

UET Meeting

Tue 18 April 2023, 10:00 - 13:00

F304 - Fusion

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Susie Reynell (Finance Director)

Attendees

Jane Forster, Julie Kerr

Meeting minutes


1. Minutes and Matters arising from the previous meeting held on 4th April 2023

The minutes were approved as being an accurate record of the meeting held on 4th April and there were no matters arising.

The Action log to be updated each week following the meeting and is available on Sharepoint to update with notes and completed actions.

<https://livebournemouthac.sharepoint.com/sites/UEPrivate/Lists/UE%20Actions/AllItems.aspx>

 UET action list 14 April.pdf

 Minutes_UET Meeting Half Day_040423 (1).pdf

Approval

Chair

2. Finance discussion

Information

Susie Reynell

2.1. Cash flow update

SR reported that:

There were again more receipts than expected

The forecasts have been updated as a result

The current position is looking positive and the situation improves still further when we get to May

ACTION: as previously discussed, SR to arrange for an Admincontrol-friendly version of the spreadsheet to be prepared for future meetings

Information

Susie Reynell

2.1.1. Planning Figures

SR reported that:

The main point to note on the graph was the increase in base pay.

[REDACTED]


Information


Susie Reynell

ACTION:

Keith to consider portfolio opportunities and for a discussion at UET with the Deans - planned for 4th July, with an earlier discussion with Jane W on competition and demand to start the process on 30th May.

Proposals can be scored against a range of criteria including where we sit in the market, and value for money and student outcomes.

 Bridge - Planning 2023 to 2027.pdf

 Summary Data.pdf

2.2. Bids for approval

RED ID: 13527 – “Quantifying restoration and rewilding priorities across freshwater landscapes”,
Leverhulme – Matthew Hill - approved

RED ID: 13580 – “Wales Centre for Public Policy Lived Experience Policy Fellowship”, UKRI – PI Rounaq
Nayak - approved

RED ID: 13582 – “Ministry of Justice Improving Outcomes Fellowship”, UKRI – Jane Healy -
approved

RED ID: 13587 – “Modern slavery and kidney disease in migrant workers in Nepal”, US Government
– Pramod Regmi - Not approved. SR to discuss further with Anand and KP and take action outside the
meeting. Deadline is the end of April

 Narrative for UET meeting 18.04.2023.pdf

3. Future Meetings and Items

Agendas for UET meetings on 25th April and 2nd May for information
All happy with the forthcoming meeting agendas.

It was agreed to review next year's meetings and to rebalance deadlines for certain papers wherever possible to avoid
bunching and over-crowded agendas.

ACTION: JF and JK to action above working with colleagues

 UET 2nd May 2023.pdf

 UET 25th April 23.pdf

 UET meeting planner to end of May for UET meeting 18th April.pdf

Note
Chair

4. Research and Knowledge Exchange

Discussion
Teams:

4.1. Research and KE culture and engagement including professoriate engagement and ECRs/Mid-career engagement

Early thoughts and a discussion about scope.

It was agreed that confidence needs to be built over a 6-month time horizon through team-working and multi-disciplinary
cooperation.

Areas to be considered...

What is the culture currently?

What should the culture be going forward?

Where are the quick wins?

What are the issues?

Why is the success rate so low currently?

What are the crunch points?

how to support mentoring?

Are the right Funders being targeted?

What barriers need to be removed to ensure more successful bids?

Why are some people successful despite the challenges with current processes?

What does best practice look like?

What myths are out there?

What training requirements are there?

How do we use the people we have more effectively?

How to use the meeting with the Professoriate in July

ACTIONS:

Ann and Tim to hold meetings to listen to feedback in respectful, open, honest and authentic forums and obtain a wide
range of views while at the same time managing expectations

Ann and Tim to provide an update on the status of previous ULT action points

Tim and Ann to touch base with Brian Kaliczynskyj (Project Manager) in order to avoid any duplication of work already
been carried out - Brian has already carried out a listening exercise with Faculties and compiled a list of 'hurts'.

Ann and Tim to share updates on potential changes to process with Susie and Jim who are leading this workstream

Ann and Tim to update UET on 23 May

Discussion
Ann Hemingway/Tim Rees
Joined The Meeting

4.2. Research processes

Progress and next steps

SR confirmed that the research approvals processes will be reviewed through a proactive, holistic approach to project management.

The main phase gates will be reviewed to understand where the clusters of effort are, where support is required and what needs to be done and when.

ACTION: ITB form to be saved in more accessible location and old one removed (SR and JA with BK/JN)

Discussion

Susie/Jim





5. BREAK

6. Specific items for approval/review/note

6.1. Volunteering Scheme

The Paper was approved. It was agreed that the scheme should continue and that encouragement should be given to staff to volunteer in areas that add value for both the community and the university. It should also be viewed as a team development opportunity.

Students also to be encouraged to volunteer as numbers have reduced in recent years. Engagement with SUBU required (this is part of the external Engagement and Community work).

-  BU Volunteering Scheme update paper for ULT March 2023.pdf
-  EULT meeting Cover Sheet - BU Volunteering Scheme March 2023.pdf
-  CAN and BU Volunteering Action Plan 2023-25.pdf
-  EA for Volunteering Scheme March 23.pdf

6.2. Organisational Change

Paper attached

Approved




-  Organisational Change FRCApril 2023final.pdf

6.3. Workforce Plan

Paper attached


It was noted that the paper is now a little out of line and it should be updated to reflect the current strategy. There is huge potential for performance management efficiencies. The Deans to have more decision-making authority and therefore accountability and all Faculties have already shown signs of positive change.

