

UET meeting

Tue 22 August 2023, 10:00 - 13:00

Attendees

Board members

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

In attendance

Shelley Thompson, Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval


The minutes were approved as being an accurate record of the meeting held on 15 August. There were no matters arising. Some redactions are required before publication.

Chair

Action log noted.

ACTION: Action log to be reviewed, updated and discussed in further detail in September - All

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

 UET actions after the meeting on 15th August 23.pdf

 Minutes_UET meeting_150823 (1).pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

The cash flow was reported as positive and very similar to last week.

Susie Reynell

 UET - Weekly Cashflow Forecast Narrative w-e 18 August 2023.pdf

 UET - Weekly Cashflow Forecast w-c 21 August 2023.pdf


2.2. Bids for approval

Approval

There was 1 pre-award proposal and no post-award proposals. The bid was approved.

Susie Reynell

It was also noted that the Leverhulme bid and the CPD proposal from 15th August had been approved after further investigation.

 Narrative for UET meeting 22.08.23.pdf


2.3. Year End 31st July 2023

The 'bridge' was noted and discussed:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

ACTION:

- Going forward SR to show figures against budget rather than forecast as that is what has been approved.

 Year End Bridge 2223 graph.pdf

2.4. Zero Tariff PGR Fees

The purpose of the paper was to summarise how the university handles the fee, fee waiver and external fully/part-funded accounting by use of a Zero Fee tariff for PGR studentships, and how, as a result of current practices, the University

- is inconsistent with normal practices adopted by the rest of the HE sector;
- has no transparency as to the cost to the University for subsidising PGR studentships fees;
- is at risk of funding clawback from UKRI and other funders, if audited, in that there is no tangible evidence of a PGR tuition fee "cost";
- has missed an opportunity to gain further income from matched funders; and,
- has not recognised correct phased income (from an accounting standards perspective) from fully funded studentships – i.e. the income for the studentships fees) has only been recognised at the end of a grant period.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

This was approved. It was acknowledged that some fees may continue to be waived, due to RKE for example, and some will continue to be match-funded but the approval and accounting processes will be tightened up

Next steps:

Finance have met with the Doctoral College (DTC) to explain the proposed changes to PGR studentship fee recording and accounting and to understand how the change impacts on students and staff. DTC are now considering the fee tariffs and existing/new student comms, in particular, the upcoming 2023/24 re-enrolment offer letter to 101 PGR Zero Fee tariff students. DTC welcome the change on grounds of transparency of cost of supporting PGR studentships (and recognition of fee income).

Additionally, Finance have spoken to Student Life cycle (Julie Perrett) about the migration of the 101 students from the SITS Zero Fee tariffs to fee paying tariffs (whereby the sponsor is the relevant Faculties).

ACTIONS:

- Finance to map full process of handling PGR studentships in conjunction with DTC (and CDE, Mike

Board) and RDS Pre-and Post-awards.

- Further comms required concerning PGR Studentship fees processes and accounting with a full explanation as to the impact on their income and costs (and a reduction in contribution %)
- Additional input and insight from other parties to be sought - SR
- JF to liaise with DTc prior to the UET meeting in early October at which they are due to update on the proposal for studentships. (*now planned for 26th October*)

 UET paper - Zero Fee PGR Funded and Match Funded Studentships.pdf

3. Risk review

Russell Pottle (Invitation Sent)

To discuss how risk is managed prior to ARG meeting on 7 October re:

- strategy
- risk reporting

Need to confirm what is classed as risk. Currently reputational risk, lost opportunities and staff engagement aren't quantified. More conversations about organisational risks, known risks and future risks required.

Attitude to risk needs to be clarified. It is likely that a balance of risk levels is required to maximise value for money and growth. Proportionality needs reviewing; the current process is resulting in issues, higher costs and leaking value and contingencies are very high.

More empowerment and accountability at a lower level without referral upwards. Currently staff are told what they can't do rather than what they can do. Culture change required.

Staff training required at all levels to improve confidence and skills to sign off to maximum value for money. It is recognised that this will be a long-term process.

Need a flexible framework/approval catalogue which clarifies who can approve what and at what level.

Anything that falls outside of the framework to be treated on a red flag basis eg unlimited indemnities, IP, consequential loss etc.

A clear audit trail which sets out justification for decisions taken is also required.


Threshold review is overdue. One was last carried out in 2018 and BU was in line with other institutions at the time.

This will be a huge piece of work to put into operation and it was suggested that RKE or IT be the pilot for the new policies and procedures.

