confirmed that Director of Marketing and Communications has been invited to take up one of the vacant positions on the UWSU Trustee Board and he had instructed the Head of the School of Social Sciences to nominate a candidate to take up the other vacant position.
- 19.14.4.1 **ACTION UEB Secretary** to contact the Head of the School of Social Sciences and confirm name of nominee.
- 19.14.5 **Actions and matters arising (Action 19.3.3.1)** The UEB Secretary has invited the Director of Foundation Pathways to the UEB meeting on 10 December 2019.
- 19.14.6 **Any other business (Action 19.12.2.1)** The Heads of College confirmed that they had reviewed their lists of Part Time Visiting Lecturers (PTVLs) but still had concerns around contracts.
- 19.14.6.1 **ACTION University Secretary and Chief Operating Officer (USCOO)** to instruct the Director of HR to look at PTVL contracts and return with a proposal.
- 19.14.7 **Risk Review – mapping to the new objectives (Actions 18.180.2.1 and 18.180.3.1)** The Chair confirmed that the USCOO had informed the Risk Officer of the updates required for the 2019-20 risk register.
- 19.15 ORGANISATIONAL DEVELOPMENT ACTIVITY FOR 2018-19**
- 19.15.1 Members noted the Organisational Development activity that took place in 2018-19 (Document UEB 191022Bi).
- 19.16 SAFETY, HEALTH AND WELLBEING ANNUAL REPORT 2018-19**
- 19.16.1 The Deputy Chair of the Safety, Health and Wellbeing (SHW) Committee presented the SHW annual report 2018-19 (Document UEB 191022C).
- 19.16.2 The Deputy Chair informed members that the main recommendation of the report is to implement the policy proactively and to encourage the reporting of safety incidents, booking annual leave and recording sickness absence.
- 19.16.3 Members noted that there is a very good health and safety culture at the University and we are meeting our statutory obligations. Members support the implementation of more statutory training and would like the Head of SHW to report on the current training provision.
- 19.16.3.1 **ACTION USCOO** to instruct the Head of SHW to provide a report on the level of statutory training and to inform UEB of any gaps.
- 19.16.4 The Deputy Chair informed members that line managers need to encourage planning of annual leave to ensure that there is adequate cover in place. Members commented on issues with booking annual leave using the HR Self Service online tool, particularly for part-time colleagues.
- 19.16.4.1 **ACTION USCOO** to instruct the Director of HR and the Director of Information Systems and Support (ISS) to investigate and repair the problems with the HR Self Service tool.
- 19.16.5 The report states that 25% of academic colleagues had not booked annual leave and a member asked if it was possible to receive a detailed report on this matter. A member reported that there had been incidents of colleagues taking sick leave due to stress, but not using their annual leave allocation.

- 19.16.5.1 **ACTION USCOO** to ask the Director of HR whether reports on annual leave can be forwarded to line managers.
- 19.16.6 Members commended the report and congratulated the SHW team for their work.
- 19.17 REVIEW OF THE READERS AND PROFESSORS PROMOTION PROCESS**
- 19.17.1 The DVC (Education) presented a review of the Readers and Professors promotion process (Document UEB 191022D).
- 19.17.2 Members had a detailed and robust discussion on the proposed process, which covers pathways, criteria and allowance for career breaks and other factors.
- 19.17.2.1 **ACTION DVC (Education) and Pro Vice-Chancellor (PVC) for People and Culture** to work on the proposed process and report back to UEB on planned implementation.
- 19.18 TREASURY MANAGEMENT REPORT, PLAN AND STRATEGY**
- 19.18.1 **AGREED** Treasury Management Report, Plan and Strategy (Document UEB 191022E) to be submitted to the Finance and Property Committee as presented.
- 19.19 PUBLIC INTEREST DISCLOSURE (WHISLEBLOWING) POLICY AND PROCEDURE – PERIODIC REVIEW**
- 19.19.1 **AGREED** Public interest disclosure (whistleblowing) policy and procedure (Document UEB 191022F) to be recommended to the Court of Governors as presented.
- 19.20 MANAGEMENT ACCOUNTS PACK – SEPTEMBER 2019**
- 19.20.1 Members noted the Management Accounts Pack for September 2019 (Document UEB 191022G).
- 19.21 SUB-COMMITTEE TERMS OF REFERENCE AND STRUCTURE (REVISIONS)**
- 19.21.1 **APPROVED** Revised UEB sub-committee terms of reference and structure (Document UEB 191022H) to be implemented with immediate effect.
- 19.22 INTERNAL AUDIT ANNUAL REPORT 2018-19**
- 19.22.1 Members noted the internal audit annual report 2018-19 (Document UEB 191022I).
- 19.23 DATES OF FUTURE MEETINGS**

UEB	5 November 2019
UPC	19 November 2019
UEB	26 November 2019
UEB	10 December 2019
UPC	17 December 2019
UEB	14 January 2020
UPC	21 January 2020
UEB	28 January 2020
UEB	11 February 2020
UPC	18 February 2020
UEB	25 February 2020
UEB - away day	9 March 2020 – evening (location to be confirmed)
	10 March 2020 - all day (location to be confirmed)
UPC	17 March 2020

UEB	24 March 2020
UPC	21 April 2020
UEB	28 April 2020
UEB	12 May 2020
UPC	19 May 2020
UEB	26 May 2020
UEB	09 June 2020
UPC	16 June 2020
UEB	23 June 2020
UEB	14 July 2020
UEB - away day	27 July 2020 – evening (location to be confirmed) 28 July 2020 - all day (location to be confirmed)
UEB	11 August 2020
UPC	18 August 2020

19.24 ANY OTHER BUSINESS

Technical support for learning and teaching

- 19.24.1 A member reported on his communications with the Director of ISS and the decision to focus IT support around the main pressure points during the day. Members heard that this arrangement has left margins at the end of the day with no technical support. This is a significant problem, particularly for postgraduate programmes delivered in the evenings when there is no technical support.
- 19.24.2 **AGREED** There must be baseline provision of technical support for the full extent of the teaching timetable.
- 19.24.2.1 **ACTION USCOO** to consider how to resource this provision and report back to UEB on the solution.