

UET meeting

Tue 15 February 2022, 10:00 - 12:00

Committee room/MS teams

Attendees

UET members

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

In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1, 2.2, 2.5, 2.5.1), Stuart Laird/Steve Cox (Present at: 2.3), Deborah Wakely (Present at: 3), Christina Pizot (Minute taking)

Meeting minutes

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

Approval
Chair

Minutes

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

Matters arising

None noted.

 Minutes_UET meeting_010222.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. Key highlights noted were:

-some movement on the non-IT capital spend. SH commented that there was a global shortage of equipment which was affecting part of the delay and could also potentially have a knock on effect on the OfS Capital grant which needed to be spent by the end of March. SH had contacted the OfS to alert them to this issue and to gain an exemption so that this would not affect our grant

-our year end position had been revised to show that the legal costs that were agreed at the UET meeting last week had been applied

Present: Sarah Hutchings

2.2. Bid approvals

Approval
Susie Reynell

SR reviewed the two below bids - these had poor recovery, small amounts and poor bidding rates. SR commented that from a financial point of view, she would not recommend going forward with these. TMB noted that the cashflow would be supported by the QR funding, were affordable and within budget. TMB added that these bids were more about talent sourcing rather than financial reasons.

UET agreed that due to the below target recovery rate, they would not support these two bids going forward.

-RED ID: 12880- "People & Puffins", Leverhulme Trust – Samuel Walker (Fellow), Ellen Hambleton (Mentor)

-RED ID: 12896- "Landscapes of votive terracotta production in west Thessaly", Leverhulme Trust – Stylianos Ieremias (Fellow), Derek Pitman (Mentor)

SR would recommend the below bid from a financial point of view.

On that basis, UET approved the bid.

-RED ID: 12925- "Intergroup Co-creation in Media Production for Fostering Inclusivity and Reducing Stigma", AHRC – Samantha Iwowo

 Narrative for UET meeting 15.2.22.docx

Present: Sarah Hutchings

2.3. EDF update

SL and SC joined the meeting to review with UET the EDF revised Phase II Investment Plan. SL noted that this was a follow on from the Estates Development meeting which took place in January of this year. SL added that there were some key decisions to be made on the principles around EDF investment going forward.

SC outlined the details of the presentation with UET which aimed to summarise the key areas and to seek direction from UET on residual decisions and defining requirements before this could be submitted to ULT and the Board.

These included:

1. Arne House (AH) project
2. Executive Business Centre (EBC) new lease proposal
3. Tolpuddle Annexe buildings
4. Chapel Gate
5. Yeovil College (UCY)
6. TVT interests


JV agreed that all these different options needed to be looked at through the student experience and Research Income generation lense. It was also important to look at the funding needed and affordability for all of these.

SR added that the return on investment was key and the associated risks. We needed to remodel this piece of work around different assumptions and the funding needed long term.

UET agreed that more time and consideration was needed to review these projects and associated implications, and these would be considered on an individual basis.

 Estates Development Programme to 2025_11.01.2022.pdf

 EDC Finance Report Dec 21.xlsx

 EDF Update_11.02.22 .pptx

Present: Stuart Laird/Steve Cox

2.4. Chapel Gate new artificial sports pitch project update

The paper provided a general update on the investment proposal for the new artificial pitch at Chapel Gate.

This sought UET approval for the single source waiver in respect of the appointment of an external contractor for the pre-construction services and delegation of the signing of the letter of intent and all other pre-construction appointments to a member of UET.

JA noted his conflicts of interest and UET approved the proposal in his absence.

 5.1 Existing CG Site Plan.pdf

 5.2 Proposed CG Site Plan .pdf

 Chapel Gate New Artificial Pitch_UET Update and Single Source Approval_10.02.22.pdf

 5.3 Chapel Gate SC Slatter SSW_ rev B.pdf

2.5. Business and budget planning proposals

SR reviewed with UET the template for the business and budget planning proposals, and discussed the timeline for the different areas including all Professional Services and Faculties.

There were some final amendments to be done to the main proposal and SR would have the final draft ready by tomorrow to circulate to UET for review and final approval before cascading to the different areas.

