

**MINUTES OF THE MEETING OF THE UNIVERSITY EXECUTIVE BOARD HELD ON TUESDAY 30 APRIL 2024 IN ROOM 109, REGENT STREET AND VIA MICROSOFT TEAMS**

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PRESENT: Professor P Bonfield (Chair) Professor C Kalantaridis  
Professor D Anand Professor A Linn  
Dr S Jarvis I Wilmot  
Professor J Jones

IN ATTENDANCE: A Foderaro (Minutes 23.171 to 23.173) C Lloyd (Minute 23.171)  
C Hinge (Minutes 23.171 to 23.173) Dr T Moore  
J Lamarque (Secretary) R Poole (Minute 23.173)

APOLOGIES:

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**23.169 ANNOUNCEMENTS**

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

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

23.169.3 **Declaration of interests:** Members did not declare any conflict of interest for the matters on the agenda.

23.169.4 **Requests to discuss starred items and business not on the agenda:** The Chair confirmed there were no requests to discuss starred items or to raise items of business not on the agenda.

**Chair's business**

23.169.5 The Chair briefed members on Academic Council and professional support colleague governor elections, external factors that may impact the University, and student recruitment. Members discussed international students and UK Visas and Immigration.

**23.170 STAYING SAFE: BUSINESS CONTINUITY GROUP UPDATE**

23.170.1 The Deputy Vice-Chancellor (DVC) for Education/Co-Chair, Staying Safe: Business Continuity Group informed members that there were no further updates following the meeting on 11 April 2024.

**23.171 UPDATE ON 115 NEW CAVENDISH STREET (NCS) DEVELOPMENTS**

23.171.1 Caroline Lloyd, Director of Student and Academic Services (SAS) and Alessandra Foderaro, Deputy Director Capital Development (CD) updated members on the development of 115 New Cavendish Street (NCS).

23.171.2 Members heard that the Student Hub project is now incorporated into the 115 NCS master plan.

23.171.3 The Director of SAS and Deputy Director (CD) reported on the following:

- Relocation and reconfiguration of the library at 115 NCS to free up space for the current student centre.
- Creating a more connected building with increased social spaces.
- Removal of the Pavilion Room and some computer rooms in the basement.
- Completion of a series of refurbishments, with some phases to be completed in September 2024.
- Inflation costs need to be carefully considered.
- Development of 115 NCS will impact greatly on users due to noise and vibrations and the need to vacate some floors.

- The development will include employability opportunities for our students.

23.171.4 A member pointed out that research does not appear on the plans and suggested that the plans are adjusted to show research/teaching spaces for all audiences.

23.171.5 Members discussed the cost of the development and the financial implications for other capital projects.

23.171.6 A member queried the membership of the project team and asked for College representation to be included.

23.171.7 **AGREED** The Director (SAS), Deputy Director (CD) will work with the University Secretary and Chief Operating Officer (USCOO) to refine the plans, obtain costings and anticipate potential affordability changes.

23.171.7.1 **ACTION USCOO** to review the governance and membership of the 115 NCS development project group.

23.171.7.2 **ACTION USCOO** to lead on the review of the 115 NCS development plans and costs.

## 23.172 REVIEW OF SPACE UTILISATION

23.172.1 The DVC (Education) and the Director of Estates Planning and Services (EPS) presented the Space Utilisation report (Document UEB 240430A).

23.172.2 Members heard that the report highlighted that utilisation is low, including in comparison with the sector, which creates some opportunities.

23.172.3 Members discussed the report and recommendations. Comments included:

- Encourage students to come onto campus for their lectures.
- Timetable the rooms to be used.
- Frequent room changes create mobility challenges.
- A module with an irregular timetable removes the room from use for other modules.
- Opportunity to make more use of the estate for commercial bookings outside teaching semesters.

23.172.4 The Director of EPS will discuss the health and safety aspect of overbooking rooms with the Head of Safety, Health and Wellbeing.

23.172.5 The DVC (Education) reported that the core message is for colleagues not to cancel classes or block book rooms and to inform timetabling when bookings can be released.

