

# UET meeting

Tue 17 January 2023, 10:00 - 12:00

Teams/Boardroom

## Attendees

### UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Anand Pandyan (Present at: 3),

-Lois Farquharson -Shelley Thompson -Keith Parry -Daniel Lock -Geli Roushan -Colleen Harding (Present at: 4), Deborah Wakely (Present at: 5, 6),

Jacky Mack, Phil Sewell, (Present at: 6, 7)

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 10 January 2023

Approval  
Chair

#### Minutes

The minutes from the previous meeting were approved with no further comments or redactions.

#### Matters arising

None noted.

 Minutes\_UET meeting\_100123 (1).pdf

### 2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

#### 2.1. Cash flow update

Information  
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. SH noted that this now reflected the Management Accounts forecast.

Key points noted were:

-the size of the movement from last week reflected that the cash flow forecast had already included the QR income increase

Overall, we were in a good position compared to the last few years.


#### 2.2. Bids for approval

Approval  
Susie Reynell

-RED ID: 13429 – Natural Language Processing for automated management of improvement ideas across multiple organisations, Innovate UK – Marcin Budka-RED ID: 13456 – “Scoping longitudinal research using qualitative methods”, UKRI – Edwin van Teijlingen-RED ID: 13464 – “Pilot research of UK-China Creative Industries Research and Innovation (R&I) Hub”, AHRC – Hongchuan Yu

SR was content with all three bids from a financial point of view.

On that basis, UET approved all above bids going forward.

 Narrative for UET meeting 17.01.23.pdf

##### 2.2.1. New Framework for Dorset Training Hub

Susie Reynell

This was for CPD approval for a new framework for Dorset Training Hub. UET noted that the documents submitted, including the CAF, were not complete.

UET were content in principle but would need further scrutiny on the finance details before this could be approved.

### 3. Wessex Academic Health & Science Network Limited (AHSN) Annual Report

AP joined the meeting to review the latest Wessex AHSN annual report. The purpose of this report was to present UET with an update and review of the Company's performance for the period -November 2021 to November 2022 - in order for UET to consider whether continued involvement with the Company remained appropriate. AP noted that this year, BU had received more money than expected and the company had also contributed to some of our big grants. AP commented that in his view, they had seen more benefits this year than previously.

The recommendation would be for BU to stay an active member of AHSN due to the collaboration and opportunities as outlined in the report.

UET approved the membership renewal and this would be reviewed in a year's time.

 Wessex AHSN Report 2021-2022\_v3.0(869672.1).pdf

 Full Accounts WAHSN(868432.1).pdf

Present: Anand Pandyan

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### 4. Student Experience follow-up- BUBS

### Discussion

-Lois Farquharson

-Shelley Thompson

-Keith Parry

-Daniel Lock

-Geli Roushan

-Colleen Harding

Chair

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The above attendees joined the meeting for a follow-up from the 'Sports & Events Management' discussion which took place on the 29 November 2022.

UET had asked the team to look at their AMERs and reflect on the NSS feedback.

- Key discussion points

-KP commented that there were in the process of updating their AMERS. This would be done after their programme/departmental meeting this Thursday.

-In February this year, they would be launching their Alumni mentoring scheme for their Events Management courses and an NSS session would be happening at the same time (KP)

-They had worked closely with the Marketing team to rewrite the information about their programmes on the prospectus for this year (KP)

-DL noted that he had discussions with his final students cohort around assessment criteria and clarity around turnaround

-Fusion Learning process was discussed and how this could help BUBS students. Work was being done in conjunction with FLIE (LF)

-KP discussed a new initiative called 'Reach events Scholarships' for 2024/25. This would be offering 15 students, from ethnically diverse background, financial support for one year to encourage them into the events industry

-Continuation and development data's low rate was discussed and KP acknowledged that there was still work for the team to do in order to improve their position


-ST reviewed the PAR process and what the team were currently working on

-LF added that the department was motivated and had a positive mindset for the future and progress

- Actions

-Reflect on student feedback via the NSS, L6 survey and through other routes. AMERs to be updated as discussed

-Follow-up discussion meetings would be organised later this year in May and September

 Sports and Events update Jan 23.pdf

Present: -Lois Farquharson -Shelley Thompson -Keith Parry -Daniel Lock -Geli Roushan -Colleen Harding

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## 5. Standing item: Board and sub-committee preparation:

Discussion  
Deborah Wakely

DW joined the meeting to review the latest draft of the following agendas:

- FRC agenda - 27 January 2023

-JA noted that items 6&20 were not ready so could be taken off this agenda

-JA advised UET that in the AOB section, he would flag to the Board the 'Turing Scheme' in terms of timeline

- Board agenda - 10 February 2023

-as per previous discussion, 6.9 would need to come off the agenda (JA)

-DW noted that she was still waiting to hear from PwC with regards to the CPD slot

-JA noted that 3.2 would be a verbal update

 Agenda FRC 27 Jan 2023 draft v4 Additional paper.pdf

Present: Deborah Wakely

## 6. Standing item: OfS and Government Reporting

Discussion  
Chair

- Reportable events update

[REDACTED]

Present: Deborah Wakely, Jacky Mack, Phil Sewell,

## 7. TEF draft submission

Discussion  
Jacky Mack

The draft submission was noted by UET. A further update would be submitted to UET by end of Thursday this week.

Present: Jacky Mack, Phil Sewell,

## 8. Future Meetings and Items

Note  
Chair

-ULT half awayday agenda - 25 January 2023

Agenda noted.

 ULT agenda 25th Jan 2023.pdf

## 9. AOB

Chair

- FRC agenda - 27 January: JV advised UET that the extra items requested by the Chair were for discussion only and there were no papers to review

- The following finance papers were circulated electronically w/c 16 January for note by UET prior to the FRC meeting on the 27 January 2023:

-Pensions Strategy Update

-Fee Income Accounting Policy

-Update on Capital Expenditure Plan

-Management Accounts - December 2022 update

-Cash Flow Forecast Update – December 2022

-Financial Dashboard