

UET meeting

Tue 12 September 2023, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director)

In attendance

Jane Forster, Julie Kerr

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Keith


Chair


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

The minutes of the meeting held on 22nd August 2023 were approved as being an accurate record of the meeting and there were no matters arising.

The action log was noted

ACTION: to be discussed in further detail, and consolidated, later in September.

 Minutes_UET meeting_220823.pdf

 UET action list after meeting on 22nd August 23.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

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Approval

There were 4 pre-award proposals, as below, and all were confirmed.

Susie Reynell

RED ID	13235	BUPI	Candida Yates
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<i>Project Title</i>	What is England if not Britain? Re-imagining English Identity Through a Maritime Cultural Imagination		
RED ID	13752	BU PI	Michele Board
<i>Project Title</i>	South Coast Doctoral Training Centre on Interdisciplinary Dementia Studies (DTC-IDS)		
RED ID	13781	BU PI	Jane Murphy
<i>Project Title</i>	The clinical and cost-effectiveness of oral nutritional supplements compared to routine practice, fortified menus and dietetic supported nutritional care on quality of life and functional outcomes in older people living in care homes		
RED ID	13790	BU PI	Sina Safari (Fellow)
<i>Project Title</i>	HyPerLifeS2 - Hybrid testing for Performance and Life eStimation of engineering Structures		

 Narrative for UET meeting 12.09.23.pdf

3. Faculty performance

Discussion

Exec Deans

Anand Pandyan, *Lois Farquharson (apologies)*, Lee Miles, Einar Thorsen, Christos Gatzidis and Judi Roberts, Russell Pottle

Questions for the Deans included:

- What are the continuation numbers looking like and what are the withdrawal rates?
- How have the resits gone and what does the failure rate tell us?
- Student numbers: what do think the final numbers will be? What is being done to mitigate any possible drop in numbers? Looking forward to January 24 as well as September 23.
- Recruitment: will current vacancies still go ahead if student numbers are below target?
- Where are the main issues and what is being done to address them?
- RKE income performance update

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Continuation data

ACTIONS:

- Russ to investigate when there will be clarity with regard to the resit and continuation data. It was agreed that this data is needed sooner rather than later in order to allow for proper planning; November is too late.
- Andrew to be invited to UET meeting on 3rd October to discuss data with Deans.

4. RKE theme

4.1. Workstream updates

Ian Jones joined the meeting

 [Link to Sway 31 August 2023.pdf](#)

4.1.1. Process and practice

A number of comms went out in August to update staff, including on a more universal Sharepoint site with a new Intention to Bid form. There have been and there will continue to be lots of incremental changes that will all be pulled together over time.

ACTION: Deans to let SR know if there are still any issues.

The new Procurement system will not be available until December. There are likely to be initial teething problems but the system will be an improvement on the current one.

Still need to address how Procurement will work within research projects but it is likely to be more akin to how it operates in Estates and IT and it is recognised that speed is critical.

Changes to RDS admin support roles and responsibilities have been reviewed and clarified. Christos mentioned that this change had been received positively in Faculty.

Workflows have been analysed and phase gates identified. Flow charts to be drawn up for clarification and training purposes.

CAF - sign offs - process has been drawn up. Need confidence that as the final signature, all the checks and balances have been done beforehand. Further training will be required.

Kick-off meetings - new process, essential for planning, to be implemented.

Risk - RKE suggested to be the pilot for the new policy.

HR to be brought into the process to ensure the right people are in place and have the right training to implement the new processes and procedures, particularly with PIs as some are more experienced than others.

Performance management: need to set expectations and set standards for consistent delivery so that performance can be managed.

Project management systems: once the workflow are established and working, SR to look at this.

SR to ensure that Ethics workflows are planned into the process too.

Discussion

Susie And Jim

4.1.2. RKE practice and policy

Update:

Discussion

Lee And Ian

Lee and Ian presented 8 KE action plans at the UET meeting on 5th July with the specific aim of continuing to work and refine the activities of the KE workstream to ensure delivery of concrete deliverables by December 2023.

While the respective 8 action plans provide a basis for identifying the breadth of challenges relating to KE process, procedures and practice, the focus has been to identify those activities that are likely to produce more immediate change and progression and this represents discernible innovation in the governance, capture and delivery of KE over the short to medium term.

This has led to a focus on 5 action plans - Big Quick 5. Within each of the 5 areas and respective action plans, further drilling down to identify 3-4 respective deliverables that are achievable in the short to medium term.

