

# UET meeting

Tue 23 April 2024, 10:00 - 13:00

Committee Room, Poole House

## Attendees

### Board members

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

### In attendance

Jane Forster, Julie Kerr

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting


Approval


The minutes of the meeting held on 16h April 2024 were approved as being an accurate record of the meeting with some minor corrections from ST.

Chair

The Action Log was noted.

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

 UET action log after the meeting on 15th April 2024.pdf

 Minutes\_UET meeting\_160424.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

**REDACT**

Susie Reynell

[REDACTED]

 UET - Weekly Cashflow Forecast w-c 22 April 2024.pdf


 UET - Weekly Cashflow Forecast Narrative w-e 19 April 2024.pdf

## 2.2. Management Accounts

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[REDACTED]

- [REDACTED]
- [REDACTED]

 UET Management Accounts Mar 2024.pdf

## 2.3. Bids for approval

There were no bids for consideration this week.

## 3. Planning working group

Brian, Alan and Judi joined the meeting. Mandy and Jane were unable to attend.

### Update on key activity:

- Extraordinary Board meeting agreed the VSS spend
- Written offers to employees have been/are being issued

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- [REDACTED]
- [REDACTED]
- Timetabling - UTF's have been locked in with gaps filled with prior year data and no further changes possible for this round. Support may be requested from UET if pressure is applied to submit late changes.
- BUBS and FST have submitted their confirmed staff adjustments. FMC (Salvo S) and HSS (Jo Thurston) are resolving some queries before submitting this week. This year has been a smoother process overall than 23/24. **ACTION:** BK to circulate the confirmed staff adjustments.
- [REDACTED]

- o [REDACTED]

**HR Update:**

- Organisation Change paper was submitted to UET as planned and all actions agreed by Karen
- A range of training and support interventions at all levels is in development; case for change has been written to support Townhalls and a Sharepoint hub is under development
- Entering the last week of the current VSS offer – in line with plan, all but 2 VSS offers have been issued, with line managers informed as appropriate. 20 - 25 more applications to be reviewed. There are 55 pending overall.

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- [REDACTED]

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- [REDACTED]


## M & C Update

**REDACT**

- [REDACTED]
- A staff update on the programme was shared in BU This Week and the Town Halls are taking place Monday/Tuesday and Thursday this week. A summary of the sessions and any new FAQs generated as a result will be shared with staff on Monday.
- A student update is also planned to go out shortly, which will provide further reassurance around the impact of VSS on students. It will also mention that some programmes have been suspended for September entry and explain that this does not affect their teaching and learning. It will also provide reassurance that this is not a reflection of the quality of these programmes.
- A SharePoint site to support the financial stability programme is being created and is expected to launch at the end of this week.

**ACTION:** M & C - Update comms to go out by the end of the week following the Town Hall meetings.

On behalf of Elaine Warriner, BK enquired about the official name of the project - it is currently being called the Financial Stability Plan. It was agreed that this is not the right name. **ACTION:** UET to consider and revert back.

 Financial stability Plan update 220424 1 (1).pdf

### 3.1. TU update

**REDACT**

[REDACTED]

## Discussion

Karen Parker

### 3.2. WLP next steps

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[REDACTED]

- [REDACTED]
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- [REDACTED]
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 WLP data 18th April 24 to share with the TU.pdf

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## 4. Faculty Performance and update

The Deans joined the meeting. Anand was at a conference so not able to join. Lois was chairing a meeting and Lee deputised on her behalf.

Discussion points:

- WLP data shared last week - actions arising
- Student numbers
- Continuation
- Academic Reporting Dashboard
- Budgets and actions to be taken

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Closing the Budget gap

**REDACT**

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SR thanked all for their efforts so far. Even though we are not there yet, a lot of progress has been made and the efforts to date have been much appreciated.

Workload Planning

- A lot of work has been done by ST and JF to analyse the data and to create a draft set of slides for further discussion.

