

UET meeting

Tue 31 August 2021, 10:00 - 12:00

MS Teams

Attendees

UET members

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

In attendance

Jane Forster, Lois Farquharson, Stephen Tee, Christa Van Raalte, Keith Phalp, Chris Fowler, Amanda Procter and Rosalind Ashcroft (Present at: 2), Deborah Wakely (Present at: 2, 3), Christina Pizot (Minute taking)

Apologies

Jim Andrews

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 17 August 2021


Approval
Chair

Minutes

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

Matters arising

TMB noted that admissions rate were still fairly slow.

 Minutes_UET meeting_170821.pdf

2. UET Action plan for CMA Compliance

Discussion

The following people - Lois Farquharson, Stephen Tee, Christa Van Raalte, Keith Phalp, Chris Fowler, Amanda Procter, Deborah Wakely and Rosalind Ashcroft - joined the meeting to review with UET the action plan for CMA compliance. This was an early draft and some of the actions were wider than compliance and fitted under the student experience actions. Following the last UET meeting and separate discussions with UET about the potential risks and issues caused by the Faculty Delivery Plans to date, there was an action for UET to consider and agree the action plan and close off the outstanding actions before this went to EULT for wider discussion.

Lois Farquharson, Stephen Tee, Christa Van Raalte, Keith Phalp, Chris Fowler, Amanda Procter, Deborah Wakely And Rosalind Ashcroft

DW noted that 'Part 1' was intended to capture the urgent actions needed immediately. This draft was a collaborative effort between Academic Services, Marketing and Communications and Legal Services.

JV noted that it was important to ensure this was aligned with our action plan around student experience and making sure that we didn't have multiple overlapping action plans.

TMB commented that he was in agreement with the current plan. In terms of standard monitoring, particularly items 3 and 4, the question was if this was a separate item or part of our ongoing monitoring. JFo added that the actions under 3 and 4 overlapped with items which were being discussed that were also part of the wider student experience conversation. In terms of the communications around this, the actions needed to be contextualised as part of the wider positive action we were taking on improving student experience. This would then also support the compliance issues. RA confirmed that in the follow-up plan, they had identified that link to co-ordination with work on student experience as part of a comms workstream.

It was noted that it was important to talk about these processes to staff as positive steps for students and processes that would help staff deal with complaints as well as closing the loop for CMA.

ST added that the plan captured the broader drive of what we want to achieve. There were particular challenges around timetabling which could have an impact on student experience. The faculties were working closely with Estates and other departments to get this right.

KP noted that there was still a degree of checking in some areas of timetabling but the dates suggested were achievable. KP added that there might be some issues around workload which could come up.

CVR agreed that as per KP's comment, there would be some workload issues in some areas and also around the checking of the timetabling.

AP suggested checking with Sarah Green and her team, to get an update on the analysis of the latest data before agreeing a date with the faculties.

Subject to the conversations and comments made, the draft action plan was agreed and would be circulated accordingly, and further to conversation with Sarah Green on the deadline dates discussed. Ideally, it was noted that the combined

report would be reviewed at the ULT meeting on the 15 September for deadlines 2, and 3 and 4 if achievable.

 24.8.21 revised action plan immediate actions for UET.pdf

Present: Lois Farquharson, Stephen Tee, Christa Van Raalte, Keith Phalp, Chris Fowler, Amanda Procter and Rosalind Ashcroft, Deborah Wakely

3. Standing item: Board and sub-committee preparation

Approval
Deborah Wakely

- Board agenda - 1 October 2021

DW noted that PwC were doing the CPD briefing at this meeting. There would be no routine urgent business on this agenda other than the minutes and formally signing on contracts, as the meeting would be focused on strategic matters. There would need to be specific time allocated to Student Experience and the NSS results.


JV noted that 4.1 would be the VC update and 4.2 'BU2025 overview' to include Student Experience and a headline view of the NSS results.

- ARG agenda - 8 October 2021

DW noted that as this was a busy strategic meeting, any routine items have been moved to the November meeting.

DW would make the changes as discussed and would re-circulate to UET prior to submission to the respective chairs of both committees.

 UB Agenda 1 October 2021 v1.pdf

 ARG Agenda 8 Oct 2021.pdf

Present: Deborah Wakely

4. Finance discussion

David Reeve

4.1. Cash flow update

Discussion
David Reeve

DR noted that there was no cashflow details due the bank holiday and this would be circulated later today or tomorrow for review.

4.2. UET MANAGEMENT ACCOUNTS OVERVIEW – 12 MONTHS TO 31 JULY 2021 (PRE-AUDIT)

Discussion
David Reeve

DR reviewed the year end Management Accounts to July 2021:

-the pension adjustments figures were not shown yet

-hedging agreement was showing as a credit which was good news for the year end figure

-holiday pay also showing as credit and positive on the final position

Overall, it was a good result.

Note of caution on some of the savings which were made during Covid-19. Some spend such as travel needed to be monitored going forward.

DR noted that these figures were subject to final audit.

UET agreed for these figures to be circulated to ULT and JCNC prior to both meetings tomorrow.

 UET High Level Management Accounts July 2021 DRAFT Pre-Audit v2.docx

4.3. Bid approvals

Approval
David Reeve

RED ID: 12695 – "Assessment of kidney health related risk among Nepali returnee migrants: a mixed-method study", The Colt Foundation – Pramod Regmi

The FEC recovery rate was above the target and DR was in agreement to approve from a finance point of view.

On that basis, UET approved the above bid.

 Narrative for UET meeting 31.8.21.pdf

5. Standing item: OfS and Government Reporting

Discussion
Chair

- Reportable events update

JFo noted that we were still waiting to hear from the OfS with regards to a reportable event consultation which should come out in September.

It was agreed that we would organise a catch up call with OfS after the November Board meeting.

- Regulatory reporting tracker

No new updates to be noted.


6. Future Meetings and Items

- ULT agenda - 1 September 2021

JFo noted that there were two big discussion items on the agenda - NSS results and Contract signing.

- ULT agenda - 15 September 2021

 ULT meeting - 15 September 2021.pdf

 ULT meeting - 1 September 2021.pdf

7. AOB

Chair

- The following bids were reviewed electronically on the 3 September 2021. DR noted that some had negative cash flows for part of their life however they were relatively small. The FEC recovery rates were good and the first bids had a good track record of success with the funders with relatively high values.

On that basis, UET approved all of the bids:

-RED ID: 12689 – “Developing Digital Literacy through handheld devices”, EPSRC – Lyle Skains

-RED ID: 12700 – “Voter Awareness and Engagement Platform”, EPSRC – Edward Apeh

-RED ID: 12703 – “Training the makers: Understanding age-related cognitive changes in design for usability and security by seeing and doing in simulated training environments”, EPSRC – Carina Westling

-RED ID: 12721 – “Foreign Policy Fellowships with Geographic focus on either Indo-Pacific, Middle East and North Africa (MENA) or Europe.”, ESRC – Anna Hillingdon

-RED ID: 12736 – “Foreign Policy Fellowship on International Trade Law”, ESRC – Constantina Sampani

-RED ID: 12756 – “Automated segmentation and classification of biliary anatomy”, NIHR – James Franklin

- The OfS Capital Funding Bid for 2021/22 was successfully submitted on the 10 September 2021