

UET meeting

Tue 08 December 2020, 10:00 - Tue 08 December 2020, 11:00

Attendees

UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, David Reeve

In attendance

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

Meeting minutes

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


Approval
Chair

Minutes

The minutes from the previous meeting were approved with redactions to item 2.4 & 3.

Matters arising

None noted.

 Minutes_UET meeting_011220.pdf

2. Standing item: Financial Update

Discussion
David Reeve

2.1. Cash Flow update

SH joined the meeting to review the latest cash flow update:

-Some small movement on non-pay

-End of February 2021, RKE have forecasted income at being lower than what we had in the original cash flow forecast.

In terms of items to be confirmed:

-The new RCF has been added in from the beginning of December 2020

-Melbury House dilapidation costs have not yet been finalised

In terms of forecast, SH commented that our predicted end position would be a higher fee income which would phase in line with the instalment and SLC payments.

SH commented that the Research income would be down and there would be some savings on non-pay.

In addition, SH noted that Bournemouth House had been moved to the January forecast following the discussions which took place at the joint FRC/ARG meeting yesterday.

Present: Sarah Hutchings

Review
Sarah Hutchings

2.2. Bid Approvals

-RED ID: 12350 – “The Leaky Talent Pipeline: skills losses and structural opportunities in the Film & TV Industries arising from the COVID-19 pandemic”, UKRI – Christa Van Raalte

-RED ID: 12359 – “Supporting Employee Wellbeing and Organisational Performance Through Mindfulness based interventions in the Post COVID-19 world”, UKRI COVID-19 call – Hassan Yazdifar

-RED ID: 12450 – “Fostering digital transformation of SMEs during the COVID-19 pandemic and beyond”, UKRI– Lai Xu

DR would recommend all three bids. These had good FEC and overall were strong bids. On that basis, UET approved all three bids.

 Narrative for UET meeting 8.12.20. Final.pdf

Approval
David Reeve

3. Standing item: OfS and Government Reporting

Information
Chair

- Reportable events update

-Nothing new to report from last week. JFo noted that she had had a preliminary meeting with Ms Jacky Mack, Ms Jules Forest and Ms Deborah Wakely on the OfS consultation and they would meet again in the last week before Christmas.

-DR enquired regarding the OfS query on our RCF facility. JV confirmed that he had responded accordingly but had not received any further acknowledgement.

4. Future Meetings and Items:

- 9 December 2020 - ULT agenda

JFo noted there would be a discussion on 'Excellence' led by Ms Jacky Mack and Dr Colleen Harding. In addition, there would be a 'Race Equality Charter' discussion in break out rooms facilitated by Dr Gelareh Roushan on staff, Mr Andy Scott on Students and Mr Ian Jones on community.

JA would update UET regarding the 'Information Security programme' paper which was due to come to this meeting.

- 20 January 2021 - ULT agenda
- ULT/EULT agenda schedule

 EULT agenda 20th Jan 2021.pdf

 EULT and ULT Meeting agendas master.pdf

 EULT agenda 9th December 2020.pdf

5. AOB

-Voluntary Severance Scheme: DR and TMB advised UET on a couple of cases and the potential impact for January 2021.

-JA updated UET on the Covid cases - 1 new student case in the past 7 days. Testing numbers were very similar to yesterday, around 401. Still no positive cases. JA added that there was positive progress on the January 2021 testing preparation.

-JA advised UET that the CAF exemption which had been granted to the Facility team three years ago would expire at the end of December 2020. This was for buying low level activity on BU standard terms & conditions.

UET agreed to extend for another year and review the process during that time.

-JA advised UET that he had reviewed the '*Fundraising cost to benefit and competitor analysis*' paper which would be submitted at the Board meeting for information and note.

-The following was reviewed at the **UET discussion meeting on the 15 December 2020:**

- *Research Bids*

RED ID: 12116

RED ID: 12403

RED ID: 12404

RED ID: 12427

RED ID: 12453

RED ID: 12462

RED ID: 12219

RED ID: 11873

These were all approved by UET.

- *Finance and Legal Risks report*
- *Financial Regulations and Potential Breach reporting*

UET reviewed these two draft trackers relating to financial risks and breaches of the financial regulations and requested a number of changes to the format. DR and SH agreed that these would be amended and would be submitted for UET note alongside the cash flow updates as appropriate in 2021, on a monthly basis unless agreed otherwise.

- *FRC draft agenda - 22 January 2021*

DW joined the meeting to review the draft FRC agenda for the 22 January 2021.