Action Plan 1 - KE Leadership and Governance

- *Deliverable:* Concept Paper on RKE definitions and potential future arrangements (Lee, Ian, RE, BK plus DDs)

Action: started ready for UET in Oct 2023

- *Deliverable:* Revising the KE Working Group – mandates, aims, objectives and workings (Ian and RE with Lee).
- *Deliverable:* Implementation of KE and Innovation Funding Panel (Lee, RE, WM with Ian)

Action: Two meetings of KE and Innovation Funding Panel Review Team/Steering Group (August & Sep 2023)

- *Deliverable:* Dialogue with changing REF Committee (Lee, Ian and RE) to ensure reporting and communication between REF Committee and KE Working Group is established

Action: Joint meeting of REF and KE Working Group convenors to be arranged for September 2023. Dialogue convened

Action Plan 2 - Developing an Agile and Responsive Approvals Processes

- *Deliverable:* Building KE into 'Developmental R(KE) Process with new ITB and mapping (Brian K, Ian, Lee, RE)

Action: IT development now under way. Agreed a tester user framework. Process Mapping for development KE bidding underway. Completed end Oct 2023.

- *Deliverable:* Focusing on 'Updating' Fast Track Mechanism so can become main KE agile & response vehicle (Becca, Brian K, Lee, Ian) Oct 2023

Action: Launch meeting of technical working group in August 2023. Revisions to KE workstream meetings. Development of Fast track update for UET Nov 2023.

- *Deliverable:* Development of KE Fellows Scheme (WM, RE, Lee with Ian) – KE academic bid writing surge capacity

Action: Start of Concept Paper for UET for December 2023.

Action Plan 3- Faculty Support

- *Deliverable:* Stabilising BEKE arrangements (Ian, Lee and RE)

Action: Revising terms of reference and membership Guidance from UET (October 2023).

- *Deliverable:* Transition of Post-award PI activities (Becca, WM, RE and Ian) **Action:** Negotiations underway for staffing for transfer.
- *Deliverable:* Development & training of KE Champions/Fellows (Lee, RE and Ian)

Action: Development of a respective policy paper and scheme (October 2023).

Action Plan 4 - Consultancy policy

- Development/Revision of new Consultancy Policy (RE with Ian & Lee)

Main initial focus: Quick wins

- *Deliverable:* Development/Revision of new Consultancy Policy (Becca with Ian, Lee)

Action: First meeting of stakeholders convened in July 2023; development of background policy paper for UET in Sep 2023 development of new draft document by end of September/early Oct 2023. Paper to go to EE Management Group & UET.

ACTION: UET to give further consideration as to whether and when a Consultancy policy is required and, if so, what it should encompass. It could be a valuable income stream if done properly and would enhance the Fusion vision.

UET/Deans to review how 400 hours already allocated is actually spent and whether there should be further incentives for consultancy work outside of this. It was generally agreed that any consultancy work should be done on BU time and within BU's Ts and Cs.

Action Plan 5 - KEF and HE-BCI

Main initial focus: Quick wins

•*Deliverable:* Development/Revision of clear guidance on HE-BCI collection and updating especially for Faculties (WM, RE with Lee, Ian) **Action: Development of guide end of Oct 2023.**

•*Deliverable:* HE-BCI Implementation/Optimisation plan reporting/follow-up in Faculties (All) **Action: Development of guide end of Oct 2023.**

•*Deliverable:* KEF Planning Review Paper – what can we do to increase pre-auditing/preparation of returns (RE, Ian, Lee) **Action: Development of paper and scheme(Nov 2023)**

•**UET communication of importance**

Next Steps

- Align Action Plans with Brian K to reflect the prioritising of these 5

Action: Sep 2023 and continuing

- 18th Sept discussion on whether these as the 'Big Quick 5. All work to be completed by December 2023 at latest. Need to review frequency of meetings.
- Meeting with Research workstream 2 outstanding.
- Discuss funding issues/implications for moving beyond these big 5.

Action still required

- Raise the profile of KE across the University
- Manage and support legitimising KE in the faculties
- Clarity regarding KE champions - should it be part of DHoD's role as new roles may not be feasible?
- What is the faculties KE offer?
- Training and development
- Concordat – pay & reward
- A separate CPD policy?