23.172.6 Members noted that the DVC (Education) and Director of EPS will continue to review space utilisation and inform UEB of the planned actions.

## 23.173 FINAL CAPITAL PROJECTS

23.173.1 The Director of EPS and Russell Poole, Director of Information Systems and Support (ISS) presented an overview of planned capital projects for the digital and physical environment.

23.173.2 Members discussed the projects already committed to and identified those with the most impact.

23.173.3 Members considered that cyclical updates, legally compliant and safe campuses, working digital systems and resisting cyber attack are the most important and overriding priorities.

23.173.3.1 **ACTION USCOO** to lead a review of digital and estates capital projects ensuring they remain within the agreed investment, for inclusion in the final University budget 2024/25.

**23.174 STUDENT CONTINUATION UPDATE**

- 23.174.1 The DVC (Education) informed members that attrition rates are broadly unchanged, and work is continuing in all Schools, and confirmed that Personal Tutors are reaching out to their tutees, with Module Leaders also providing support.
- 23.174.2 Members heard that some Schools use irregular profile and risk boards, and it would be helpful if this practice, which is a deliberate opportunity to look at vulnerable students and address them individually, was adopted across the University.
- 23.174.3 The DVC (Education) informed members that the peer support recording process is complete and summarised common themes in what is going well and in the difficulties students have experienced.
- 23.174.4 Members noted that the Continuation Team continue to follow up on zero attendance.
- 23.174.4.1 **ACTION DVC (Education)** to take forward suggestions to reduce bureaucracy around refer/defer processes.

**23.175 MINUTES OF THE PREVIOUS MEETING, ACTIONS AND MATTERS ARISING**

- 23.175.1 **AGREED** Members confirmed the minutes of the meeting held on 16 April 2024 (Document UEB 240430B) as an accurate record of the meeting.
- 23.175.2 Members reviewed a summary of the actions from previous meetings (Document UEB 240430B) and noted those that were now complete.
- 23.175.3 **Student Continuation Update (Action 23.161.4.3)** The Pro Vice-Chancellor (PVC) for Teaching Excellence and Student Experience informed members that Personal Tutors have been contacted and are aware of those students who have a referral/deferral.
- 23.175.4 **Student Continuation Update (Action 23.161.4.4)** The PVC (Teaching Excellence and Student Experience) confirmed that all Heads of Colleges have been provided with text for their professional development reviews about ensuring Personal Tutors in their Colleges contact their tutees.

**23.176 ANY OTHER BUSINESS**

- 23.176.1 Members did not raise any other matters for discussion.

**23.177 MEETING EVALUATION**

- 23.177.1 The Chair confirmed the key communication points, the risks identified through discussions at the meeting and how those risks would be mitigated.
- 23.177.2 A member commented that sharing of slides in advance of the capital projects discussion would have been helpful and that the focus on looking at large future projects and long-term investment in the estate was useful.

**23.178 MANAGEMENT ACCOUNTS MARCH 2024**

- 23.178.1 Members received the Management Accounts for March 2024 (Document UEB 240430D).

**23.179 POSTER POLICY**

- 23.179.1 The Chair withdrew this item from the agenda due to non-submission of the necessary paper<sup>1</sup>.

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<sup>1</sup> Therefore, there is no Document UEB 240430E for this meeting.

**23.180 IMPACT OF THE NEW ARCHITECTS REGISTRATION BOARD (ARB) ACCREDITATION**

23.180.1 Members noted an update on the potential impact of the new ARB accreditation on architectural education (Document UEB 240430F).

**23.181 DATES OF FUTURE MEETINGS**

Regular meetings are 10.30am to 12.30pm (unless alternative time stated below) in Room RS109, Regent Street and via Microsoft Teams.

14 May 2024

24 May 2024 9am to 11am

11 June 2024

25 June 2024

9 July 2024 at 4pm (UEB dinner)

10 July 2024 9am to 5pm (UEB away day)

23 July 2024

7 August 2024