

UET meeting

Tue 01 February 2022, 10:00 - 12:00

Committee room/Teams

Attendees

UET members

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

In attendance

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

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 25 January 2022

Approval
Chair

Minutes

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

Matters arising

None noted.

2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to review the latest cashflow. There were a few movements this week:

- fee income higher due to students numbers but this was mainly a timing issue
- pay costs slightly under this month and contingency was not used
- non-pay costs above but this was due to a timing difference
- revised DUIT forecast had been received

SH noted that there had been a request at the recent FRC meeting for an update to be done on the 2 year cashflow during February. UET agreed to check on this possible action with Deborah Wakely and come back to SH accordingly. JA added that it would be beneficial to have a final review of the Estates budget spend with SH and SR to finalise on the figures.

In terms of items to be confirmed, SH clarified on the following:

-OfS capital grant funding - the level of income needed to be reviewed once we had received the January intake figures. Timing was agreed to be changed to the end of February.

-Risk log update- SH had reviewed the log recently with Deborah Wakely and Julie Northam and most of the actions on it had been closed off. SH would circulate to UET the most recent version for information only.

2.2. Bid approvals

Approval
Susie Reynell

-RED ID: 12781 – “People & Puffins: Developing new scientific methods to investigate how environmental change and exploitation by past communities of Northern Europe has impacted current auk populations.”, British Academy – Ellen Hambleton

SR commented that the bid was on quarterly payment. Apart from the first month which was marginally down, the cashflow was positive. SR would approve this bid from a financial point of view.

On that basis, UET approved the bid going forward.

2.3. Budget planning

Discussion
Sarah Hutchings

SH noted that the principles had been agreed at the last ULT meeting but the impact of those principles had not yet been shared with ULT members.

In terms of the process, we had agreed that a small number of areas would still be doing zero based budgeting. SH was working on the timetable and the overall shape.

The next piece of work would be around the question from ULT around impact which would mean revisiting the income figure. Russell Pottle was working on some numbers around this to give the figures on our January position in order to have a discussion or a proposal to discuss with ULT around what our expectations would be for income going forward.

UET agreed to discuss the overall shape and operational details as well as the link to the BU2025 plan at the UET discussion meeting next Tuesday 8 February.

3. Standing item: OfS and Government Reporting

Discussion
Chair

- Reportable events update

No new updates to be noted.

- Regulatory reporting tracker

UET agreed to have an item of discussion around TEF data, consultations and the new OfS guidelines at the UET discussion meeting next Tuesday. Jacky Mack would be asked to join the meeting to review the data with UET.

4. Future Meetings and Items

Note
Chair

- ULT agenda - 9 February 2022
- ULT agenda - 2 March 2022

UET agreed to that the Estates EDF refresh plan would come to UET first prior to being submitted to the ULT committee on the 2 March.

5. AOB

Chair

- JA updated UET on an electrical issue at BGB. This was being monitored and did not have any health and safety implications
- JA advised UET that an email would be going this week to staff which hadn't yet done the IT mandatory training with a final two weeks set deadline to comply with
- JA reviewed the current situation around Royal London House
- TMB advised UET that the possible HSS MA Social Work would not be going through
- TMB added that the Elsevier reading publishing deal had been agreed by JISC which was good news for the Library as this would reduce our cost

- At the UET discussion meeting on the 8 February, the following documents were reviewed and approved by UET:

-Bid ref: RED ID: 12883- "Comparative Legacies of Human Land Use in the Brazilian Atlantic Forest", AHRC – Philip Riris

-CAF Exemption List and CAF Process for Facilities Management (continuation of exemption)