Actions:


- UET to consider the consultancy concept and revert to Ian and Lee

 KE High Level Process Map 160823-2.pdf

 Developing BU s consultancy policy_briefing paper_07.09.2023.pdf

 EE Engagement Plan Sep 2023.pdf

 Fast Track Costing Route_update 07.09.2023.pdf

 KE Summary Paper Draft (Sept 2023 v3).pdf

 KE Workstream Meeting (Conceptualising KE Workstream and Next Steps) v2.pdf

5. Senate committee terms of reference

Jacky joined the meeting.

Decision

Jacky Mack

- A number of revisions to the terms of reference were discussed. Jacky to discuss and review with KPh on his return from leave and then update and re-present to UET, the respective committees and Senate for final sign off.
- Chair for RDC to be confirmed.
- FAB and Department committees removed. However, FAB will have a executive meeting every semester.
- Education and RKE committees to be more aligned. RKE still too 'executive' - needs to say deliver and develop but not approve
- Deans to be represented on both committees.
- KPh to Chair both?
- Why is there a SUBU representative for Education on the Research committee?
- Name changes approved.
- Trusted Research Agenda - Jacky to integrate into ToRs
- Scheme of delegation: to be updated. JF to look at the front end and update.
- Confirm Chair for RDC and KEC
- Need to ensure that student experience is covered in the ToRs
- SR concerned that there is not enough in the ToRs about performance targets. Suggested that Finance have a representative on the committees to ensure tangible outputs are monitored.

ACTION: need to come back to UET before going to Senate

- 📎 UET paper Senate committees ToR updates Sep 23 (1).pdf
- 📎 Scheme of Delegation. Senate edits Sep 2023.pdf
- 📎 Senate Committees Structure Chart.Sep 2023.pdf
- 📎 Senate Terms of Reference 2022-23 (1) clean.pdf
- 📎 Senate Terms of Reference 2022-23 (1).pdf
- 📎 RDC ToR.Sep23 clean.pdf
- 📎 RKEC ToR.Sep23.pdf
- 📎 RKEC ToR.Sep23 clean.pdf
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- 📎 Education Committee ToR.Sep23.pdf
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6. Apprenticeship update

Discussion

Phil Sewell, Jacky Mack And Anand

6.1. Update

Discussion

Update from Phil:

Phil

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September Onboarding

All apprentices starting in September 2023 will be fully compliant otherwise they will not be allowed to start the course. All applications have been reviewed by the Apprenticeships Team to ensure all eligibility criteria has been met, including checking maths and English qualifications.

The ACP cohort (29 apprentices) have their first learning on 14th September. All apprenticeship agreements and training plans have been issued.

RNDA (60 apprentices) and Senior Leader (21 apprentices) are being onboarded before their first learning on 28th and 27th September respectively.

Work has been ongoing to ensure that employer relationships are being maintained. PS held a session for all employers to update them on the progress with the retrospective compliance activity. This session was also used as an opportunity to provide employers with an overview of Bud and the new apprenticeship attendance and policy processes and feedback priorities.

Apprenticeships delivery and compliance plan

Progress with the Apprenticeship Delivery and Compliance Plan has been delayed due to the above.

Key areas that need to be progressed as a priority are:

- Ofsted preparation
- End point assessment quality audit preparation
- Embed apprentice, employer, teaching staff and EPA feedback cycle policy which has been recently approved by Senate
- Implement apprenticeship PREP/teaching observation process to ensure BU can make appropriate judgements on teaching quality
- Agree process for auditing quality of tripartite meeting records and follow up.
- Implement Attendance and punctuality monitoring process which has been recently approved by Senate.
- Undertake early periodic review of all apprenticeship programmes.
- Embed career advice and guidance in the programmes.

An Ofsted preparations steering group has now been set up and will meet every two weeks to progress actions. Both the Ofsted steering group and End point assessment steering group will report progress to the Apprenticeships Board.

Interviews for the two Apprenticeship Team Leader roles took place at the end of August with two experienced applicants accepting the positions, one with a high level of Bud experience. Once in post, the leaders will take on responsibility for taking forward key elements of the plan.

A Self Assessment Report (SAR) workshop was recently facilitated by our external consultant. Both Faculties are currently developing their SAR and Quality Improvement Plans (QIPs). Once completed these will be used to develop the institutional SAR and QIP.

Two away days have been organised to progress apprenticeship delivery planning. An away day took place on 11th September to:

- ensure all processes and procedures are fully defined
- all key staff have common understanding of processes
- bring together the various channels of work together
- to celebrate the hard work people have put in

There will be another away day on 14th September with all staff involved in apprenticeship delivery. It will be facilitated by the Apprenticeship Team, Faculty staff and FLIE to:

- familiarise staff with the key apprentices policies
- to explain the BU processes underway to support 4/6 staff and students
- to explore and share learning and teaching ideas to engage apprentices
- to introduce the approach for teaching observations.

