UET meeting

Tue 05 December 2023, 10:00 - 13:00

Attendees

Board members

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

In attendance

Jane Forster, Julie Kerr

SR to leave at 11.00

Meeting minutes

1. Minutes and Matters arising from the previous meeting

The minutes of the meeting were approved as being an accurate record of the meeting held on 28th November 2023. Some redactions required before publication and a small amendment.

Matters arising:

REDACT



The updated action log was noted.

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

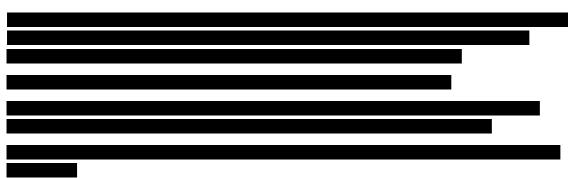
Actions after UET 28th Nov.pdf

A Minutes_UET meeting_281123.pdf

2. Finance discussion

2.1. Cash flow update

REDACT



SR to update FRC (no paper required).

December 2023.pdf UET - Weekly Cashflow Forecast Narrative w-e 1 December 2023.pdf

DET - Weekly Cashflow Forecast w-c 4 December 2023.pdf

Approval

Information

Information

Susie Reynell

Susie Reynell

Chair

2.2. Bids for approval

There were 2 pre-award proposals and no post-award proposals for approval. The 2 bids were approved. The second bid was approved in principle but SR to follow up about the categorisation and guidance for this type of bid.

ACTION:

SR - further work required on the management of the bid portfolio and target ratios. An holistic view is required.

RED ID	13827	BU PI	Janice Attard-Johnson	
Project Title	Natural and Learned Individual Difference in Age Estimation			
RED ID	14010	BU PI	Lee-Ann Fenge	
Project Title	Applied Research Collaboration (ARC) Wessex Social Care Extension bid for Social Care			
	Capacity Building			

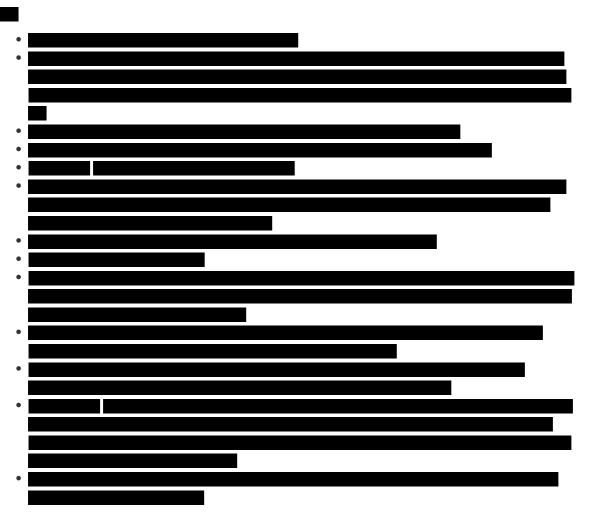
Narrative for UET meeting 5.12.23.pdf

3. Theme: RKE

🕒 RKE Workstream Update 051223.pdf

3.1. Bidding and approvals processes, policy and practice and post award

REDACT



ACTIONS: (next RKE theme is 30th Jan)

Discussion

Keith And Sarah

- Further review of ITB form SR
- Over the next couple of weeks SR to look again at a phase gate approach, identify what the phase gates should be financial, legal, academic.
- SR : to look at a light touch approach for small bids that don't have legal or financial implications.

3.2. KE framework and infrastructure, policy and practice; Discussion Keith And Sarah REDACT • Decision 3.3. QR allocation Keith Phalp, Sarah Bate REDACT DET QR Spending Plan_Dec23.pdf

3.4. REF committee ToR

It was noted that the Terms of Reference for the REF Committee have been through the Steering group and will be presented to UET shortly.

ACTION: JF to compare them with the previous comments and bring back to UET

3.5. REF steering group update

Kate joined the meeting.

