

# UET meeting

Tue 01 December 2020, 10:00 - Tue 01 December 2020, 12:00

MsTeams

## Attendees

### UET members

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

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held on 24 November 2020

**Approval**  
Chair

#### Minutes

The minutes from the previous meeting were approved with one correction to item 3 and redaction to the AOB section.


#### Matters arising

-JA updated UET on the testing trial day which took place yesterday. This went well, other than a few teething problems which were resolved by the end of the day. There were lots of volunteers, the staff was very efficient and the process very slick and quick. Praise to Sara White and Steve Jones for all their hard work.

JA noted that many students have turned up so far this morning. The team would keep a record of numbers and JA would update accordingly as the week progressed.

-JA updated UET on some student parties which took place at the weekend and were currently being investigated.

-DR advised UET that the OfS additional capital funding request had been submitted as per their deadline.

 Minutes\_UET meeting\_241120.pdf

### 2. Standing item: Financial Update

**Discussion**  
David Reeve

Present: Sarah Hutchings

#### 2.1. Cash Flow update

**Review**  
Sarah Hutchings

SH joined the meeting to give UET an overview of the cashflow for this week. SH noted that we were looking at the reconciliation through for the end of November 2020 and we were running ahead for a number of reasons:

-Fee income was still being received

-LGPS had not invoiced us yet for the capitalisation cost

In terms of items not being incorporated yet, the new RCF would not be added until it was finally live which should be done imminently.

JA noted that the approval of the RCF last Friday would be a major factor towards contributing to our overall stability.

#### 2.2. Bid Approvals

**Approval**  
David Reeve

**RED ID: 12410 – “Disability advocacy, social media and the para-athlete voice”, ESRC – Dan Jackson**

DR noted that this was a good bid with a positive FEC return of almost 80%.

On that basis, UET approved the submission

 Narrative for UET meeting 1.12.20. Final.pdf

### 2.3. Zero Based Budgeting

SH noted that the paper attached gave an overview of the principles and included an example around travel expenditure.

SH commented that there were numerous benefits to the approach but the process was time consuming and getting the level of details right was key to the success.

In terms of implementation, we would begin the work in January 2021 and start with a limited number of Faculties and Professional Services. SH commented that potentially we would need a wider challenge process but with a smaller, more tailored group which could comprise of the budget holders for the five main areas, Brian Kaliczynskyj from the Transformation Team and a couple of UET representatives. SH suggested taking this paper to the next EULT meeting in order to be reviewed for a January 2021 start.

In terms of the working panel, DR was keen on the idea but was of the opinion that we should involve more of the EULT members as a driving force and maybe one UET member.

JA commented that the process currently seemed to be mainly focused on cost and was lacking on review of income. JA added that he was concerned in terms of capacity and timings, in light of the workload around testing which would be needed at the start of January, especially for Estates and Student Services' teams.

TMB also had reservation around timings for the Media and HSS Faculties.

DR commented that despite the concerns, overall there was a positive commitment to start zero based budgeting in the 2021/22 cycle. DR recognised that there were some challenges around timings for some areas but it was important to start the process as soon as possible with the ones which had the capacity. DR liked the cyclical idea and suggested that we could rotate it so that every third year we would do zero budgeting in one area.

Overall, UET noted that this was a good proposal which they would support.

SH would update the paper following UET's discussion, prior to submission at the EULT meeting next week.

 ULT Zero Based Budgeting Paper 091220.pdf

### 2.4. UK Recruitment business cases

David Reeve

DR reviewed the following two marketing business cases which were over [figure redacted]:

Business Case 1 – this was for approval to spend [figure redacted] on the Clearing 2021 advertising campaign with a media agency as part of the overall 2021 campaign. The spend was already within M&C's overall budget allocation for 2020/21. From a cashflow perspective, the impact of this was to move the spend back to later in the financial year.

Business Case 2 – approval for total project spend of [figure redacted] to enable a tender to be issued for a media agency to support BU's UK student recruitment and marketing activity for 3 years, starting from August 2021.

JA noted that the aim of the tender was to provide better value for money, reduce staff time in Legal, Procurement and M&C and allow better optimisation across campaign activity. It was noted that the total spend over the 3 years would be within the limitations of the annual M&C budget and the overall request would also allow for a contingency spend.

UET approved the bids as outlined. JFo noted that these would be reviewed at the EULT meeting on 9 December 2020.

DR noted that 'Business case 2' would also need to be presented for approval at FRC and then the Board.

 UK business cases.pdf

## 3. Standing item: OfS and Government Reporting

Information  
Chair

- Reportable events update
- Regulatory Reporting Tracker

[Item redacted]

-JFo advised UET that she was meeting later this week with Ms Jacky Mack, Ms Deborah Wakely and other parties to discuss and brainstorm the recent OfS consultation response.

## 4. Future Meetings and Items:

Review  
Chair


- 9 December ULT agenda

JFo noted that she would add the 'Zero based budgeting' paper from SH.

JV added that as this was the last meeting of the year, we should focus on more engagement discussion and less presentation items.

The next meeting was scheduled for the 20 January 2021.

 EULT agenda 9th December 2020.pdf

 EULT and ULT Meeting agendas master.pdf

## 5. AOB

-JFo noted that we would need to find a date for the VC Staff Awards, possibly later in January 2021.

-JA notified UET of the first person to complete our modern apprenticeship course. We would ensure this person was recognised at a future event, probably sometime in Spring next year.