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- [Redacted]

**ACTIONS:**

- To be discussed again on Thursday when KPh will have a draft proposal

 2024-04 ARD Summary .pdf

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## 5. Break

## 6. Departmental meeting

- Computing and Informatics

REDACT

CG - Overview

- [Redacted]
- The department recently achieved a Bronze Athena Swan award

**REDACT**

- [Redacted]
- [Redacted]

*Nan*

- [Redacted]

**Student Numbers:**

- [Redacted]

[Redacted]

- [Redacted]
- [Redacted]




- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

- [REDACTED]

 second wave 2023-4 department reviews c and l 23rd April 2024.pdf

## 7. Items for approval or note


### 7.1. Staff survey

Karen Parker

KPa has arranged for the results to be summarised and a set of slides to be put together as well as comms.

#### ACTIONS:

- KPa to circulate slides shortly for approval.
- JF to forward to EULT who, in turn, will communicate to their teams.
- KPa to draft an all staff communication for approval
- KPa to chase qualitative comments which are still outstanding.

 ULT 30th April 24.pdf

### 7.2. Draft Disclosure and Barring Service Check Policy

**Decision**

As the paper in the pack wasn't the latest version, KPa to recirculate.

Karen Parker

In the meantime, KPa to discuss the issues raised by JA with Sally Driver:

- definition of vulnerable
- ensuring the policy is aligned with other policies
- costs of DBS checks - should not have more than is necessary.

Paper to be discussed again on Thursday for approval.

 Draft Disclosure and Barring Service Check Policy.pdf

### 7.3. Purchase of Student Computers for Summer 2024 Refresh

**Decision**

Approved

Jim Andrews

 FRC Paper for Purchase of Student Computers for Summer 2024 refresh .pdf

### 7.4. Contextual Admissions Paper

Purpose: to re-frame our contextual offer-making approach so that applicants are made a standard offer, with the tariff reduction for contextual eligibility taken into account at confirmation. Where an applicant is eligible for contextual or AccessBU consideration, the offer letter would contain the standard tariff along with additional text expressing BU's confidence in their ability to achieve the tariff of the offer, but clearly noting their contextual eligibility and providing a 'safety net' of tariff reduction, if required, when results are received. The current reductions in tariff would remain, but applied at confirmation rather than up front in the offer.

The paper was approved in principle.

**REDACT**

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**ACTION:** KPh to arrange for a re-draft and represent to UET for final approval.

[📎 UET contextual admissions paper Apr 2024.pdf](#)

### 7.5. Car Parking

JA to present paper at next week's UET. Decision required on free parking and impact on budgets.

## 8. Budget discussions

### 8.1. ALS Restructure Outcome

The restructure proposed in the paper was approved in principle subject to clarification that the costings include current vacancies.

**ACTION:** JA to check and confirm with KPa and SR. ST would like to see the fully costed proposal.

[📎 ALS Restructure Outcome Paper for UET - April 2024 \(1\).pdf](#)

### 8.2. Proposal 1

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- [Redacted]

[📎 2024 RDS - DC.pdf](#)

### 8.3. Proposal 2

FLIE Proposals

REDACT

[REDACTED]

 FLIE proposals 2024.pdf

Discussion

Keith Phalp

### 8.4. Student experience

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- [REDACTED]

[REDACTED]

 UET - Discussion on Structures\_23 April.pdf

Discussion

### 8.5. Updated VSS

To be discussed again on Thursday.

REDACT

**ACTION:** KPa to come back with proposal for discussion on Thursday

- Appendix 3 Overview of Options.pdf
- Options - Severance - Appendix 4.pdf

## 9. Standing item: reportable events

Discussion

Reportable events update  
Nothing new reported.

Chair

## 10. Future Meetings

Note

ULT: 30th April 2024: Staff survey (need to circulate)

Chair

ULT: 13th May: budget

Board agenda

Feedback on Board agenda to be forwarded to Deborah.

All happy with future meeting agendas.

- UET ULT 2024 to 25.pdf
- UET 30th April 2024.pdf
- UET 7th May 2024.pdf
- University Board 24 May 2024 Agenda Draft v1.pdf
- UET 14th May 2024.pdf

## 11. AOB

Chair

## 12. Accommodation

**REDACT**

**ACTION:** SR/JA to discuss further.

### 12.1. Vandalism in Poole Gateway

**REDACT**

#### 12.1.1. New funding wave for Apprenticeships

Keith Phalp

**REDACT**

### 12.1.2. OVC budget

*REDACT*

[REDACTED]