BUD Implementation Update

Focus is on ensuring that all September 2023 learners have access to Bud. All employer contacts are now in the live tenancy to enable apprentices to be enrolled. All new apprentices have been sent a self-registration email to enable them to sign up to Bud. The steps to fully enrol an apprentice in Bud are as follows:

Use bulk upload tool to create stub record for each apprentice – auto email goes out to apprentices to self-register

- Apprentice completes self-registration
- Apprentice team sends BKSB email to apprentice
- Apprentice completes BKSB initial assessments
- Apprentice team complete enrolment up to point of compliance checks
- Another member of the team completes the compliance checks to fully enrol the apprentice in Bud

All staff who use Bud are currently being offered two training sessions by Bud to give them an overview of the system. This will be followed by targeted specific guidance for BU processes required to be completed in Bud. Some employers have also received some Bud training.

Automatic migration of current apprentices will now take place in October 2023 so all current learners will be able to use Bud from November 2023. Collection of the data needed for the automatic migration is ongoing.

ILR ownership cannot be transferred to the apprenticeship team until all learners are in Bud and the data has been cleansed. Therefore, this is expected to be in November/December 2023.

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ESFA response

PS's draft response to ESFA was approved and PS to send with immediate effect.

- [Degree Apprenticeships update to UET - 12 Sep 23 v1.Final.pdf](#)
- [ESFA Report Update - Bournemouth University.Spt 23.draft.pdf](#)

6.2. Contract approval

Decision

Anand

[REDACTED]

- [Degree Apprenticeships update to UET - 12 Sep 23 v1.Final.pdf](#)
- [21971 FINAL BCP accepted Updated Schedule 1\(916738.1\).pdf](#)

7. Items for approval or note

7.1. Sustainability Committee UET summary and documents

Decision

Jane Forster

Updates noted and ToR and draft risk approved.

- [Sustainability committee ToR 2023.pdf](#)
- [Draft climate risk for corporate risk register.pdf](#)
- [UET meeting Cover Sheet for committee updates - SC 220723 v2.pdf](#)
- [THE Impact Rankings 2023 Detailed Results Analysis.pdf](#)

8. Standing item: reportable events

Discussion

Chair

Reportable events update
There were no new reportable events reported.

9. Future Meetings

Note

Chair

- [UET agenda 3rd October 23.pdf](#)
- [UET meeting planner 23-24 Dates.pdf](#)
- [UET agenda 26th September 23.pdf](#)
- [UET 19th September 23.pdf](#)

9.1. FRC Agenda for October

Discussion

Deborah Wakely

Was not discussed due to Deborah's absence.

9.2. ULT meetings

Agenda for 27th September to include discussions on Risk and Strategic Planning.

Meeting on 31st January 2024 to be re-arranged. **ACTION:** JF

 ULT 27th September 23.pdf

9.3. SQS and board papers for review

These are the pre-read versions, shorter sets will be provided for the meeting itself

 VC update and context slides for SQS Sept 23 final.pdf

 Draft board slides Sept 23 v3.pdf

9.4. Board

Presentation almost complete

ACTION: to be sent on Wednesday of Thursday JV/JF

10. AOB

Chair

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10.2. Strike action

Information

Karen Parker

There will be 5 days of strike action: 25, 26, 27, 28 and 29th September 2023. This is in accordance with the current mandate for action. Every effort will be made to minimise disruption for new and returning students.

In addition, UCU have advised that they are in dispute with employers in respect of the 23/24 national pay negotiations. As a result, they have notified BU of a ballot of members. The ballot will open on 19th September 2023 and close on 3rd November 23 (the earliest date that action could commence in the event that the TU secure a mandate would be around w/c 20th November). The ballot is being conducted on an aggregate basis.

The ballot is in respect of industrial action by way of strike action and industrial action short of a strike. In the event that they secure a mandate, the ASOS will be continuous and consist of:

- working to contract;
- not covering for absent colleagues;
- removing uploaded materials related to, and/or not sharing materials related to, lectures or classes that will be or have been cancelled as a result of strike action;
- not rescheduling lectures or classes cancelled due to strike action;
- not undertaking any voluntary activities,
- undertaking a marking and assessment boycott