Risk reporting: it is not proposed that changes are made to the risk register at this stage, although it was recognised that it is not perfect. Work to find out what the risk register should look like to be carried out first.

ACTIONS:

- A workshop to be set up to operationalise the project - SR
- Risk reporting to be tabled on the UET agenda on a quarterly basis (to be called business planning rather than risk) with the Deans in attendance - JF. This would produce a set of RACI actions which can be monitored and highlight where accountability lies.(done)
- To become part of ULT agendas too - JF (done)
- To feed into Board discussions on 2032 planning, potentially in February 2024 - SR
- SR to create presentation for ARG on 6 October

 Copy of Approval_and_Representation_Policy v3.pdf

4. Theme: student experience and education

4.1. B3 data, graduate outcomes, and data dashboards

Russell Pottle

RP presented - Missing threshold summary

The OfS has set minimum thresholds for each indicator. However, it has also indicated priority areas within

the split indicators for 2022 and provisional priority areas for 2023.

Of 1,136 split indicators covering the taught or registered at BU population, BU has 41 which are below the threshold. Of these, 3 are in 2023 provisional priority areas.

Continuation, full-time first degree with integrated foundation year

Progression, full-time first degree, general, applied and forensic sciences

Progression, full-time first degree, history & archaeology

Only 1 of these (general, applied and forensic sciences progression) is above the minimum statistical confidence level the OfS has set.

The data has now also been broken down to programme level available on the sharepoint site

Continuation metrics

- Foundation year is close to the confidence threshold and as foundation years have been listed as an OfS provisional priority for 2023, this is a risk area. However, internal data shows the foundation year continuation rate for 21/22 improved by 8%. Therefore if replicated in the next OfS release would be above threshold.
- PGR continuation rates are generally lower than sector and a number are below threshold – FST have the biggest population and the lowest continuation rates. Further monitoring may be required here.

Completion metrics


- Foundation year is close to the confidence threshold and as foundation years have been listed as an OfS provisional priority for 2023, this is a risk area. However, internal data shows the foundation year continuation rate for 21/22 improved by 8%. Therefore if replicated in the next OfS release would be above threshold.
- PGR continuation rates are generally lower than sector and a number are below threshold – FST have the biggest population and the lowest continuation rates. Further monitoring may be required here.

Progression metrics

- Foundation year is close to the confidence threshold and as foundation years have been listed as an OfS provisional priority for 2023, this is a risk area. However, internal data shows the foundation year continuation rate for 21/22 improved by 8%. Therefore if replicated in the next OfS release would be above threshold.
- PGR continuation rates are generally lower than sector and a number are below threshold – FST have the biggest population and the lowest continuation rates. Further monitoring may be required here.
- Overall, the data is generally positive. There is good progression between years 1 and 3 but at year 5, the results aren't as encouraging. Need to address via AMERS.

ACTIONS:

- JF to table PGRs on the UET and SVEC agenda (done)
- Doctoral College are attending ASEC in September and UET in October - to be asked to provide data faculty by faculty in their report - JF (done)
- KPh to consider peer reviewing
- This data to be discussed at FASEC and then ASEC - KPh
- JA to add to agenda for his catch-up calls with Deans - JA
- RP to look further into the AMERS data and the international numbers.

 2023-08 UET - B3 and Grad Outcomes.pdf

4.2. Admissions policy

BU Admissions Strategy – 2024 cycle

Decision

Keith Phalp/Joe Evans

The proposal was approved:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] deadlines to facilitate recruitment to agreed targets (*postgraduate only*).

ACTION:

Joe to review wording on selection measures to allow for review in the year.

 [Admissions Strategy 2024 cycle.pdf](#)


5. REF steering group update


Discussion

Kate joined the meeting.

Kate Welham

The ToR were noted and approved.

 [RSG_Meeting_010823_UET.pdf](#)

 [REf Steering Group terms of reference proposal KW_June23.pdf](#)

6. SIA update - ASV

JV confirmed that the SIAs are currently still in operation but that it is likely, going forward, that they will be integrated into other workstreams.

KW reported that the ASV committee had functioned well, with many positive inter-disciplinary interactions which had resulted in a number of grant applications. It was also viewed as an enabler to other SIAs. The ASV network is still used to disseminate comms. Unfortunately, momentum was lost during COVID which was never fully recovered and some of the expertise has not therefore been used as effectively as it could have been.

Profs and senior staff had worked with early and mid-career staff to mentor, train and lend their expertise to the bid process. Although this was time and resource heavy, it resulted in an increase in confidence, upskilling of staff and a number of successful bids.

