

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 27  
OCTOBER 2020 VIA MICROSOFT TEAMS**

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PRESENT:	Dr P Bonfield (Chair) Professor A Hughes Dr S Jarvis	Professor M Kirkup Professor A Linn
IN ATTENDANCE:	Mr M Baldwin Mr A Dutch (Minute 20.35) Mr C Hinge (Minute 20.30) Mrs J Lamarque (Secretary)	Mrs E McMillan (Minute 20.29) Mrs N Nelson (Minute 20.24 to 20.28) Mr I Wilmot (Minute 20.30 to 20.34)
APOLOGIES:	Mr J Cappock (Deputy Chair)	

**20.24 ANNOUNCEMENTS**

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

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

20.24.3 **Requests to discuss starred items and notification of AOB:** The Deputy Vice-Chancellor (DVC) for Employability and Global Engagement clarified that under starred agenda item 3.12 UEB is asked to agree amendments to the Equality, Diversity and Inclusion Committee's terms of reference and membership, and not just the membership as stated on the agenda.

**Chair's business**

20.24.4 The Chair updated members on his recent meeting with Vice-Chancellors from around the UK.

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

20.25.1 The minutes of the UEB meeting held on 13 October 2020 (Document UEB 201027A) were agreed as an accurate record, subject to an amendment to Minute 20.16.2.

20.25.2 Members reviewed a summary of the actions from previous meetings (Document UEB 201013B) and confirmed those that were now complete.

20.25.3 **Final process and Code of Conduct for academic and commercial events (Action 19.69.5.1)** The Chair requested publication of the Code of Conduct as soon as possible.

20.25.3.1 **ACTION UEB Secretary** to inform the University Secretary and Chief Operating Officer (USCOO) that the final process and Code of Conduct should be published as soon as possible.

**Summary of University Planning Committee (UPC) decisions**

20.25.4 **RATIFIED** Two new Workstreams - Digital and Estates Planning – to be introduced.

20.25.5 **RATIFIED** £500,000 (£200,000 for Phase 1, and £300,000 for Phase 2) to be allocated for the Student Hub project. Members noted that UPC will receive a report on Phase 1 prior to continuation to Phase 2.

20.25.6 **RATIFIED** £32,000 to be allocated to the Westminster Menswear Archive for an additional Assistant Curator post.

**20.26 UPDATE ON THE NEW QUINTIN HOGG TRUST (QHT) BID PROCESS**

- 20.26.1 The DVC (Employability and Global Engagement) and the DVC (Education) presented the proposed updated process for QHT bids (Document UEB 201027O).
- 20.26.2 **AGREED** A set amount will be allocated to seven key areas - Learning and Teaching; Employability; Research and Knowledge Exchange; Wellbeing; Equality, Diversity and Inclusion; a Small Projects Fund and a Renewing Projects Fund – and a Project Scoping Group will be set up for each area.
- 20.26.3 **AGREED** A Head of School (HOS) to be included in the membership for the Project Scoping Group.
- 20.26.3.1 **ACTION Heads of College** to share the updated proposal at College Executive Group (CEG) meetings this week.
- 20.26.3.2 **ACTION DVC Education** to contact HOS Group to nominate a HOS to join each Project Scoping Group.
- 20.26.3.3 **ACTION DVC (Employability and Global Engagement)** to contact the Development Team Manager to inform him of the inclusion of a HOS in the Project Scoping Groups.
- 20.26.4 **AGREED** Proposed updated process to be implemented subject to the agreed amendment to the Project Scoping Group membership.
- 20.26.5 **AGREED** Vice-Chancellor, DVC (Education), DVC (Employability and Global Engagement), Development Team Manager and the Development Projects Officer to present the proposal to the QHT.

**20.27 COVID BEING SAFE, FEELING SAFE TEAM UPDATE**

- 20.27.1 The DVC (Education) updated members on the recent COVID Being Safe, Feeling Safe Team meeting.
- 20.27.2 She informed members that a meeting had recently taken place with representatives from Brent and Westminster Councils and both Councils were content with the University's response to the COVID pandemic and supportive of the approach to bringing students on campus.
- 20.27.3 Members received updates on, and discussed, COVID-safe behaviours, face coverings, international students, planned communications, personal tutors and the Pulse survey.
- 20.27.4 Niamh Nelson, the Head of Safety, Health and Wellbeing (SHW), gave an update on the report being submitted to the Office for Students and the Department for Education. The Head of SHW informed members that guidance about students exercising whilst self-isolating will be issued.
- 20.27.5 A member commented on the confusion regarding the February start phase, and suggested communications should be clearer about starting online in January and on-site in February.

**20.28 SAFETY, HEALTH AND WELLBEING ANNUAL REPORT 2019-20**

- 20.28.1 The Head of SHW presented the Safety, Health and Wellbeing Annual Report for 2019/20 (Document UEB 201027C).
- 20.28.2 Members discussed the report and made the following suggestions:
- Table 11 – Training activity. Members recognised the importance of keeping training records up to date which includes online training.
  - Section 5.1, bullet point 2. A member suggested that more assurance on cladding and fire safety on Raffles House is sought from the provider.

- Table 10 – Wellbeing Survey. A member commented on the difference in figures between academic and Professional Services colleagues on question 7.6 'My manager checks in on how I am generally and my wellbeing'.

20.28.2.1 **ACTION Heads of College** to raise the issue of wellbeing checks at CEG meetings.

20.28.3 The Head of SHW confirmed that the suggested changes would be made to the report before submission to the Resources Committee.

## 20.29 UNIVERSITY RISK REGISTER AND MITIGATIONS SCHEDULE – PERIODIC REVIEW 1

20.29.1 Elaine McMillan, the Clerk to the Court of Governors and Head of University Governance, presented the University risk register and mitigations schedule – periodic review 1, which included operational risk registers outcomes (Document UEB 201027D).

