

# UET meeting

08 September 2020, 10:00 to 12:00  
MS Teams

## Attendees

### UET members

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

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1), Deborah Wakely (Present at: 6), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held 25 August 2020

Approval  
Chair

#### Minutes

The minutes from the previous meeting were approved with one small addition to item 5.1.

#### Matters arising

At an informal meeting prior to this meeting, UET reviewed two bids - the BIOMATER bid to the Dorset LEP and one relating to the AIBLE project. JA and TMB declared a conflict of interest in relation to the LEP bid.

Both bids were approved by DR and JV, and submitted after a consideration of the cash flow implications. It was also noted that a process issue relating to the AIBLE bid would be reported formally.

 Minutes\_UET meeting\_250820.pdf

### 2. Standing item: Financial Update

Discussion  
David Reeve

On the budget side, DR noted that we still had a small gap but we would have a better picture once we got the latest recruitment figures.

DR added that the under-graduate total numbers were ahead of what we had previously anticipated and the home post-graduates numbers were above target.

UET discussed bank financing and next steps. DR noted that once we had received the revised terms of conditions, we should then be able to start the legal side, and the relevant documents drafted which would be submitted to the Board and FRC committees.

DR reviewed the UET 'temporary sign-off approval process'. This process would enable better oversight of the cash flow implications of projects and in addition ensure funds were available. All such proposals would be considered by UET on a weekly basis.

JFo noted that it was important to be clear as to when people needed to apply and when in the process we wanted to set out expectations.

UET approved the proposal which would be submitted to ULT members at next week's meeting for consideration and approval.

#### 2.1. Cash flow update

DR reviewed the latest cashflow. Movement was mainly around:

- the latest forecast from RKE which had dropped mainly due to the Covid impact.
- the fees lower than forecasted mainly due to overseas deposits being lower than expected.
- the re-phased IT capital spend was subject to verification
- the impact of the accommodation shortfall

TMB noted that it was important to understand the cumulative effect of all of these movements.

Present: Sarah Hutchings

Information  
David Reeve, Sarah  
Hutchings

### 3. Standing item: OfS and Government Reporting

Information  
Chair

- Reportable events update
- Regulatory Reporting Tracker

JFo noted that we had received a letter from OfS confirming that they were content with our student number data. That

letter would be going to the next ARG meeting and Ms Deborah Wakely had been made aware.

There were 2 new consultations to note:

- 'the student protection directions' which would be submitted this Friday.
- 'OIA consultation on request for special considerations' - Lianne Hutchings in Academic Services was drafting a response. This was not due until the end of September.

JFo added that there was a 'call for evidence on digital teaching & learning' which we could consider responding to. This was not due until mid October.

 OfS and returns tracker 4th Sept 2020.pdf

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#### 4. Future Meetings and Items:

**Review**  
Chair

- EULT agenda - 16 September

The KEF submission would be discussed and reviewed at this meeting.

 EULT agenda 16th September 20.pdf

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#### 5. EULT priorities update

**Discussion**  
Jane Forster

JFo noted that this update paper sets out for each headings what we were already doing, and highlighted a couple of proposed changes. This would help focus on priorities rather than going through the whole plan.

This paper would be discussed at the next ULT meeting on 16 September.

 ULT paper - plan for priorities 26th August 2020.pdf

 Updated implementation plan for dscussion CLEAN 24th August 2020.pdf

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#### 6. Standing item: Board and sub-committee preparation

**Discussion**  
Deborah Wakely

- Board agenda - 2 October 2020

DW joined the meeting to review the draft Board agenda taking place on 2 October.

UET made some changes to the order and added an item. DW would make the necessary changes before re-circulating to UET and the Chair of the Board.

- Next steps on borrowing

DR noted that we were finalising the sustainability KPI section which in return would give us the finalised Heads of term.

DW would draft a notification updating both FRC and the Board, which would be signed by JV and the Chair of the Board, in terms of the cost undertaking.

 UB Agenda 2 October 2020 (2).pdf

Present: Deborah Wakely

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#### 7. AOB

**Discussion**  
Chair

- JA advised UET of a recent community & student enquiry. JA noted that in relation to these enquiries, we were working closely with the council and AUB. The 'All Students' message on Thursday would include a reminder about their responsibilities especially in terms of physical and social distancing.
- TMB advised UET of a Research bid from National Institute for Health Research (NIHR). DR was currently reviewing the cashflow before we committed to submit.

