

UET meeting

13 October 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: 2.2, 3), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held on 29 September 2020


Approval
Chair

Minutes

The minutes from the previous meeting were approved with redactions to items 4 & 6.

Matters arising

UET reflected on the outcomes of last Friday's FRC meeting.

 Minutes_UET Meeting_290920 (1).pdf

2. Standing item: Financial Update

Discussion
David Reeve

2.1. Cash flow update

Ms Sarah Hutchings joined the meeting to review the latest cashflow position.

Movements for this week to be noted were:

- the VAT bill was less than forecasted which was an ongoing saving.
- the RKE income and non-IT capital adjustments were due to timing differences.
- the costs for returning to campus have now been finalised and added to the Estates budget.

SH highlighted to UET that due to the volume of non-matching data received for the SLC returns, the team may not be able meet the reconciliation target date of this Thursday for all students. It was agreed to submit the data on Thursday for as many students as possible.

Present: Sarah Hutchings

Information
Sarah Hutchings

2.2. Revised budget and cash-flow papers

DW gave UET an update on next steps with regards to the banking situation.

DW also discussed the option of a joint/blended meeting with both ARG and FRC committee members. This would take place as close as possible to the 27 November Board meeting.

DW and DR would work together to map a timeline for this option which would be reviewed by UET.

Present: Deborah Wakely

Discussion
Deborah Wakely

3. SUBU Bye-laws

Ms Deborah Wakely reviewed the SUBU Bye-Laws paper which was at UET for note and endorsement before submission and approval by the ARG committee.

DW raised the particular concern of the inclusion of staff and Sabbatical officers in the membership of the Union's Audit Committee. SUBU has agreed to a provision that prevents Union employees from being on the Audit Committee but still required a Sabbatical officer to be within the membership.


DW accepted that the Bye-laws could be put forward for consideration by ARG in this form, although this did not represent her preferred approach.


Subject to the issue identified, DW was satisfied that SUBU had made amendments to address all concerns raised on review by Legal Services.

UET agreed with DW that ideally they would expect an audit committee to be completely independent, but this was still compliant and recognised the advice that SUBU had received.

On that basis, UET endorsed the proposal prior to ARG approval.

 ARG Bye-Laws Board Papers Cover Sheet - SUBU.pdf

 SUBU Bye-Laws paper ARG - Legal Services.pdf

 ARG Appendix 1 Bye-laws 9 October 2020.pdf

Present: Deborah Wakely

4. Workload Management


Discussion
Jane Forster


This was the first phase of the analysis of the survey results regarding staff requests. The list had been sorted by timeframe then audience as well as type.

JFo noted that not all departments had been able to respond by the deadline. There was a lot of recruitment activity, all of which required academic support. The list also included REF activity.

UET agreed this list needed to be cleansed and completed in order to get a clearer picture.

JFo would follow up with the teams which had not responded and update the list accordingly. UET agreed that once updated the list would be shared at the next ULT meeting for discussion.

 Analysis of quick survey results re staff requests.pdf

 Requests spreadsheet master.pdf

5. Dorset Skills Ambitions 2020-2038

Discussion
Jim Andrews

JA noted that this was essentially a list of all the projects coming forward which would be going into the 'Dorset 2030 Ambition' piece. This was linked to the Investment Portfolio discussion.

UET agreed that this should be discussed further at next week's meeting.

 SKILLS ACTION PLAN1 (002) JA comments.pdf

6. Standing item: OfS and Government Reporting

Information
Chair

- Reportable events update
- Regulatory Reporting Tracker

[Item Redacted]

[Item Redacted]


7. Future Meetings and Items:

Review
Chair

- 21 October - ULT agenda
- 4 November -ULT agenda

UET noted the forthcoming ULT agendas.

 EULT agenda 21st October 2020.pdf

 EULT agenda 4th November 2020.pdf

8. AOB

-JA noted that today was Mrs Rebecca Davies' last day before her move to the LEP. Ms Shona Nairn-Smith would be taking on the majority of the role and the post would be reduced.

[Item Redacted]

-The following papers had been circulated to UET for note prior to submission to the ARG meeting on 23 October:

- BDO Audit completion report
- Review of Effectiveness of Internal and External Audit
- Value for Money (VfM) annual progress report and VfM Policy Update

