

UET meeting

12 May 2020, 12:00 to 14:00

MS teams

Attendees

UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, David Reeve

In attendance

Jane Forster, Brian Kaliczynskij (Present at: 2.1), Susanne Clarke (Present at: 2.1), Jackie Pryce (Present at: 2.1), Camila Devis-Rozental (Present at: 2.1), Sarah Hutchings (Present at: 2.2, 2.3), Colleen Harding (Present at: 3)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 5 May 2020


Approval
Chair

Minutes

The minutes from the previous meeting were approved with no further comments or redactions.

Matters arising

None noted.

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2. Standing item: Financial Update

Discussion

2.1. Update from the working group

Brian Kaliczynskij, Susanne Clarke, Jackie Pryce & Camila Devis-Rozental joined the meeting to provide UET with an update on the progress following the Transformation team presentation at EULT on 22 April and also to give an indication on where a savings contribution to this year and next year could be made.

Brian Kaliczynskij reviewed some of the key progress which included:

- Covid-19 impact savings. This was detailed in the report in appendix 2 of the paper. Jackie Pryce had been working to get regular updates from owners on progress delivery.
- Data gathering. Finance & the Prime team had shared a number of helpful reports. Phil Elliot had started work on these and would be producing his first piece of analysis and report which Brian would then be able to share with UET going forward.
- Barclaycard transactions review. The findings report was detailed in appendix 4.

Brian Kaliczynskij also identified some of the key risks:

- The comparative peer data was now out of date and would need refreshing in order to get a true reflection.
- The 'change fatigue' which could be felt across the organisation as a result of the significant changes over the last 5 years.
- The 'fear of change' which may mean lost opportunities for savings.
- The possible failure to engage staff to embrace lean in the context of our BU2025 aims.

Susanne Clarke commented that she had started some groundwork with Justin Cole, Director of Marketing, in relation to appendix 3 of the paper on '*Service Excellence and Lean for Higher Education at BU*'. Susanne added that she had a meeting planned this week with Justin to discuss further.

UET agreed that a huge amount of work had been done by the transformation team in the last few weeks. This was a very detailed and thorough progress update.

Following UET's feedback and input, the papers would be discussed tomorrow with the EULT group.

Present: Brian Kaliczynskij, Susanne Clarke, Jackie Pryce, Camila Devis-Rozental

2.2. Cash flow update

Ms Sarah Hutchings joined the meeting to review the cash position and the forecast through to September 2020. Adjustments were still needed to be made in relation to the SIAs Covid-19 impact.

Present: Sarah Hutchings

Discussion

Brian Kaliczynskij, Susanne Clarke, Jackie Pryce, Camila Devis-Rozental

Information
Sarah Hutchings

2.3. Budget planning

DR commented that the aim would be to finalise the budget for next year with one of the major tasks being to agree with the

Faculties and Professional Services the further reductions required in costs.

DR added that we would also need to agree the budget plans for 2021/22 and 2022/23.

DR suggested sharing the figures from the scenario planning model for discussion at the EULT meeting tomorrow.

UET also agreed to discuss the budget planning scenarios in more depth at the UET half day next Tuesday 19 May.

Present: Sarah Hutchings

Discussion
David Reeve, Sarah
Hutchings

3. Academic Leadership Conference - 15/05/20 Update

Colleen Harding joined the meeting to give an update on how the outline of the 15 May Academic Leadership was shaping up.

The main focus would be an opportunity to connect with the group, get a balanced dialogue between 'surviving & thriving', and future focus on BU2025 outcomes.

Colleen Harding commented that one of the themes would be around people's well-being and teams, as well as moving forward, and finally agility and innovation.

Colleen Harding added that some staff members had been approached to give a brief introduction on the opportunities the pandemic had given them and how they had worked in that space.

Present: Colleen Harding


Discussion
Colleen Harding

4. Standing item: OfS and Government Reporting

- Regulatory Reporting Tracker
- Reportable events update

No further updates noted.

 OfS and returns tracker 4th May 2020.docx.pdf

 Copy of BU Reportable Events Decision Log updated 27 April 2020.pdf

Information
Jane Forster

4.1. UKRI Open Access Review Consultation

JFo noted that this consultation was being co-ordinated by the RDS team.

The response was approved

 UKRI Open Access Review Consultation-RDS-LLS SAS PP.pdf

Discussion
Jane Forster

5. Future Meetings and Items:

- ULT forward agendas

No updates noted.

Review
Chair

6. AOB

[item redacted]

-JA advised that the BPC Council had advised they were cancelling all their summer events.

-The FRC Agenda of 19 June was reviewed and agreed by UET at the half day meeting on the 19 May.