ACTION: Karen to update the paper

-  Appendix A 2025 Work Force Plan Mar 2023.pdf
-  WFPapr23 JA comments.pdf
-  Appendix B Departmental SSR.pdf

6.4. National Pay Negotiations

Noted and nothing added.

-  nationalpaynegotiationsapril23final.pdf

6.5. Apprenticeship update

[REDACTED]

[REDACTED]

[REDACTED]

Discussion

Jim Andrews On Behalf Of
Karen Parker

Discussion

Submitted By Karen Parker
(Not Attending)

Discussion

Submitted By Karen Parker
(Not Attending)

Discussion

Submitted By Karen Parker
(Not Attending)

Discussion

Phil Sewell In Person 11.50

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]

[Redacted]

- [Apprenticeship Compliance Review update to UET.Apr 23 v3.FINAL.pdf](#)
- [ESFA Funding Return Update.Apr 23 v1.FINAL.pdf](#)
- [Degree Apprenticeships Structure UET Proposal.Apr 23 v2.FINAL.pdf](#)
- [ESFA Apprenticeship Accountability Framework Review.Apr 23 v3.FINAL.pdf](#)

6.6. Annual Report on Fundraising and Sponsorship

The paper was noted.
 It was noted that it has been the biggest year to date for fundraising.
[Annual report on fundraising April 2023.pdf](#)

Discussion
 Claire House-Norman (Not Attending)

6.7. UUK Information sharing guidance

This was approved prior to the meeting.
[Info Sharing Briefing document.pdf](#)
[Information Sharing Protocol.pdf](#)
[Board Papers Cover Sheet Information Sharing.pdf](#)
[Information Sharing - Universities Suicide Prevention Strategy - FINAL DRAFT 2022-23.pdf](#)

Discussion
 Mandi Barron (Not Attending)

6.8. Committee updates for note

Noted
 Compliance & Licensed Activities Committee
 DUIT
[Draft Minutes_CLAC 150323.pdf](#)
[EULT meeting Cover Sheet for committee updates_CLAC.pdf](#)
[DUIT Summary 23rd March 23.pdf](#)
[EULT meeting Cover Sheet for committee updates - DU IT 23_03_23.pdf](#)

Information
 Jim Andrews

6.9. Corfe House Student Accommodation - Corporate Restructure

Noted
[Corfe House- report wrapper \(002\)\(894701.1\).pdf](#)
[DRAFT Deed of novation of nomination agreement - Nomination Agreement - Corfe House \(Step 2\) amd BULS 12 04 23\(894679.2\).pdf](#)
[Roost Structure Chart_External_050423\(894681.1\).pdf](#)
[Letter re novation of nomination agreement \(Step 2\) - Corfe House-74404875-v4\(894680.1\).pdf](#)
[Roost Topco Limited - Jersey legal opinion\(894682.1\).pdf](#)
[FINAL UET Paper - Stage 2 - Corfe House corporate changes and novation - 2023\(889295.3\).pdf](#)
[Student Roost Structure\(894683.1\).pdf](#)

Decision
 Jim Andrews

6.10. Chapel Gate Artificial Grass Pitch and Changing Rooms Business Case

Approved
[5.1 CG2 Cash Flow and Costing Tool.pdf](#)
[5.2 Project Programme 17.04.23.pdf](#)

Decision
 Jim Andrews

- 📄 5.4 Existing visualisation.pdf
- 📄 5.3 Project Commercial Operating Model.pdf
- 📄 5.5 Proposed visualisation.pdf
- 📄 Chapel Gate New Artificial Pitch Business Case - Final UET.pdf

6.11. Chapel Gate Nursery Lease

Approved

- 📄 Chapel Gate Nursery Lease Plan 1.pdf
- 📄 Chapel Gate nursery lease paper - UET April 2023.pdf

Decision

Jim Andrews

6.12. Sale of Land at 40 - 44 Holdenhurst Road

Approved

- 📄 LC - Compound for HR Project (23.3.23) without numbers.pdf
- 📄 Land to be sold.pdf
- 📄 40-44 Holdenhurst Road - UET board paper.pdf
- 📄 Photos 40-44 Holdenhurst Road.pdf

Decision

Jim Andrews

7. Internal communications - culture and comms

To discuss culture, communication and keeping people engaged and aware of changes
Various strategies were discussed and it is likely that a combination of several will be required:

Discussion

Jane Wakefield/Colleen
Harding To Join In Person At
12.30

Staggered timings of all staff emails so that Heads have prior notice and can cascade as necessary
Consideration as to who needs what and when - all staff notifications may not always be required
'Town Halls'
Roadshows - both small and large events
UET to visit meetings/events that are already scheduled
Showcase events
Podcasts
Videos
Intranet
How do make communication a 2-way process

ACTIONS:

Jane W and Jane F to liaise with regard to next steps

8. Standing item: OfS and Government Reporting

Reportable events update
Nothing to report

Discussion

Chair

9. AOB

Chair

9.1. FRC Schedule

JV happy with additional comments.

ACTION: SR to review and confirm

9.2. AUB/AECC

Need to discuss approach to working with them.

ACTION: KP and JF to respond to AECC by letter confirming that their proposal is not supported.

9.3. All staff email

All happy with wording -

ACTION: to be issued on afternoon of 18 April JF/JK