

# UET meeting

Tue 14 December 2021, 10:00 - 12:00

Committee room (Apols: DR)

## Attendees

### UET members

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

### In attendance

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

### Apologies

David Reeve

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 7 December 2021

Approval  
Chair

#### Minutes

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

#### Matters arising

None noted.

 Minutes\_UET meeting\_071221.pdf

### 2. Finance discussion

Present: Sarah Hutchings

#### 2.1. Cash flow update

Discussion  
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. SH noted that this would be the last cashflow for this year.

Key highlights were:

-continuing to receive deposits income for January which were running higher than forecasted and non-pay running lower than anticipated

-more Euros receipts had been received so the Research Income had been reduced accordingly

-JA and SH reviewed the Digital Enablers project forecast and spend. They agreed this needed to be updated in the current cashflow

-the November Management Accounts forecast for 2021/22 had not yet been finalised, pending follow up actions with HSS and FST and confirmation of the final position on Digital Enabler spend.

This would be applied to the cash flow forecast once finalised.

#### 2.2. Management Accounts November 2021 update

Discussion  
Sarah Hutchings

SH reviewed the November Management Accounts. SH noted that we were continuing to run ahead of budget, most of this was on the cost side.

Our fee income was below budget and overall the figures were as expected.

These Management Accounts would be reviewed at the ULT meeting tomorrow, 15 December.

 ULT Management Accounts November 2021 draft v1.pdf

### 2.3. Bid approvals

- RED ID: 12810 – “Equine Assisted Virtual Reality Project”, MRC – Ann Hemingway
  - RED ID: 12895 – “Improving behavioural problems and daily life for families and young people with the use of Regoal mobile-app intervention”, MRC – Vedad Hulusic
  - RED ID: 12899 – “AHRC and DCMS fellowship”, AHRC – Rehan Zia
- 

SH noted that the above bids were all mostly on target recovery. A couple had some negative cashflow but these were small amount. SH would recommend these from a financial point of view. DR had also reviewed these prior to the meeting and was content for submission.

On that basis, UET approved all three bids.

 Narrative for UET meeting 14.12.21.docx

### 3. Cranborne House Assignment paper

JA noted that this paper was related to the transfer of interest in lease at Cranborne House.

UET were asked to note and approve execution of relevant documents and delegation to the Board authority for the next Board meeting.

UET noted and approved.

 DRAFT clean Board Paper - Aviva assignment of L1 lease 13 12 21.pdf

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

- Reportable events update
- Regulatory reporting tracker

No new updates to be noted.


### 5. Future Meetings and Items

- ULT agenda - 15 December 2021

JFo noted that this was a busy meeting and the pack was now complete with all the relevant papers.

- ULT agenda -12 January 2022

 ULT meeting - 15 December 2021.pdf

 EULT 12th January 2022.pdf

### 6. AOB

- TMB noted that FST and the Business School would effectively work in a hybrid way- delivering on campus and recording lectures so that students could engage in a synchronous live session if they could not attend in person on campus
- UET reviewed the latest Applications & Admissions update
- TMB advised UET that BCP had withdrawn 12 HSS student placements. JA would look into this and liaise with BCP to resolve the matter