

# UET meeting

Tue 13 April 2021, 10:00 - Tue 13 April 2021, 12:00

Apols: TMB, JFo

## Attendees

### UET members

John Vinney (Chair), Jim Andrews, David Reeve

Absent: Tim McIntyre-Bhatty, Jane Forster

### In attendance

Sarah Hutchings (Present at: 2.1, 2.2, 2.3), Colleen Harding (Present at: 2.2), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meeting held on 23 March 2021

Approval  
Chair

#### Minutes

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

#### Matters arising

UET discussed the way forward on how to deal with the conversation which took place at the meeting on 23 March in terms of clarity needed around Board and governance approval, in particular the scheme of delegation, finance regulations and PwC report and recommendations.

UET agreed that we needed to be clear on what our interpretation was as well as the Board and Governance's interpretation.

UET agreed that it would be useful to first look at the PwC actions and interpretations and make these operational.

These would be discussed at the UET meeting next week before taking this as a verbal item at the FRC meeting on the 23 April.

 Minutes\_UET meeting\_230321 (1).pdf

### 2. Finance discussion

#### 2.1. Cash flow update

Discussion  
Sarah Hutchings

SH joined the meeting to review this week's cashflow. Main movement noted this week was the revised forecast on the Research income. This was the actual cash movement on the Research income - RDS had identified income which they believed was still due to come in this month but in reflection had already been received and therefore the forecast had to be adjusted.

JV noted that due to the timing of this cash movement, this would need to be mentioned at the FRC committee at the next meeting on 23 April.

SH added the instalment collection had been done this week, we had been 60% successful and numbers were in line with was in the cashflow.

Present: Sarah Hutchings

## 2.2. Zero Based Budgeting and Leadership Process

CH joined the meeting to give an update and next steps alongside SH on the ZBB process.

SH noted that from a process point of view, all the review meetings had taken place bar two of the Faculties. The teams were engaging positively but they were still making more demands on options to invest rather than to reduce their budget. SH added that some of the areas where the details were more complex proved challenging for some of the reviewers but overall the dialogue and involvement was very positive.

CH commented that it was important to remember that this was a Leadership process as well as a Finance one, and this was also a three year journey and we needed to be patient on the engagement side. CH added that during the review meetings they had looked at 'money mind' sets, and people had engaged really well in co-creating the different kind of roles they thought people would need to fulfil and the tone they would like to use in order to be more collaborative and less confrontational.

CH shared a proposed outline which resulted from the various discussions which took place with UET and SH:

- Broad finance decisions
- Phasing area of these decisions
- Ranking system of these decisions

CH noted that we would need more than one session to discuss this further and suggested that these sessions could be facilitated by Susanne Clarke.

UET agreed that in terms of next steps, we should communicate the shape of the outline at the ULT meeting next week, finalise the last review meetings with the two Faculties and then revisit the discussion at UET and ULT meetings.

CH agreed to circulate to UET the questions flagged up at the end of the discussion to get further input and these could be reviewed at the next UET meeting on 20 April.

Present: Sarah Hutchings, Colleen Harding

## 2.3. High Level Budget Shape 2021/22 to 2023/24

DR reviewed the latest updated version of the high level budget shape for 2021/22 to 2023/24. DR noted that there were a number of items which were important to review:

- Tuition fee income
- Established staff pay cost
- Research investment

UET agreed to review the details further at the UET meeting next week prior to discussing the bigger picture at the next ULT meeting on 21 April.

 BU High Level Budget Shape Approach and Assumptions v2.docx

 High Level 3 year budget shape 2021-22 v3.xlsx


Present: Sarah Hutchings


## 2.4. New Microsoft licensing model

JA reviewed the '*Migration to new Microsoft licensing model*' business case prior to FRC submission on the 23 April. UET were asked to consider option B of the business case with the option of reverting to option A if necessary.

UET approved option B as outlined in the business case.

 Migration to new Microsoft licencing - Project Costing Tool 10 years.xlsx

 Migration to new Microsoft licencing Business Case R&A Checklist.docx


 Migration to new Microsoft Licensing Model Business case - Reviewed.docx

## 2.5. HR papers for FRC meeting - 23/04/21

### 2.5.1. Workforce Plan

JA noted that the only change in the paper from last year was the addition of spend on academic and professional services staff.


 FRCWFPBoard Papers Cover Sheetmarch2021.docx



 FRCapril21WFPfinal.docx

 Copy of Copy of 2025 Work Force Plan March 2021.xlsx

### 2.5.2. People Related – COVID-19 Update

This was mainly a summary of what BU had undertaken during the year.

 Staff survey summaryfinal.pdf

-  FRC April staff update Final.pdf
-  Board Papers Cover Sheetstaffapril2021.pdf

### 2.5.3. Overview of Significant Organisational Change

Jim Andrews



-  organisationalchangeFRCApril2021 Final.pdf

## 3. Application to register Bournemouth University as an End Point Assessment Organisation in relation to the MSc Apprenticeship in Advanced Clinical Practice

**Approval**  
Jim Andrews

In TMB's absence, JA reviewed the '*Application to register Bournemouth University as an End Point Assessment Organisation in relation to the MSc Apprenticeship in Advanced Clinical Practice*' business case prior to submission at the next FRC meeting on 23 April.

UET approved the business case as outlined.

-  EPAO cashflow forecast v3 (1).xlsx
-  EPAO BU2025 Business Case v4.docx

## 4. Standing item: OfS and Government Reporting

**Discussion**  
Chair

- Reportable events update
- Regulatory reporting tracker



Nothing to report.

## 5. Future Meetings and Items

**Note**  
Chair

- ULT agenda -20 April 2021
- ULT agenda - 5 May 2021

Noted.

-  EUIT - 5 May.pdf
-  EULT agenda- 21 April.pdf

## 6. AOB

- JA noted an incident in a private halls of residence
- The following Finance papers were circulated for note by UET ahead of the FRC meeting on 23 April:
  - Financial dashboard
  - Financial sensitivities update
  - Bank mandate
  - February Management Accounts, Transformation Update and Projected Cash Flow to July 2022