Decision Keith Phalp, Sarah Bate

Discussion Kate Welham

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L'EDAO	

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RSG_Meeting_241123_UET.pdf	

4. Faculty performance

Discussion

Apologies from Anand.

Lois, Einar, Christos and Judi joined the meeting. Ros also joined for the Late Arrivals agenda item only.

4.1. Late arrival deadlines

REDACT

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with RA to follow up on the approach and the actions including comms and personal tutor

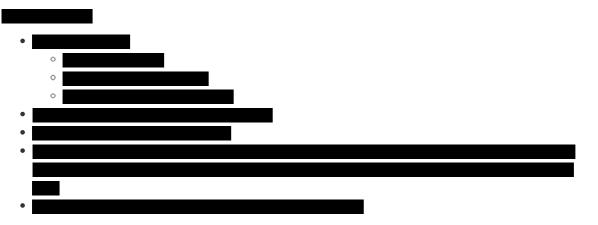
engagement

🖹 Late starts 5.12.23.pdf

4.2. Academic career framework

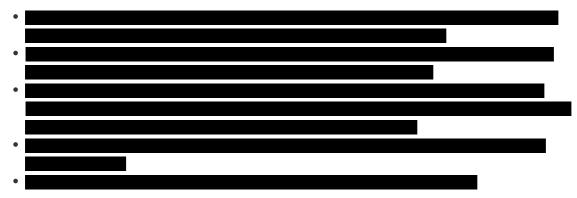
Elaine Sheridan and Vicky Clarke joined the meeting

REDACT



Discussion

Karen Parker



ACTIONS:

- KPa to proceed with consultation prior to approval.
- KPa to ensure working with the Deans that the full costs are all identified for the budget process.
- 1 Agenda Renegotiation meeting 22 November 2023.pdf
- 2b Draft Academic Career Development Framework G7&8.pdf
- 2a Draft Academic Career Development Framework G10&11.pdf
- 2c Draft Academic Career Development Framework G8&9.pdf
- 4e G11 Draft JD Professor Fused.pdf
- 4d G10 Draft JD Associate Professor Fused.pdf
- 4b G8 Draft Senior Lecturer Fused.pdf
- Ac G9 Draft JD Principal Academic Fused.pdf
- 4a G7 Draft JD Lecturer Fused.pdf
- 3h Demonstrators progression under renegotiation .pdf
- 3i Demonstrator progression in BAU.pdf

4.3. Cross faculty co-operation

Aim:

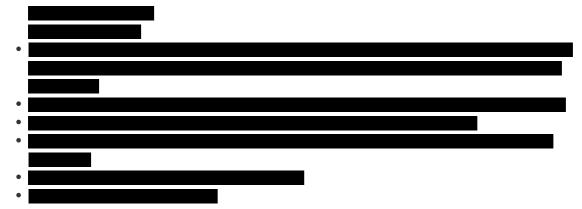
- Bringing Faculties and also Departments closer together and creating a more cohesive culture as well as exploring other collaboration opportunities, in both education and research
- · More multidisciplinary portfolio overall which could have some additional marketing opportunities
- Ensuring consistency across Departments in a variety of areas (student experience, quality and standards etc.)
- Staffing efficiencies, particularly in terms of the PTHP budgets
- Less reliance on PTHP (and more inexperienced in HE/less-Fused) members of staff for educational delivery

Benefits and Opportunities

- Some substantial benefits and opportunities have already been identified, including staffing efficiencies.
- Definition of cross-faculty co-operation is delivery between 2 different faculties on at least one unit.
- Still awaiting data from Brian which will be available mid-December to confirm the detail.
- Will try to ensure a consistent student experience across all Faculties.

