UET meeting

Tue 12 March 2024, 10:00 - 13:00 Committee Room, Poole House

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

in attendance

Julie Kerr, Jane Forster

Meeting minutes

1. Minutes and Matters arising from the previous meeting

The minutes of the meeting held on 5th March 2024 were approved as being an accurate record of the meeting and there were no matters arising.

The action log was noted and the following to be updated:

- Staff Survey: complete KPa to report when the results are ready
- Gender Pay complete.
- SR to close off completed actions.

Action list: https://livebournemouthac.sharepoint.com/sites/UETPrivate/Lists/UET%20Actions/AllItems.aspx

Actions after UET meeting 5th March 2024.pdf

A Minutes_UET meeting_050324 (1).pdf

2. Finance discussion

2.1. Cash flow update

REDACT

B Weekly cash flow 010324_Feb 24 forecast.pdf

B WEEKLY CASHFLOW FORECAST 8th March 2024 Narrative week ending 010324.pdf

2.2. Bids for approval

REDACT

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Susie Reynell

Information

Susie Reynell

Approval

Chair



Narrative for UET meeting 12 March 24.pdf

3. Faculty performance

The Deans, Judi and Russ joined the meeting. Anand joined online.

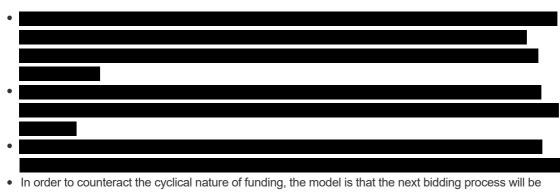
Discussion centred around the Research Metrics summary, KPIs, the academic reporting dashboard which included up-to-date analysis of postponements and attendance.

It was recognised that not a great deal will change for this year but measures taken now will benefit next year and subsequent years. The aim is to hold steady for at least the next year.

REDACT partially

Research:

Einar



- started mid-way through a current large bid in order to keep the pipeline going.

Lois

- BUBS has used some of the QR funding to fund five high-performing early-career researchers. It has been a real boost to the teams and they now feel supported and valued.
- BUBS has a Health Economist involved in various projects with the FHSS and is working on a number of cross-faculty bids.
- Pushing KTPs held an event last month to build relationships which are key to success. It appears that
 the younger researchers and often better at building these relationships making sure the right people
 are in the right place.
- Supporting KEF related activities
- Thinking across different types of funding
- the mentoring scheme making sure it's a proper community
- Working on inter-disciplinary cooperation

Anand

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- NIHR very strict about resubmissions so need to ensure that the bids are right first time
- Now have a Research development hub which supports early career researchers. Younger staff are encouraged, and are willing, to put themselves forward and more experienced staff act as mentors and provide support. Developing next generation of researchers.



Carly



- Inter-disciplinary bidding is important need collaborative research teams.
- Need the right environment for people to thrive
- KTPs becoming more of a focus there seems to be a lot of opportunity and they are quicker to turn around than some of the larger bids. Continuing to build relationships.

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All were thanked for their contribution.

- 2023-24 Q2 Research Metrics Summary.pdf
- 2024-02 ARD Summary.pdf
- Postponement Analysis Semester 1 2023-24_updated.pdf
- Academic Weeks Calendar FINAL.pdf
- Atendance slides fror postponement discussion UET 12th March.pdf

4. REDACT	Discussion
• 5. Break	

6. Items for approval or note

6.1. Apprenticeships - 2 X URNS for approval

Both were approved.

REDACT

- URN for HHFT for 1 ACP student
- Notification of URN Issue 10353-4991 Bournemouth University / Dorset county Hospital Foundation Trust - ST0564

➢ 30459-683_HHFT_ST0564_BU_250124U.docx.pdf
 ➢ 10353-4991 DCH ST0564 BU 070324U.pdf

Decision Keith Phalp

6.2. Cleaning contract extension

The 18 month extension was approved in principle, subject to clarification of point 2.6 in the table.

ACTION: JA to follow up

Cleaning Contract_Business Case for 18 months extension_final_COO.pdf
 Cleaning Contract - Project Costing Sheet - 18 Month Extension.pdf

7. Planning

Brian joined the meeting.

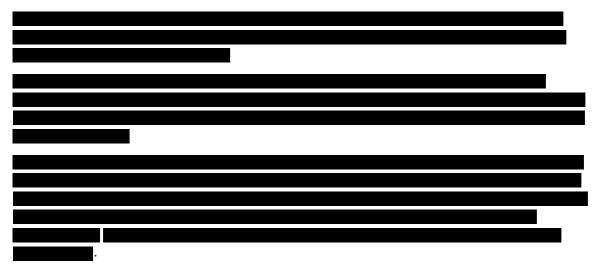
Brian presented the planning Gantt chart he had developed which included the majority of key activities and deadlines to help ensure 'Business as Usual' can progress as smoothly as possible.

