

UET meeting

Tue 19 December 2023, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson

Absent: Susie Reynell (Finance Director), Sarah Bate, Jane Forster

In attendance

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 of 12th December and there were no matters arising.

Chair


The updated action log was noted.

ST updates:

- Cost of living -
 - Robin and Legal are looking at an International Guarantor Scheme
 - Working with FMC on a marketing programme which will include budget friendly cooking tips and other cost saving ideas
- KPI discussion update - still a work in progress
- Drafting Job Description for Head of Student Voice role.
- Personal Tutors: Faculties have pushed back on allocating Personal Tutors before the final numbers are confirmed. It was confirmed that Faculties should initially allocate Personal Tutors in line with the total number of students expected; the list of withdrawals will be updated as early as possible in January. All students, including late arrivals, should have access to Personal Tutors at the start of the new semester.

KPh to update following the meeting.

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

 Minutes_UET meeting_121223.pdf

 actions after UET 12th Dec 23.pdf

1.1. Apologies

Susie, Jane and Sarah

Christos for the Deans' agenda items.

2. Apprenticeships Update

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Phil to draft and report back to UET in the New Year - to include a sense of the cost of delivery versus the income generated. *(added to the agenda for 6th February)*

FUNDING: [REDACTED] of funding has been received from OfS for 2 projects : development, approval and marketing of the ODP level 6 and the new progression route into the registered nurse apprenticeships level 5. The money is to be spent between January and July 24 and will impact the September 24 starters. Job descriptions are being created to recruit in the New Year to enable this to move forward.

 Degree Apprenticeships update to UET - 19 Dec 23 v1.Final.pdf

3. Finance discussion

Ian

Ian Pettit joined the meeting online and Judi joined in person

3.1. Cash flow update

Information

Ian

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

As this is Ian's last week at BU, JV thanked him for his contribution to BU and wished him well for his forthcoming retirement.

 UET - Weekly Cashflow Forecast Narrative w-e 15 December 2023.pdf

 UET - Weekly Cashflow Forecast w-c 18 December 2023.pdf

3.2. Bids for approval

There were no bids for discussion.



3.3. Management accounts

Judi Roberts

REDACT

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
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- [Redacted]
- [Redacted]

-  2024 Budget to FC1 - Bridge.pdf
-  UET Management Accounts Nov 2023 final.pdf

3.4. Staff and Visitors Expenses Policy

Ian Pettit

A number of changes have been made to the policy which was last updated in 2020. There is now clarity around exceptions and approval of exceptions, use of TMC, personal incidental expenses and petty cash. Overall it has been tightened up and clarified.




There have been some concerns raised by the unions around flexibility - the table with updated expenditure levels to be shared with the Union reps.

The policy was approved subject to some minor modifications to points 5A, 5C and 12, 12.2 and 12.4.

With regard to 12.4 - it was agreed that this is a good opportunity to confirm that personal expenses should be submitted by the end of a financial year and should not span two financial years.

ACTIONS:

- IP to make the agreed changes and re-submit for final approval.
- JA to follow up with Deans re the need for consistency of approach - each Faculty adopting their own processes is frustrating and is causing issues

-  BU Expenses Policy 2023 Revision vs 2020 Previous.pdf
-  Staff and Visitors Expenses Policy v7 Clean.pdf
-  UET paper - Staff and Visitors Expenses Policy V Dec 2023.pdf

4. Faculty performance

2023-24 Q1 Research Metrics Summary.pdf

2023-12 ARD Summary.pdf

Deans Plus Judi And Russ -

Carly Stewart To Represent

Christos

4.1. Faculty performance

Anand, Einar, Russ, Carly (representing Christos) and Judi joined the meeting. There was no representation from BUBS.

Purpose of meeting:

- to discuss dashboard and financial performance
- to discuss career frameworks

ACTION: KPh: ro make a proposal for an annual monitoring plan

REDACT

Einar

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Withdrawals:
 - [REDACTED]
 - [REDACTED]
 - tried to improve student engagement
 - focussed action on creating a sense of belonging
 - had a week of activities rather than just a day
 - focussed support in reading week
 - had a deep dive review into assessment types and failure rates
 - Changed assessments
- [REDACTED]
 - [REDACTED]
- Taken the big picture data and translated it into tangible, lived experience and actions flowing from that.