20.29.2 Members discussed increased risk around employability and the DVC (Employability and Global Engagement) informed members that whilst there will be fewer opportunities for internships and work placements mitigations are in place. Members heard that there are active Employability Directors and Heads of Schools are engaged with the employability agenda.

20.29.2.1 **ACTION Acting Head of College for the College of Design, Creative and Digital Industries** to address gaps in employability roles in the College.

20.29.3 Members discussed potential areas of duplication and it was confirmed that if overlaps were identified colleagues should work with the Risk Officer and other risk owners to streamline the register.

20.29.4 A member pointed out that S-23-RKE-04 has the previous DVC (Education) as a risk owner and REF lead and this should now be the Pro Vice-Chancellor for Research. The Clerk to the Court confirmed that the register will be updated accordingly before submission to Audit Committee.

20.29.5 **AGREED** The risk definition, score and mitigations are appropriate for new risk S-23-RKE-05.

20.29.6 **AGREED** All proposed risk revisions to be incorporated into the register.

20.29.7 **AGREED** The residual risk level for both employability risks is acceptable.

20.29.8 **AGREED** No further action to be taken in response to new operational risks escalated to UEB in the report.

## 20.30 INTERNAL AUDIT REVIEW – LIMITED ASSURANCE REPORT (CAPITAL EXPENDITURE)

20.30.1 Ian Wilmot, the Director of Finance, presented the internal audit review report on Capital Expenditure on behalf of the USCOO (Document UEB 201027E).

20.30.2 He informed members that the report identified several required improvements in relation to the processes and controls over the management of estates capital expenditure and programmes. The report raised six action points – two urgent, three important and one routine.

20.30.3 Members had a detailed discussion on the report and the capital projects selected for testing. The Director of Finance confirmed that steps had already been taken to address the report's recommendations.

20.30.4 The Vice-Chancellor requested that further corrective action is taken before the next Audit Committee meeting.

20.30.4.1 **ACTION Director of Estates Planning and Services** to produce a covering note outlining corrective measures for submission to the Audit Committee.

**20.31 DESIGN FEES FOR 29 MARYLEBONE ROAD**

20.31.1 The Chair deferred this agenda item to the UEB meeting on 10 November 2020.

**20.32 ASSUMPTIONS UNDERPINNING THE UNIVERSITY'S GOING CONCERN STATUS AND THE ASSOCIATED RISK**

20.32.1 The Director of Finance presented the assumptions underpinning the University's going concern status and the associated risk (Document UEB 201027G).

20.32.2 He informed members this is a new report in response to changes to auditing standards that came into force for accounting periods commencing on or after 15 December 2019.

20.32.3 Members noted that the Court of Governors is responsible for the assessment of the University's ability to continue as a going concern.

20.32.4 The Director of Finance informed members that the forecasts included in Appendix B will be updated before the paper is submitted to the Audit Committee.

20.32.5 **AGREED** Members confirmed the report for submission to the Audit Committee.

**20.33 DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS TO 31 JULY 2020**

20.33.1 The Director of Finance presented the draft Annual Report and financial statements for the year ending 31 July 2020 (Document UEB 201027H).

20.33.2 He informed members that elements of the document are subject to change, however the reported financial position will not change.

20.33.3 The Director of Finance invited further comments on the Annual Report, to be received by the end of the week.

20.33.4 Members discussed the report and financial statements and commended the work of the Director of Finance and his team.

20.33.5 **AGREED** Members recommend the Annual Report and Financial Statements for the year ending 31 July 2020 to the Audit Committee and the Resources Committee.

**20.34 INTERNAL AUDIT ANNUAL REPORT 2019-20**

20.34.1 The Director of Finance presented the Internal Audit Annual Report for 2019/20 (Document UEB 201027I), which summarises the outcome of the work performed against the internal audit plan and has already been submitted to Audit Committee.

20.34.2 Members noted that all planned work has been completed with a follow-up report on IT to be submitted to the next Audit Committee meeting.

**20.35 UNDERGRADUATE FEE PROPOSALS 2022/23**

20.35.1 Adrian Dutch, the Director of Global, Recruitment and Admissions, presented the Undergraduate fee proposals for 2022/23 (Document UEB 201027J).

20.35.2 He reported to members a change to the last sentence of item 2.1.1 in the submitted paper and reported the proposal to hold the Full Time Overseas Undergraduate fee at the same level for a further year to remain competitive.

20.35.3 **AGREED** Members recommend the Undergraduate Fees proposal 2022/23 to the Resources Committee.

**20.36 MANAGEMENT ACCOUNTS PACK – SEPTEMBER 2020**

20.36.1 Members received and noted the Management Accounts report for September 2020 (Document UEB 201027K).

**20.37 TREASURY MANAGEMENT REPORT, PLAN AND STRATEGY**

20.37.1 **AGREED** Members recommend the Treasury management report, plan and strategy (Document UEB 201027L) to the Resources Committee.

**20.38 UPDATE TO EQUALITY, DIVERSITY AND INCLUSION (EDI) TERMS OF REFERENCE AND MEMBERSHIP**

20.38.1 **APPROVED** Minor amendments to the EDI terms of reference and membership (Document UEB 201027M) to be implemented with immediate effect.

**20.39 DIGITAL PRESERVATION POLICY**

20.39.1 Members received and noted the Digital Preservation Policy (Document UEB 201027N).

**20.40 DATES OF FUTURE MEETINGS**

10 November 2020	8 March 2021 - evening (Away day)	08 June 2021
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	

**20.41 ANY OTHER BUSINESS**

20.41.1 There were no other items of business reported.