Notes:

WLP – decisions on tariff changes are requested to be made by the end of March. Decisions after this time will mean re-work by the HoDs/ DHoDs that would be best avoided.

WLP – HoDs have been asked to progress their WAMS completion by the end of May, coupled with the completion of Unit Teaching Forms (UTF's) in March, plus the completion of staff adjustments, completion of VSS round 1 and release of budget envelops.

REDACT



Timetabling – the Gantt Chart recognises that there are two key fixed deadlines for timetabling to meet, the issuing of the timetable at the beginning of September and student induction week.

RKE, **Pay Other and Non pay -** at this time it has not been possible to speak to Sarah B (for RKE) or the Business Accountants (for non-pay), these areas require more work.

Committee dates – may need to be added to make sure any decisions can follow the correct approval process.

Potential Issues:

Line managers - may struggle with the VSS decision process, if multiple staff step forward to take VSS but line manager can only let 1 go.

Challenge on the deliverables - We have started to receive push back on the timelines for WLP, UTF etc. The message we are giving is that the majority of activity will remain the same so focus on this.

Staff adjustments – feedback may suggest we can't reach the April deadline, however even if staff are being asked to absorb more teaching, their adjustments still stand, if they can't work a Monday, then the new activity will need to be built around that. It is recommended that there is an external (to Faculty) checking mechanism on adjustments that have been requested to make sure there is consistency across all Faculties

Potential for impact on Student experience – Shelley has requested a line be added to the plan to monitor this.

Discussion

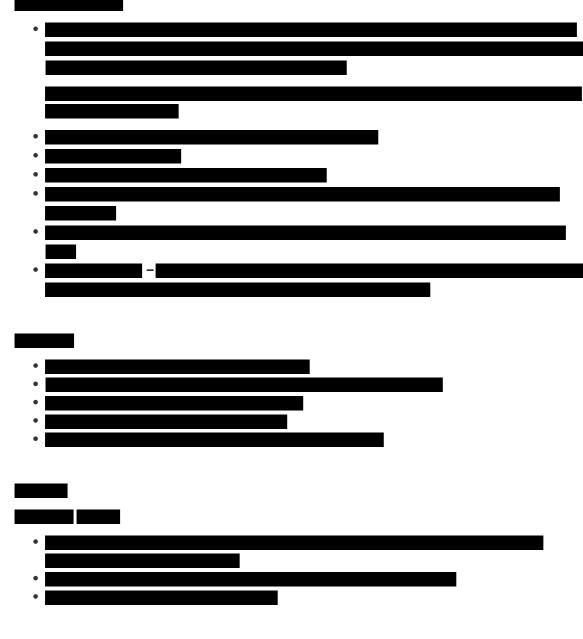
Susie Reynell

Impact on staff morale – HR's support package is built into the Gantt Chart, it's crucial they are notified of course changes etc. as soon as possible so they can manage the exit plan.

Timeline pressure - There is a lot to do in a relatively short period of time, is everyone aware of their role and responsibility? Do we need some form of monitoring mechanism in place?

Key Deadlines

REDACT



Brian was thanked and left the meeting.

SR presented the budget planning slides to be shared with ULT:

ACTIONS:

REDACT



8. Standing item: reportable events

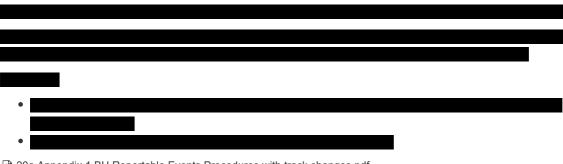
Decision

Chair

There were no new reportable events reported.

The reportable events procedures update was approved subject to a query about the new para on mandatory training: what mandatory training does this refer to?

REDACT



20a Appendix 1 BU Reportable Events Procedures with track changes.pdf
 20 Reportable Events Procedures Cover Paper for ARG.pdf

9. Future Meetings

ULT:

- reiterate message that change and cost savings are crucial
- confirm current numbers and impact on budget and options for mitigation
- reiterate that all new recruitment to be authorised by UET.

SQS: all papers progressing

Strategy meetings: to be added to diaries (2 hr slots)

- 2 April 3 5
- 15 April 10 12
- 2 May 3-5
- 14 May 1.30 3.30

Enhanced Recruitment Control meetings: weekly 1 hr slots to be added to diaries

- 19 March 1.30 2.30
- 27 March 10.30 11.30
- 3 April 9.30 11.30
- 9 April 9 10
- 16 April 9 10
- 23 April 9 10
- 30 April 9 10
- 🕒 UET 19th March 2024.pdf
- 🕒 UET 26th March 2024.pdf
- 🖹 SQS 17 April 2024 Agenda.pdf

10. AOB

10.1. A further donation from Happy Tiger

A donation of £4,500 was approved. It was noted that there are no concerns re gambling due to the Charities Commission's clear guidance.

Note

Chair

Jim Andrews

11. Voluntary Severance - OoC paper

Comments to KPa asap.

11.1. Health Assured

REDACT

Karen Parker

Jim Andrews