KW expressed concern about the quality of the research profile in preparation for REF. KW felt that GPA is a really worry and there is a risk that there will be a reduction in performance. There is not enough awareness amongst colleagues and most UoAs are completed poorly which underlines the lack of clear research quality. More resources required, especially time.

On the positive side, there is a great opportunity, by doing the mock now, to improve and to see some very good results in 4 years' time. Research is really valued and is the reason many chose to work at a university. Need to continue to drive the RKE culture and increase the number and quality of bids.

ACTION: Deans have been made aware but only one has responded. KW to chase.

7. Academic Pathways

Approved in principle.

It was agreed that grades 7 - 8 should be managed at Faculty level which may require further training of Deans and DDs.

Grades 9 and above to be approved by panel as currently.

It was agreed that, although jumping 2 grades is discouraged, there will occasionally be exceptions and these would be panel-approved.

Timescales: Professor level to be approved in October and the main body approvals will take place in the spring/Summer.

Appeal process to be reviewed and confirmed.

The framework of the career pathways to be the Job Description.


Fusion to be a core value embedded into competences and job role.


It was acknowledged that it is sometimes difficult to demonstrate evidence - KPa to provide case studies.


ACTIONS:


- Costs to be modelled as there will be financial implications. KPa/SR
- KPa to discuss further with trade union
- KPa to enter negotiations with wider workforce
- KPa to finalise process
- KPa to review and confirm appeal process
- KPa to attend Deans' meetings

 2023-07 Executive Summary UET_.pdf

 2023-07-13 Post renegotiation meeting amends14july.pdf

 2023-07 Combined pathways.pdf

 2023-07 ACF Pathways Combined.pdf

 2023-07-13 UET paper outlining UCU proposals14julykp.pdf

8. Items for note or approval

8.1. RKE Recovery Rates

Julie joined the meeting and presented the recommendations:

It is recommended that BU pilots an increase to the fEC recovery target rates for contract research and consultancy funded by UK industry:

- Contract research – increase from 100% to 120% where BU is not able to freely publish or disseminate the results within a reasonable timeframe. This was agreed and it was also noted that the rate should be no lower than 105% as this is the minimum break even point. 110% would be acceptable where it is in line with other institutions. It would also be subject to sign off limits.
- Consultancy – increase from 150% to 200%. Consultancy policy currently being drawn up

Where the fEC recovery is below the rate, this shouldn't preclude the approval of a contract research or consultancy project funded by UK industry; however, it should be subject to greater scrutiny and challenge by the approver(s). This was approved.

The pilot should be monitored and evaluated by RDS, with key findings shared with UET after 12 months (or sooner if required). This was also approved.

ACTIONS:

- JN to consider other models and how they compare
- Consultancy policy to be finalised : JN

 Recovery dates context.pdf

 BU RF Contract Research and consultancy report 26.07.23[78] (1).pdf

 fEC recovery targets UET 220823.pdf

8.2. BCSG Summary

Decision

The paper was noted and approved.

 BCSG Summary 03.07.23.pdf

 BCSG ToR 2023.24 UET.pdf

8.3. Medical School

Discussion

Jim Andrews

Discussion took place as to the merits of introducing a medical school. It was agreed that further research is required and that a potential regional partnership should be investigated as it would be better to be in partnership than to have other institutions filling the gap. JA to follow up.

ACTION: To be revisited in late September.

9. Standing item: reportable events

Discussion

Reportable events update

There were no reportable events to record.

With regard to OfS and the apprenticeship scheme, JV noted that he had received an acknowledgement of his email.

Chair

10. Future Meetings

Note

All approved

Chair

ACTIONS:

- UEt to work on the board slides with JF
- Ethical investment on 12 September to be removed (done)
- Value for money to be added to agenda on 19 September (done)

- Board meeting to be forward-focussed and to be used to ascertain Board's thoughts prior to 2032 planning.

- 📄 UET 12th September 23.pdf
- 📄 UET 19th September 23.pdf
- 📄 SVEC agenda 23rd August.pdf
- 📄 ULET agenda 24th August 23.pdf
- 📄 ULT 24th August draft slides.pdf

11. AOB

Chair

11.1. Role description for UHD member

Discussion

Approved with an amendment to point g: the UHD member is nominated by the Pro Vice-Chancellor and approved by the Vice-Chancellor as Chair of Senate.

Keith Falp

- 📄 ROLE DESCRIPTION FOR UHD member.v2(1).pdf

11.2. Trade Unions

Still waiting to hear whether there will be a re-ballot.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]