

# UET Meeting

21 January 2020, 10:00 to 12:00

VC's office

## Attendees

John Vinney (Chair), Tim McIntyre-Bhatty (UET), David Reeve (UET), Jane Forster, Karen Parker (item 2), Colleen Harding (item 3), Sarah Hutchings (item 4), Deborah Wakely (item 6), Christina Pizot (minute taking). APOLOGIES - Jim Andrews (UET)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held 14 January 2020

Approval

#### -Minutes

These were approved with one redaction to item 4 and an addition to the AOB section.

#### -Matters arising

None noted.

 Minutes\_UET Meeting\_140120.pdf

### 2. HR papers

Information

Ms Karen Parker joined the meeting to review the following papers which will be submitted to the next FRC meeting on 31 January 2020:

#### -Academic Pay Progression & Promotion (for note)

Ms Karen Parker gave UET an overview and analysis of the pay progression and promotion 2019. This was the sixth academic round conducted using the new methodology.

Ms Parker noted that the numbers of applications had remained stable, the proportion of female applications had remained unchanged and there was still a noticeable variation across the Faculties.

UET agreed that the scheme should be reviewed for next year.

#### -National Pay Negotiations (for recommendation)

Ms Parker noted that the attached paper outlined the national pay negotiations process. FRC approval was being sought for BU's continued participation in the National Pay Negotiations 2020/2021.


UET recommended the proposals outlined in the paper. This paper will be considered at the next FRC meeting on 31 January and final decisions made by written resolution once appropriate information has been received from UCEA.

#### -Leadership Development (for note)


Ms Parker noted that the paper provided an update on activities to date and the programme currently in place for the academic year 2019/2020.

 FRCJan20Payprogressionandpromotion.pdf

 Academic Pay Progression and Promotion Review January 2020 v3 (002).pdf

 Overall Pay Progression Analyses 2019.pdf

 FRC Jan20 Paynegotiations .pdf

 FRC Jan 20 Leadership final.pdf

### 3. Future Meetings and Items:

Review

UET reviewed both agendas:

- UET agenda - 28 January 2020
- ULT agenda - 12 February 2020

- Academic Leadership event - 30 January 2020

Dr Colleen Harding reviewed the format and agenda with UET.

- EULT awayday - 7 February 2020

JFo noted this should be a 'business' focused day including financial planning and reviewing and prioritising the implementation plan.

- Leadership event - 5 March 2020

Dr Harding noted that they had been unable to source a venue on campus big enough and therefore a new date would be looked at - preferably in May or June.

UET agreed to look at a different format and focus for this event. Some of the themes of discussion suggested were

culture, creativity and community identity.

Dr Harding would look at a model for the day and would come back to UET in a few weeks to discuss.

 UET Agenda 28 January 2020.pdf

 ULT agenda for Feb meeting.pdf

 EULT awayday 7th Feb 2020 (2).pdf

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## 4. Standing item: Financial Update

Information

Management Accounts - December update

Ms Sarah Huthings joined the meeting to update UET on the latest financial forecast including the latest iteration of the Management Accounts as of December 2019, which would be reviewed at FRC on 31 January 2020.

 FRC-1920-2-Management Accounts v2.pdf

### 4.1. Annual Report on Treasury Activity

Information

UET reviewed the annual report which covers the performance of Treasury Management function in the previous twelve months. This was for note by UET and would be submitted at the FRC meeting on 31 January 2020.


 Treasury Management Report 2020.pdf


### 4.2. Annual TRAC Return 2018-19

Decision

DR noted that the Transparent Approach to Costing (TRAC) had been subject to a Data Quality Review conducted by our PRIME team. This paper was for note by UET, and would need final approval by the Interim Finance Director and sign off by the Vice-Chancellor before submitting to the OfS by the 31 January 2020 deadline.

 TRAC Cover Sheet 2018-19.pdf

 TRAC Reasonableness 201819 v2.pdf

 TRAC1819\_10000824.pdf

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## 5. Standing Item: Board & Sub-Committee Preparation

Discussion

Ms Deborah Wakely joined the meeting to review the following agendas:

- FRC agenda - 31 January 2020

Ms Wakely was reviewing item 10 on the agenda as it seemed to be missing the required legal and financial sign offs for Board recommendation.

- Board agenda- 28 February 2020

No updates noted and Ms Wakely would submit the draft to the Chair of the Board for approval.

JFo mentioned that the PGB opening ceremony may need to start earlier at 1pm but would confirm back to Ms Wakely.

 FRC January 20 agenda v3 with Erasmus.pdf

 UB-1920-3-000 28 February 2020 Agenda.pdf

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## 6. Standing item: OfS and Government Reporting

Discussion

Deborah Wakely/Jane Forster

### BU Reportable Events Decision Log

The updated log was reviewed.

**[Item redacted]**

### Regulatory Reporting Tracker

Student transfer arrangements - on 20 December 2019, the OfS contacted HE providers asking them to provide information about arrangements for student transfers related to ongoing condition of registration F2.

UET approved the recommendation as outlined in the paper provided by Ms Jacky Mack.


### Horizon Scan

-The OfS Teaching Grant consultation has been launched - BU would not respond.


-JFo noted that the outcome of the Knowledge Exchange Framework (KEF) 2019 consultation had come out. We would be submitting a narrative response which would be reviewed at the ULT meeting in April 2020.

-Universities UK together with GuildHE and QAA have launched a survey of providers to gather information about the use of degree algorithms in determining students' final degree outcome. This was opened until 14 February and it was agreed that BU would respond; Ms Jacky Mack would be the lead.

 BU Reportable Events Decision Log updated.pdf

 Copy of Copy of Draft Reportable Events - Form 2 DSCIS AC Edits.pdf

 OfS and returns tracker.pdf

 OfS Information Request - Condition F2.pdf

## **7. Standing Item: Update on External meetings and events**

**Discussion**

None noted.


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## **8. Erasmus bid KA103 - staff/student Exchange**

**Decision**

UET were asked to approve submission of a bid to Erasmus+ Grant application for mobility of students and staff for 2020/21 and 2021/22.

UET approved the submission as outlined in the paper which would be submitted to FRC committee on 31 January 2020.

 FRC Erasmus KA103 \_ 2020.pdf

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## **9. AOB**

**Information**