

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 10
NOVEMBER 2020 VIA MICROSOFT TEAMS**

PRESENT:	Dr P Bonfield (Chair) Mr J Cappock (Deputy Chair) Professor A Hughes	Dr S Jarvis Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr M Baldwin Mr N Catterall (Minute 20.46) Mr C Hinge (Minute 20.48)	Mrs J Lamarque (Secretary) Mr A Norris (Minute 20.45)
APOLOGIES:		

20.42 ANNOUNCEMENTS

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

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

20.42.3 **Requests to discuss starred items and notification of AOB:** The Chair agreed to discuss the starred item on Remote Working Overseas. A member expressed concern that a fixed position on remote working may hinder colleagues conducting research overseas. The University Secretary and Chief Operating Officer (USCOO) agreed to raise the issue with the Director of Human Resources, Organisational Development and Wellbeing. The Chair agreed to postpone discussion and confirmation of the University's position to a future meeting.

Chair's business

20.42.4 At the Chair's invitation, two members updated other members on confidential matters.

20.43 MINUTES OF THE PREVIOUS MEETING AND ACTIONS AND MATTERS ARISING

20.43.1 The minutes of the UEB meeting held on 27 October 2020 (Document UEB 201110A) were agreed as an accurate record.

20.43.2 Members reviewed a summary of the actions from previous meetings (Document UEB 201110B) and confirmed those that were now complete.

20.43.3 **Final process and Code of Conduct for academic and commercial events (Actions 20.25.3.1 and 19.69.5.1)** The USCOO confirmed that the Interim Head of Compliance and Apprenticeships has issued the Code of Conduct and will shortly issue a communication to colleagues.

20.43.4 **Update on the new Quintin Hogg Trust bid process (Action 20.26.3.1)** Heads of Colleges confirmed that they had shared the updated proposal with the College Executive Groups.

20.43.5 **Safety, Health and Wellbeing Annual Report 2019-20 (Action 20.28.2.1)** Heads of Colleges confirmed that they have reminded academic line managers to carry out regular wellbeing checks on their colleagues.

- 20.43.6 **University risk register and mitigations schedule – periodic review 1 (Action 20.29.2.1)**
The Acting Head of the College for Design, Creative and Digital Industries confirmed that gaps in employability roles in the College are being addressed.
- 20.43.7 **Any other business (Action 20.23.2.1)** The USCOO informed members that the Professional Services (PS) Senior Management Team will discuss allowing time for PS colleagues to engage in activities relating to colleague networks at their next meeting.
- 20.44 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**
- 20.44.1 The USCOO updated members on the recent Being Safe, Feeling Safe Team meeting including Covid cases on site, students in isolation in University-owned halls of residence and reasonable interventions to challenge behaviours as necessary.
- 20.44.2 The USCOO briefed members on a letter received from the Minister for Education regarding onsite testing to enable all students to travel home.
- 20.44.3 The Deputy Vice-Chancellor (DVC) for Education presented the paper on planning education for Semester 2 (Document UEB 201110H). Members are asked to agree clear proposals for education in Semester 2 in order that this can be planned for and communicated with confidence to colleagues and students.
- 20.44.4 UPC recently affirmed the intention to stay at 18% capacity in Semester 1, and to increase to not more than 20% in Semester 2. It is proposed that we should encourage colleagues to plan for onsite activities up to the agreed limits, bringing students in for active learning of all kinds (not only practical activity) in ways that are properly supervised, and which meet relevant guidance. This should include increased access to the library and to other relevant facilities, where this can be managed safely.
- 20.44.5 Where colleagues and students have concerns about coming on to campus the University should seek to support them by offering online alternatives where possible.
- 20.44.6 The Chair commented that plans for Semester 2 should be considered at the UPC meeting next week and cascaded down.
- 20.45 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT AND EQUAL PAY REPORT 2019/20**
- 20.45.1 Andy Norris, the Head of Culture and Inclusion, presented the Equality, Diversity and Inclusion (EDI) annual report and Equal Pay Report for 2019/20 (Document UEB 201110C), highlighting several key points.
- 20.45.2 The DVC (Employability and Global Engagement) informed members that there is a Commitments Monitoring Group that will send updates to key owners three times a year and that several colleagues have been identified who own general areas where commitments are being progressed.
- 20.45.3 The DVC reported that the EDI Committee will work on an EDI Strategy from January 2021, to be completed by the end of this academic year.
- 20.45.4 Members raised queries about senior professional staff who are BAME ethnicity and the gender split at senior grades.
- 20.45.4.1 **ACTION** Head of Culture and Inclusion to add data on female and professional BAME colleagues and qualify the statements in the report as suggested.
- 20.45.5 Members considered that the Westminster story should come through clearer in the report to reflect all the work that has been done in this area and the vision for the future.
- 20.45.6 Members found the traffic light system in the action plan progress report helpful and commended the data.

