

# UET meeting

Tue 19 October 2021, 10:00 - 12:00

Committee room/MS Teams

## Attendees

### UET members

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

### In attendance

Jane Forster, Deborah Wakely (Present at: 2, 3), Sarah Hutchings (Present at: 4), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 12 October 2021


Approval  
Chair

#### Minutes

The minutes from the previous meeting were approved with one redaction under item 3.

#### Matters arising

None noted.

 Minutes\_UET meeting\_121021.pdf

### 2. Standing item: Board and sub-committee preparation

Discussion  
Deborah Wakely

- FRC/ARG joint meeting agenda - 12 November 2021

DW joined the meeting to review the latest draft for the joint FRC/ARG meeting on the 12 November:

- FRC agenda

DW noted that this was the standard agenda with the addition of the new Regulatory Compliance Report which stemmed from a Board action review. (item 4.1)

- ARG agenda

-DW noted that this was the same as last year with the addition of the Financial statements -Regulatory Compliance Report (item 2) which would be identical as the one in the FRC pack

-TMB would speak to Jean Lang prior to the meeting with regards to the draft degree outcomes statement (item 6)

-JA noted that there would be no cyber report (item 14.7)

UET noted that going forward it would be useful to see the draft minutes from the previous meetings prior or together with any future draft agendas.

With regards to the Board draft agenda for the 26 November meeting, UET agreed that this could be circulated by email for review next week as there was no UET meeting.

 Agenda FRC 12 November 2021 with ARG.pdf

 ARG Agenda 12 November 21.pdf

Present: Deborah Wakely

### 3. Standing item: OfS and Government Reporting

Discussion  
Chair

- Reportable events update (*Deborah Wakely joined*)

The Chair gave an update on the two non-reportable events which were discussed last week:

-HESA and OfS had been contacted and we were waiting to hear their consideration for an extension to the deadline.

Once confirmation had been received, this would be covered in the VC's update to the Board in the upcoming November meeting.

Going forward, it was agreed that DW would join about once a month if there was any update to the regulatory reporting tracker or otherwise if joining to review any draft committee meetings.

- Regulatory reporting tracker

No updates noted.

Present: Deborah Wakely

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## 4. Finance discussion

Present: Sarah Hutchings

### 4.1. Cash flow update

SH joined the meeting to discuss the latest cashflow update. SH noted that there wasn't any major change or movement from last week:

-SLC claim - SH noted that we would receive more than anticipated in the cashflow but the exact figure won't be known until tomorrow

-DR advised UET that the RLH contract had gone to the other party's solicitor and we hoped to complete by end of this year

**Discussion**

Sarah Hutchings

### 4.2. Bid approvals

DR noted that all the below bids had good recovery rates. Two of those had a small deficit and two had positive cashflow throughout.

On that basis, UET were content to approve all four bids going forward.

**Approval**

David Reeve

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-RED ID: 12671– “Preventing online harms experienced by Esports players” - UKRI – Elvira Bolat

-RED ID: 12718– “GUIDE” Intelligent Multi-level Decision Making for Industry, Horizon Europe – Hamid Bouchachia

-RED ID: 12719 – “Contextual Continual Learning for Real-World Application (3C)”, Horizon Europe – Hamid Bouchachia

-RED ID: 12761 – “Bringing memories to life: Co-production of ‘DigiLife’ a new digital reminiscence toolkit to support citizenship of people with dementia in care homes”, NIHR – Michelle Heward

 Narrative for UET meeting 19.10.21.docx

### 4.3. Staffed Security Management Tender & Award

JA noted that this was re-tendering of the security contracts.

The final contracts were being finalised and would be circulated to UET this week for review and consideration.

**Note**

Jim Andrews

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## 5. Student experience

UET discussed the latest Student Experience action plan which would be reviewed at the next ULT meeting on 20 October.

In terms of the Academic Calendar, UET suggested that it would be beneficial to have a working group comprising of an Executive Dean, BK, JM and MB.

 Student experience action updates for EULT October 20th.pdf


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## 6. Future Meetings and Items

- ULT agenda - 20 October 2021
- ULT agenda - 10 November 2021

Both agendas were noted.

 ULT meeting - 10 November 2021.pdf

 ULT meeting - 20 October 2021.pdf

**Note**

Chair

## 7. AOB

-JA updated on SITS which was now up and running. No further issues to be reported

-DR advised UET that the RCF had been extended for another year.

-[item redacted]

-The following bids were reviewed and approved electronically on 26 October:

- RED ID: 12627 – “Machine Learning for Everyday Creativity: Assistive AI for Painting and Drawing”, AHRC – Hongchuan Yu
- RED ID: 12669 – “Farms, Fields and Environments of the southwest uplands in the second millennium BC.”, AHRC – PI Emma Jenkins
- RED ID: 12798 – “WISH: Women and Babies in Prison, Sustainability and Health”, ESRC – Angela Turner-Wilson
- RED ID: 12723 – “BlueStar”, Mayor’s Office for Policing and Crime – Kari Davies


-The following bids were reviewed and approved electronically on 2 November:


- RED ID: 12764 – “Intervention development and feasibility study of a Tai Chi exercise intervention for the prevention of falls among people with dementia”, NIHR – Samuel Nyman
- RED ID: 12786 – “Keeping it clean: studying factors affecting the nephrocyte’s role in insect health”, Leverhulme Trust – Paul Hartley
- RED ID: 12791 – “Explaining Individual Variation in Human Sweet Taste Preferences”, Wellcome Trust – Katherine Appleton

### 7.1. Graduation update

UET reviewed the Graduation Ceremonies and schedule in terms of cover.

It was noted that masks should be worn on the platform and during the procession. JFo would notify the Chancellery accordingly.

 graduation ceremonies.pdf

 Ceremony schedule (1).pdf

## Discussion

Jane Forster

#### 7.1.1. ARG/FRC joint meeting - 12 November

-The following papers were circulated to UET for note (w/c 25 October and w/c 1 November 2021) ahead of the ARG/FRC meeting on 12 November:

- Going Concern and Sensitivity Analysis
  - Review of Effectiveness of Internal and External Audit
  - Financial Statements – Regulatory Compliance Report
  - Appointment of Internal Auditors
  - Final External Audit Report to the Audit, Risk & Governance Committee
  - Internal audit 2020/21 Final Report: Teaching Quality
  - Internal Audit Progress Report 2021/22
  - Internal Audit Annual Report 2020/21
  - Draft BU Annual Financial Statements and its Subsidiaries
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- Freedom of Information Act requests and compliance
  - Anti-Slavery and Human Trafficking Policy and Procedures and Modern Slavery Statement Annual Review
  - Compliance with OfS Ongoing Conditions of Registration
  - Degree Outcomes Statement 2021
  - Consumer protection risks and course delivery planning

-The draft Board agenda for 26 November 2021 meeting was circulated to UET for review and consideration on the 26 October 2021.