REDACT





Proposed Solutions

- More transparency and crucially accuracy in how this is financially attributed to Departments specifically (see attached report), this includes also cross- Departmental delivery
- This can then lead to a culture where Departments feel more accountable financially, look at their budgets and consider the benefits of making valuable contributions to cross-Faculty/Department delivery
- Sharing ownership should extend to involvement in processes like AMERs (and others, SV meetings etc.) for all the Depts/Facs involved
- Shadow/dual programme leader role for these courses where there is substantial delivery over a certain threshold (2 units +) from another Department/Faculty.

Next Steps:		

We should take a student centred approach, focussing on delivering the best quality education, but removing financial and process obstacles which stop pragmatic and efficient solutions.

ACTION: next update on 23rd January

- GC to map out how we can better identify and support this including via programme validation at the earliest possible stage.
- Judi to investigate more reports at department level. This will require SITS to be set up and kept up-todate properly.
- KPa start to think about and start to have conversations about what a HoD job description looks like.
- Data: SR to investigate ownership of data integrity with a view to ensuring access at Faculty level.

Cross Fac Delivery CG UET Dec 23.pdf

- Faculty cross charges students.pdf
- Faculty cross charges fees2.pdf
- Faculty cross charges FTE.pdf

E Faculty cross charges fees1.pdf

4.4. Faculty performance discussion

Review the research dashboard and the academic dashboard

This was postponed due to time pressures and to now be discussed on 19th December.

2023-11 ARD Summary.pdf

2023-24 Q1 Research Metrics Summary.pdf

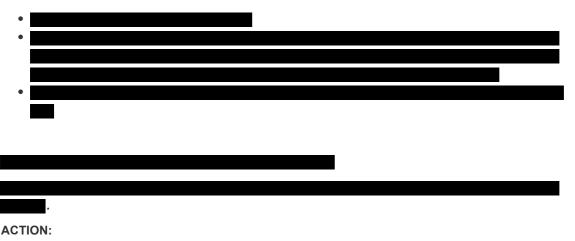
Deans And Russell

5. Items for approval or note

5.1. Draft ACF for approval

The proposed new ACF is a broad framework which has taken a year to formulate. It has taken a lot of research, both internally and externally, and the proposal is now structured very differently.

REDACT



• Comments back to KPa and Elaine by 19th December when this will be on the agenda again.

5.2. Living wage paper



Living Wage Update Nov 2023 (004).pdf

5.3. Discretions policy update

To be discussed at a later date.

Discretions Policy Amendment UET Summary Nov 2023.pdf
BU LGPS Employer Discretions Policy November 2023.pdf

5.4. Staff Expenses Policy

The paper was agreed in principle.

JA has some comments, that aren't fundamental to the principle of the policy, to be given outside of the meeting.

Expenses Policy Benchmarking Summary.pdf

B Staff and Visitors Expenses Policy Oct 2023 V5.pdf

Cover Sheet - Staff Expenses - Updated.pdf

5.5. Resource for monitoring/managing international student engagement

This is urgent because of the need to extend existing temporary contracts to avoid a gap in resource and possible loss of temp staff who are already familiar with the data and the aims/scope of the ongoing work.

To be discussed at the informal UET meeting on Thursday 7 December. At this informal meeting the

Decision

Elaine Sheridan And Vicky Clarke

Decision Karen Parker

Decision

Decision

Susie Reynell

Decision

KPh

proposal to extend the contracts was approved.

B Request for budget for resource to manage international student engagement.pdf

6. Standing item: reportable events

Reportable events update There were no reportable events highlighted.

7. Future Meetings

All were approved.

The professoriate event to include case studies - to be sourced by SB and group discussions on strategic narratives .

ACTION: JF to email Professoriate

🕒 ULT agenda 6th December 23.pdf 🕒 UET 19th December 23.pdf 🕒 UET 12th December 23.pdf

8. AOB

8.1. Cleaning Contract

REDACT

8.1.1. Procurement

SR proposed that the minimum spend requiring the need to go out to tender is £50K.

This was agreed in principle, pending a review of the Procurement Manual and appropriate approvals.

Discussion

Chair

Note

Chair

Chair

Information

Jim Andrews