

UET Meeting

28 January 2020, 10:00 to 12:00
VC's office

Attendees

John Vinney (Chair), Tim McIntyre-Bhatty (UET), Jim Andrews (UET), David Reeve (UET), Jane Forster, Rosemary Collins (item 2), Sarah Hutchings (item 3) and Christina Pizot (minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 21 January 2020


Approval

-Minutes

These were approved with one redaction to item 6.

-Matters arising

None noted.

 Minutes_UET Meeting_210120-1.pdf

2. Education & Skills Funding Agency (ESFA) Variation Agreement


Decision

Ms Rosemary Collins joined the meeting to review with UET the Variation Agreement to the Education & Skills Funding Agency (ESFA).

UET approved the recommendation to the Board for the variation of the agreement and for the Chair of the Board to sign the relevant paperwork and asked Legal Services to confirm the approval process that had been followed for the original agreement.

 UET Paper - ESFA Variation Agreement.pdf

 CAF - ESFA Apprenticeship Agreement - Updated January 2020 by LS and Finance.pdf

 ESFA January 2020 Variation.pdf

3. Standing item: Financial Update

Information

Ms Sarah Hutchings joined the meeting to update UET on the latest weekly financial forecast.

3.1. Proposed Reserves Policy

Discussion

DR reviewed with UET the draft of the Reserves Policy. DR advised that the policy should be reviewed annually both by UET and the FRC committee.

David Reeve/Sarah Hutchings

UET would need to consider the different models and parameters and make a recommendation to FRC and the board.

The implications of these options would be discussed at the EULT awayday on the 7 February.

 Reserves policy - UET covering paper.pdf

 Proposed reserves policy.pdf

3.2. External Auditors review

Discussion

Our current external auditors' appointment ends in May 2020. DR recommended extending their contract until the audit of July 2020 to enable them to follow up on the work in 2019, using the delay to start conversations with potential new providers.

David Reeve/Sarah Hutchings

UET were in agreement with this approach. DR would discuss the terms with the Legal team and raise awareness to the ARG committee and the Chair, Ms Jean Lang.

3.3. Draft Audit Action Plan

Discussion

DR discussed with UET the first draft proposal of the Audit Action Plan which had been sent to PwC. Once UET had approved the draft, a formal paper would be submitted to the next ARG committee meeting. UET commented that it would be useful for the FRC committee to have view of the final action plan and it could be submitted for note at their next meeting in April 2020. DR agreed to update the plan for the next UET meeting.

 PwC Cash Flow Audit Action Plan v2.pdf

4. Honorary Award nominations 2020

Discussion

UET reviewed and noted all the honorary award nominations which had been received and submitted for allocation for the 2020 Graduation ceremonies. No further comments were made. ULT had considered all the nominations at their meeting on the 15 January.

The Honorary Awards Committee would consider those nominations on the 4 March 2020 and make recommendations to the May Board for approval.

 UET Cover sheet.pdf


 UET Summary Spreadsheet 28 January 2020.pdf


 Redacted Forms UET.pdf

5. International Centre for Tourism and Hospitality Research (ICTHR)

Decision

UET reviewed the proposal and approved the ICTHR international status as per the Research Centres policy and procedures.

 ICTHR to UET for approval as international centre.pdf

 research centre application form ICTHR.pdf

 Appendix 2 Research Centres policy and procedures V3.pdf

6. Standing item: OfS and Government Reporting

Discussion

- BU Reportable Events Decision Log

No further updates noted.

- Regulatory Reporting Tracker

-OfS consultation on harassment policy.

JA was liaising with Ms Deborah Wakely and Ms Mandi Barron on the final paper as this would need Board approval.

- Horizon Scan

UET reviewed the latest update.

 BU Reportable Events Decision Log updated.pdf

 OfS and returns tracker.pdf

 Horizon scan 24 Jan 2020.pdf


7. Future Meetings and Items:

Review

- UET awayday agenda - 5 February 2020
 - ULT Forward agendas
 - ULT agenda - 12 February 2020
 - ULT forward agendas
 - EULT awayday 7th Feb 2020 agenda

UET reviewed the latest forthcoming agendas.

 ULT agenda for Feb meeting.pdf

 Forward agendas running updates.pdf

 EULT awayday 7th Feb.pdf

8. Standing item: Update on External meetings and events

Discussion

-JV noted that he was attending the All-Party Parliamentary University Group (APPUG) inaugural meeting at the Houses of Parliament later today. Rt Hon Chris Skidmore MP was one of the speakers.

-JA was attending the LEP Board meeting this afternoon where the industrial strategy would be discussed.

9. AOB

-JA updated UET on the coronavirus. A mini MIG led by Mandi Barron was running and all information was being monitored and updates would be issued to staff and students as required.

-DR advised UET that the Power contract was due for renewal. There was delegated authority from the Board to sign this. UET agreed to proceed with the renewal.

-DR commented that the new HR system was live and that the payroll would not be run in parallel with the previous system in February.

-JA circulated electronically on 30 January Erasmus bids K107 (Kosovo, Nepal, Ecuador and India) for approval by UET ahead of submission.