SR added that it was important to agree on the shape by end of March. UET agreed that this would be discussed further at the UET meeting on 1 March and the UET discussion meeting on the 15 March.

 business planning meetings.pdf

Present: Sarah Hutchings

2.5.1. Management Accounts - January 2022 update

SH gave a short verbal update on the Management Accounts which would be circulated later today to UET for review as there was no UET meeting next week. Key points noted:

- fee income overall was above budget at the end of January
- grant income higher than expected with the Research income offsetting this
- spend was consistent with pay above, but some of this was due to Digital Enablers, IT and IP
- non-pay was running below

In the next forecast, SH noted that we would drop the Transformation savings and take a view on what contingency to leave in for the next 6 months. These Management Accounts would be submitted to the next ULT meeting on the 23 March.

Present: Sarah Hutchings

Approval

Stuart Laird/Steve Cox

Discussion

Susie Reynell

3. Standing item: Board and sub-committee preparation

Discussion
Deborah Wakely

- ARG agenda - 18 March 2022

(for info - ARG minutes from 12/11/2021 meeting and latest action register)

DW joined the meeting to review the latest draft of the ARG agenda for the 18 March meeting:

-DW noted that under 'internal audits', there should be two reports ready for this meeting - the Research report and the UKVI report. JA and TMB would check on progress. SR enquired in respect of the 'Apprenticeships' report and timing of this. DW noted that this report should be included in the June ARG meeting

-item 20 - DW had a query on timing on whether this would be ready for this meeting. TMB confirmed that this had not gone through the approval cycle yet so this would have to be pushed to the June meeting

-item 28 - SR confirmed that a paper would be submitted for this meeting but this would be a draft proposal at that stage as the tender process would not be finalised by the March meeting

 ARG Draft Agenda 18 March 2022.pdf

 Actions Register ARG 2021-22.xlsx

 ARG Minutes 12 November 2021 draft v1.docx

Present: Deborah Wakely

4. Standing item: OfS and Government Reporting

Discussion
Chair


- Reportable events update

Nothing new to report. JFo advised UET that going forward, '*Reportable events*' will be added as a standing item to the ULT agendas

5. Guidance on online delivery and course planning for 2022-23

Information
Jane Forster

Noted prior to submission at ULT meeting on the 23 March meeting.

 Final guidance planning course delivery 22-23 .pdf


6. Future Meetings and Items

Note
Chair

- Student Voice Committee agenda - 9 March 2022
- ULT agenda - 23 March 2022
- ULT agenda - 6 April 2022

Noted.

 SVEC agenda March 2022.pdf

 EULT agenda 2nd March 2022.pdf

7. AOB

- JFo and TMB updated UET on their recent Student Voice meeting with SUBU.
- JA advised UET that due to the current political climate, Mandi Barron was in contact and supporting students from Ukraine and Russia.
- JA noted that the Department of Education had advised that from Friday, universities should no longer be handing out lateral flow tests
- TMB noted that we had been successful in the bid for an 'Enhanced Clinical Practitioner' which was good news as this would enable us to gain more apprenticeships
- UET approved electronically on the 23 February the refreshed agreement with AUB and supporting CAF aligning with the remaining 5-year period of the BU bus contract. This would be submitted to the Chair of the Board for his approval
- Following further review and discussion on the 'non-financial' benefits of the following two bids, UET decided to approve these electronically on the 18 February:

-RED ID: 12880– *“People & Puffins”*, Leverhulme Trust – Samuel Walker (Fellow), Ellen Hambleton (Mentor)-RED ID: 12896– *“Landscapes of votive terracotta production in west Thessaly”*, Leverhulme Trust – Stylianos Ieremias (Fellow), Derek Pitman (Mentor)

- TMB and SR approved the following bids electronically on the 22 February:

-RED ID: 12955 – *“Graphene-coated silicon nanoparticles for Li-Ion batteries”*, EPSRC - Amor Abdelkader-RED ID: 12960 – *“Exploring the role of influencers in forming gambling attitudes in young people”*, Academic Forum for the Study of Gambling (AFSG) –Constantina Panourgia

