

# UET meeting

Tue 20 April 2021, 10:00 - Tue 20 April 2021, 12:00

Apols: TMB

## Attendees

### UET members

John Vinney (Chair), Jim Andrews, David Reeve

Absent: Tim McIntyre-Bhatty

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Colleen Harding (Present at: 2.3), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meeting held on 13 April 2021

Approval  
Chair

#### Minutes

The minutes from the previous meeting were approved with one minor correction to the AOB section.

#### Matters arising

None noted.

 Minutes\_UET meeting\_130421 (1).pdf

### 2. Finance discussion

Present: Sarah Hutchings

#### 2.1. Cash flow update

Discussion  
Sarah Hutchings

SH joined the meeting to review the latest cashflow update.

Key highlights noted were:

- SH noted that the contingency had been reduced where it fell in 20/21 to help offset the Melbury dilapidation cost.
- [FIGURE REDACTED] positive for our April fee instalment which included both our final instalment for our October students and the second one for our January students. SH noted that this was more of a timing difference.
- The Research England Grant had still not been received
- SH noted the two removals of the contingency to help offset the impact of Melbury House dilapidation cost as discussed earlier.

#### 2.2. Bid approvals


Approval  
David Reeve

**-RED ID: 11933** – *Optimising biomechanical assessments of people with chronic back pain, EPSRC* – Alan Breen

**-RED ID: 12576** – *The Cost of Healthier Diet - BBSRC* – Timothy Lloyd

DR reviewed the above bids which had good FEC rate and would recommend these for approval.

On that basis, UET approved both bids.

 Narrative for UET meeting 16.4.21.docx

#### 2.3. Zero Based Budgeting and Leadership Process

Discussion  
Sarah Hutchings/Colleen  
Harding

CH joined the meeting to discuss the ZBB and Leadership process and how the conversation would be steered at the ULT meeting tomorrow.

SH noted that we would need to start the conversation on how we would bridge the gap for the 20/22 budget and how we addressed the prioritisation of ZBB and the associated multi-level challenge.

CH commented that it was very timely to discuss the bigger picture and focus people on what we can save and re-arrange. On a positive note, from the conversations which had been happening, themes such as interdependency and duplication were coming through. Generally, people were having a better understanding of the whole organisation and not just their own areas.

UET agreed that we should start the conversation with the ZBB feedback and outcomes then lead the discussions onto the schedule including the gap in order to keep the focus on the learning and positive outcomes.

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

Discussion

David Reeve

DR reviewed the latest update of the high level budget shape 2021/22 to 2023/24. This would be a good discussion to have at ULT meeting tomorrow to get acknowledgment and consensus before going further.

JV added that following from this discussion, the longer term piece of work would be around the trends to date.

## 2.5. PwC actions and interpretations

Discussion

Chair

[SECTION REDACTED]

UET reviewed the PwC action plan and agreed that it may be more useful to discuss this further internally and get alignment before we took this forward to the FRC committee.

 PwC Cash Flow Audit Action Plan v6.pdf

 BU FINAL Cash Flow Follow Up Internal Audit Report 2019-20 (2) (1).pdf

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## 3. Standing item: OfS and Government Reporting

Discussion

Chair

- Reportable events update

None noted.

- Regulatory reporting tracker

-JFo noted the '*OfS statement of expectation calls for providers to review sexual misconduct and harassment*'. JA commented that Ms Mandi Barron was already working on a review and JFo added that we should prepare a response to this.

-JFo had a productive meeting yesterday with M&C and Academic Services on a response to the Post-Qualification Admissions Consultation (PQA). This was due on 13 May 2021.

-JA commented on the recent Wonkhe article on 'fee cap'. JFo noted that the consultation had not been launched yet but would be coming out in Spring.

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## 4. Future Meetings and Items

Note

Chair

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

UET discussed the key points of the 'Strategic Narrative' update item which would be reviewed at the meeting tomorrow.

 EULT agenda 21st April 2021.pdf

 EULT agenda 5th May 2021.pdf

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## 5. AOB

- JA noted a recent cyber attack which had affected the HE sector. JA was working with the IT team on a contingency plan in order to protect BU. JA would update on progress at the end of this week.
- JA informed UET that BU had been ranked in the '2021 *Times Higher Education Impact Rankings*'. This was a great achievement and the M&C team were preparing the comms to go out after the embargo on Wednesday this week. DR suggested forwarding this on to Barclays.
- JA updated UET on a positive meeting which took place this morning with UCU/Unison around the Demonstrators and the work from JCNC.
- JA informed UET on the status of the students' return to campus.
- DR flagged to UET the planning meeting with BDO next month.