Anand

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

- [REDACTED]
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- [REDACTED]

Carly

- [REDACTED]
- Assessment turnaround has been good
- Package of support has been put in place - joined up with professional services which is working well.
Event attended by over 100 people and the energy around the initiatives to support students has been great.
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Attendance

- [REDACTED]
- The call pilot seems to have been working well but any feedback is welcome
- [REDACTED]
- [REDACTED]
- It was agreed that there needs to be a call to action to energise and encourage students to improve attendance in semester 2
- [REDACTED]
- **ACTION:** ST to work with Jo Thurston to create cohesion through increased student activity

Research KPI Dashboard

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

Anand

- Have had more grant success
- more coherent teams working together on grants/bids

- [REDACTED]
[REDACTED]
- [REDACTED]

Einar

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
- Need to ensure that if research income is not at the level expected, costs are reduced accordingly.

Carly

- [REDACTED]
- [REDACTED]

Judi

- Confirmed that need to keep control of expenditure if income reduces
- Judi to work with Anand on the Bid costings and recovery rates as Anand felt that they were being pulled back

REDACT

[REDACTED]

- [REDACTED]
[REDACTED]
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[REDACTED]

[REDACTED] *than*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ACTIONS:

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

5. Items for approval or note

5.1. WAHSN Annual Report from FHSS

Anand Pandyan

The report will be available by the end of next week. To be added to the next agenda.

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

5.2. WHP (Wessex Health Partners) Business Case

Anand Pandyan

It was agreed that membership of the partnership would provide a number of benefits, including closer collaboration with regional partners and keeping up-to-date with competitor activity through soft intelligence, and was therefore approved.

Will now require sign-off by the Board.

 21452 - WHP Collaboration Agreement - SAF 1 - 01.12.2023.pdf

 21452 - WHP_BU2025_Business_Case_V04.pdf

5.3. 2024/2025 Turing Scheme University Board Business Case


JA reported that this is in a similar format to last year, although it has been announced that Capita will not be running the scheme next year. Guidance is not yet available and there is a possibility that it will be delayed.


It was noted that it therefore may no longer suit the Board's timescales and there may be a requirement for written resolutions.

This will need to come back to UET before going to the Board

 Appendix D _ Over 100k pre award cash flow.pdf

 Appendix C _ Turing Scheme Bid Budget.pdf

 Appendix E _ Project costing IT Estates - Turing 24.25.pdf

 UET _ BU2025 Business Case _ 2024 Turing Scheme Bid.pdf

5.4. Other Business Cases for approval

Jim Andrews

- [REDACTED]
- [REDACTED]

REDACT

[REDACTED]

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

Firewall Replacement Project

- *JA reported that the existing firewall is out of date and needs to be replaced. The project is costed with both a capital charge and a revenue charge.*
- *Approved in principle, will need to come back to UET before going to the Board*


 BU2025 Business Case R&A Checklist - Student Computer Refresh 24.pdf

 BU2025 Business Case R&A Checklist - Firewall Replacement Project.pdf

 BU2025 Business Case - Firewall Replacement Project V1.1.pdf

 Project costing Tool - Firewall Replacement Project.pdf

 Project costing Tool - Student Computer Refresh 24.pdf

 BU2025 Business Case - Student Computer Refresh 24 V1.1.pdf

5.5. Business Continuity Summary Report

Decision

The report, prepared mainly by Shona Nairn Smith, takes a thorough and in-depth view of Business Continuity across the whole university and will be used to develop more detailed plans around these activities:

Jim Andrews

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The report and terms of reference were approved.

- [05a Space Planning Principles.pdf](#)
- [04 Service Recovery Priority Assessment 2023 UET version.pdf](#)
- [06 Critical Activities List.pdf](#)
- [07 Stakeholder Checklist.pdf](#)
- [02 BCSG ToR 2023.24 UET.pdf](#)
- [14 BCSG Meeting Summary for UET 19.12.23.pdf](#)

6. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no new reportable events.

7. Future Meetings

Note

All were approved.

Chair

- UET on 2nd January will cover urgent sign-offs
- UET strategy on 26th January - JV working with JF to prepare slides for the Board

- [UET 2nd Jan 24.pdf](#)
- [UET strategy 26th Jan 24.pdf](#)
- [UET 30th January 24.pdf](#)
- [UET 23rd Jan 24.pdf](#)

8. AOB

Chair

8.1. SUBU

REDACT

[REDACTED]