

# UET meeting

Tue 27 September 2022, 10:00 - 12:00

Teams/Committee room

## Attendees

### UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1, 2.2, 2.3), Jules Forrest, Ros Ashcroft (Present at: 3), Deborah Wakely (Present at: 4, 5), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 20 September 2022


**Approval**  
Chair

#### Minutes

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

#### Matters arising

- JA gave UET an update on the accommodation bursary numbers
- TMB advised that the Health Partnership, discussed at last week's meeting, was not a related company but a membership group

 Minutes\_UET meeting\_200922.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

**Information**  
Sarah Hutchings

SH joined the meeting to review our latest cashflow position. Main changes & movements noted this week were:

- the additional QR income had been applied as well as the additional spend which was agreed at EULT last week
- Research income grant has been coming through
- on non-pay, we were still carrying forward a considerable amount
- additional euros had come through

Present: Sarah Hutchings

#### 2.2. Bids for approval

**Approval**  
Susie Reynell

-RED ID: 13269 – “How declining navigation abilities affect everyday lives of community-dwelling older adults”, Velux Stiftung (Swiss) – Jan Wiener

-RED ID: 13302 – “Researching Stigmatisation and Discrimination of People who Experience Gambling Harms in Great Britain”, Gamble Aware – Sarah Hodge

SR was content with those two bids on a costings/finance point of view. On that basis, UET approved both bids going forward.

 Narrative for UET meeting 27.09.22.pdf

Present: Sarah Hutchings

#### 2.3. Policy Wording

**Discussion**  
Susie Reynell

SR noted this was regarding deviations being based on the delegated authority of the budget holders. UET noted that this was public information and SR would change the document to show the roles rather than the names. This would be added to the Finance Regulations for ARG and FRC consideration.




 Proposed changes to Policy Wording - UET.pdf

Present: Sarah Hutchings

## 2.4. Accounting policy paper

The addition in the paper was to commit to consider an independent external company to check our accounting policy as an overview and also checking any possible non-compliance with our policies.

SR advised UET that this paper would be for note only at the Board meeting this Friday 30 September, and would come back to ARG and FRC for consideration and approval.

-  Appendix 3 - New accounting policy wording.pdf
-  Appendix 2 Indicative Illustration of Restatement.pdf
-  Accounting Policy for Tuition Fee Revenue.pdf

## 3. Delivery assurance: outcome note & draft report to OfS

RA and JF joined the meeting to review final update on the delivery assurance exercise, which included a draft report for the Office for Students on the process and its outcome, together with the PRIME data report referenced in the note.

The report had been agreed with the CP Action Plan group.



The headline was that we had assurance on delivery of published contact hours on all units within scope of the assurance process. There were a handful of queries left to resolve on mode of delivery, but those outcomes were not required for us to finalise our external report to OfS.

Ros had seen the first draft of the PwC report and the overall conclusion was that they had adequate assurance that we had completed the actions on the plan. SR added that PwC had given glowing feedback on the work completed by RA and the various teams involved in reaching that assurance and covering the criteria.

RA had anticipated that we would add to the OfS report a short note on the Action Plan and the associated PwC report, but not go into further details. TMB noted that he was of the opinion that we were not expected to submit a detailed report. The dialogue with OfS asked for a '*complete updated action plan*' and not the independent report.

Due to timing, there was a question around advising ARG members before submitting the plan to OfS. JV agreed to do a verbal update to the Board members under the 'VC update' at Friday's meeting and a note could be sent round to ARG members to notify them. After checking with DW, it was noted that these actions would not be required.





RA added that a huge amount of work had gone into getting the initial dataset and that there were some important lessons in going forward and mapping the work for next year, in terms of systems and procedures to put in place. We needed to take into account the timetabling process and the accountability ownership for next year's delivery planning.

-  22.9.22 Del Ass note for UET .docx
-  PRIME contact hours analysis v2 9.9.22.docx

Present: Jules Forrest, Ros Ashcroft

## 4. Board and Committee Meeting (three-yearly schedule)

UET reviewed the three-yearly meeting schedule for Board and Committee meetings. DW noted that the first year of dates had already gone into the diary. UET discussed the schedule in terms of the in-person and Teams meetings currently scheduled. JA noted that it was important for Board members to get a feel for the organisation's culture especially for new members, and this could only really be done by attending in-person meetings. UET agreed to revisit some of the dates for the FRC and Student Experience meetings.

-  academic-year-planner-2023-2024.pdf
-  UB Meeting Schedule 2022 to 2025 Draft v2 for UET.pdf
-  academic-year-planner-2024-2025.pdf
-  academic-year-planner-2022-2023.pdf

Present: Deborah Wakely

### 4.1. FRC Agenda - 21 October

DW reviewed with UET the draft FRC agenda for the 21 October:

- SR enquired about the Pensions Paper and it was agreed this could be a verbal update
- the draft Financial Statements and Going Concerns papers would be reviewed at the November FRC/ARG joint meeting

DW would make the necessary amendments before this would go to the Chair for approval.

-  FRC Agenda 21 October 22 with Authors.pdf

## 5. Standing item: OfS and Government Reporting

- Reportable events update

-DW and UET reviewed the reportable event to OfS around the wording on our Accounting Policy.

SR and DW would discuss this further after the meeting, and submit the final response to UET for consideration, prior to OfS submission and making the changes to the Board paper for this Friday.

Present: Deborah Wakely

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## 6. Future Meetings and Items

**Note**  
Chair

- ULT agenda - 28 September
- EULT away-afternoon - 5 October (agenda and proposal)
- ULT agenda - 12 October

UET would discuss the proposal for the 5 October awayday at their next UET informal discussion meeting.

-  EULT awayafternoon - 5 October 2022.pdf
  -  EULT agenda 28th September 2022.pdf
  -  ULT agenda 12th October 2022.pdf
  -  Research workshop.pdf
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## 7. AOB

Chair

- SR advised that the internal audit tender contract documents had been signed on 23 September.