

UET meeting

Tue 19 March 2024, 10:00 - 13:00

Attendees

Board members

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

In attendance

Julie Kerr, Jane Forster

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Karen

Chair


The minutes of the meeting held on 12th March 2024 were approved as being an accurate record of the meeting.

There were a couple of minor corrections which have been made.

The action log was noted.

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

 Minutes_UET meeting_120324.pdf

 UET actions after meeting on 12th March 24.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

REDACT

Susie Reynell

 UET - Weekly Cashflow Forecast Narrative w-e 15 March 2024.pdf

 UET - Weekly Cashflow Forecast w-c 18 March 2024.pdf

2.2. February Management Accounts

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 UET Management Accounts Feb 2024.pdf

2.3. Bids for approval

There are 4 pre-award proposals for consideration from a cash flow perspective:

RED 13986: The Sound of Peace: Promoting violence reduction through participatory journalism and narrative inquiry among young people in contexts of organised crime and conflict: Karen Fowler-Watt - **approved for cash flow**

RED 14172: Developing an evidence and theory-informed digital videos employing a user-centred participatory approach, to support the early detection of skin cancer (EDSC) via self-examination of the skin (SSE), focused on at-risk (older men) and under-served populations ('people of colour') : Steven Ersser

It was agreed that this did not meet the financial criteria to be approved at this stage. **ACTION:** SB to follow up

RED 14190: Developing a virtual mental health education programme for paramedics: Ursula Rolfe - **approved for cash flow**

RED 14236: Environmental Resilience Technology Innovation (ERTI) Cluster: Rob Britton - it was confirmed that this would only need to be presented to the Board post award and not pre-award- **approved for cash flow**.


REDACT

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 Narrative for UET meeting 19.03.24.pdf

2.4. Planning

Brian joined the meeting and updated UET on the Gantt chart presented at the meeting on 12th March.

Actions were updated with regard to their progress.

REDACT

[Redacted text]

ACTIONS:

- BK to add a status column to the Gantt chart
 - BK to either set up a RACI type document or add actioning responsibilities to current Gantt chart
 - Four main decisions required as soon as possible
1. VSS extension - and to what date - all agreed in principle as not all the pension information required is available. **ACTION:** JV to liaise with Sally Driver and confirm date after Easter
 2. 400 hours to 200 hours confirmation and consultation
 3. Course suspensions
 4. Student number targets
- Comms plan required - BK to ensure that comms go through the Deans prior to going to HoDs

2.5. Nigerian students proposal for payment extension

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 Nigerian students - Jan 2024 cohort - Mar 2024 decision - UET final for approval.pdf

3. Department reviews

- Accounting, Finance & Economics
- People and Organisations

The teams for both departments joined the meeting.

Notes:

Accounting, Finance and Economics

Research:

- Pipeline good - however not converting into income. There are a number of large bids in process which take longer to come to fruition. Now re-thinking the types of bids that are being targeted - using internal strengths while continuing to support the larger bids.
- Concentrating on Research culture - holding monthly meetings. Organising Research retreats to discuss issues and strategies. Looking at introducing a Research centre.
- Initiating cross-learning and cross-mentoring outside of AFE to re-energise and recalibrate Research leadership and team.

ACTIONS:

- SB to pick up Impact opportunities off line

Portfolio:

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[REDACTED] Recruitment

Rob Bowra and Jane Moody joined the meeting

Discussion

Karen Parker

The slides were taken as read.

The project is a really big step forward from a recruitment perspective and will make a big difference to the administration of the recruitment process and to the candidate experience. It will result in a number of efficiencies, less email traffic, and much more control.

The system has been tested and has received positive and enthusiastic feedback from stakeholders - it has been described as a game changer. It will go live on 24th April.

There will be a period of transition which will be softer than expected due to the hold on some recruitment.

Jane Moody will lead the training programme and training will start with those who have immediate recruitment needs and will be a rolling programme thereafter.

 eRecruitment at BU - UET.pdf

6.2. Estates Capital Spend Review

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 EDC Finance Report Dec23 - Potential Underspend Analysis Rev3.1.pdf

6.3. ITS Investment Revenue Savings

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 ITS Investment Revenue Savings Mar 24.pdf

Discussion

Jim Andrews

Discussion

Jim Andrews

7. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no new issues reported.

REDACT [REDACTED]

[REDACTED]

8. Future Meetings

Note

Noted and approved.

Chair

 UET 26th March 2024.pdf

 UET 2nd April 24.pdf

 UET 9th April 2024.pdf

8.1. FRC Agenda

Decision

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 FRC Agenda 26 April 2024 v1.pdf

9. AOB

Chair

There was no further business.