- 20.45.7 A member noted that it was a very successful year for female Professor promotions; however, this was not mentioned in the report.
- 20.45.8 The Head of Culture and Inclusion confirmed that he would update the report and narrative with the Vice-Chancellor and the Co-Chairs of the EDI Committee before submission to the Court of Governors.
- 20.46 OFFICE FOR STUDENTS PREVENT DUTY MONITORING RETURN**
- 20.46.1 Nicholas Catterall, the Interim Head of Compliance and Apprenticeships (C and A), presented the Office for Students (OfS) Prevent Duty Monitoring Return (Document UEB 201110D).
- 20.46.2 The Interim Head of C and A informed members that the number of events had increased, and more training data had been received since the report was written; this information will be added prior to submission to the Court of Governors.
- 20.46.3 Members noted that the Interim Head of C and A is part of the Department for Education Prevent Round Table, which is updating all the Prevent training for institutions.
- 20.46.4 In response to a query, the Interim Head of C and A assured members that the University is not high risk and is ready to meet the needs for a Prevent Review Meeting throughout the year, should we be selected.
- 20.46.5 **AGREED** Prevent Duty Monitoring Return to be recommended to the Court of Governors.
- 20.47 STUDENT RETENTION LIMITED ASSURANCE REPORT – THREE MONTHLY PROGRESS REPORT**
- 20.47.1 The DVC (Education) informed members that she has established a retention task and finish group, which has met once and identified three workstreams:
- Use of data and better understanding of engagement and students at risk, led by the Director of Strategy, Planning and Performance
 - Developing academic and pastoral support, led by the Director of Student and Academic Services
 - How we can make better use of processes and transition points, and facilitate rather than create barriers, led by the Deputy Registrar (Student Administration)
 - All three workstreams have held their first meeting.
- 20.47.2 Members discussed the role of Personal Tutors and considered that Heads of Colleges should ensure Personal Tutors are assigned and reminded to engage with students.
- 20.48 DESIGN FEES FOR 29 MR**
- 20.48.1 The Pro Vice-Chancellor for Knowledge Exchange and the Director of Estates, Planning and Services (EPS) presented a proposal for funding to engage a Multi-Disciplinary Design Team (MDT) for the 29 Marylebone Road (29 MR) project (Document UEB 201110E).
- 20.48.2 Members heard that 29 MR is aiming to launch in September 2023 and there is work to be done around the physical design of the building.
- 20.48.3 Members discussed with the Director of EPS what the MDT comprises of and what outputs the funding would provide.
- 20.48.4 **APPROVED IN PRINCIPLE** Members supported the proposal; however, UEB requires a further report with more detail at the end of the tendering process before confirmation.

20.49 HUMAN TRAFFICKING AND MODERN SLAVERY STATEMENT TO 31 JULY 2020

20.49.1 **APPROVED** Human Trafficking and Modern Slavery Statement to 31 July 2020 (Document UEB 201110F) to be published on the University website.

20.50 REMOTE WORKING OVERSEAS

20.50.1 The Chair postponed discussion of the University's position on remote working overseas (Document UEB 201110G) to a future meeting (see Minute 20.42.3).

20.51 DATES OF FUTURE MEETINGS

24 November 2020	9 March 2021 - all day (Away day)	22 June 2021
08 December 2020	23 March 2021	12 July 2021 - evening (Away day)
12 January 2021	13 April 2021	13 July 2021 - all day
26 January 2021	27 April 2021	27 July 2021
09 February 2021	11 May 2021	10 August 2021
23 February 2021	25 May 2021	
8 March 2021 - evening (Away day)	08 June 2021	

20.52 ANY OTHER BUSINESS

20.52.1 There were no other items of business reported.