

# UET meeting

Tue 13 December 2022, 10:00 - 12:00

Committee room/Teams

## Attendees

### UET members

John Vinney (Chair), Jim Andrews, Susie Reynell

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Anand Pandyan, Keith Phalp & Einar Thorsen (Present at: 2.4), Jacky Mack, Phil Sewell, Anand Pandyan & Jules Forrest (Present at: 5), Deborah Wakely (Present at: 3, 5), Christina Pizot (Minute taking)

### Apologies

Tim McIntyre-Bhatty

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting held on 6 December 2022


Approval  
Chair

#### Minutes

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

#### Matters arising

SR advised UET that the financial statements had been finalised and were ready for sign off this week by the VC and Chair of the Board.

 Minutes\_UET meeting\_061222.pdf

### 2. Finance discussion

Susie Reynell/Sarah  
Hutchings

Present: Sarah Hutchings

#### 2.1. Cash flow update

Information

SH joined the meeting to review our latest cashflow position.

Key headlines noted were:

- fee income - we were still seeing seeing similar trend as per last week with the higher PG deposits' instalments and lower SLC receipts
- VAT - small timing differences
- Research income - some re-phasing

SH noted that this was still pending a decision on the forecast which we could then flow to the cashflow. Once the forecast was applied, the cash flow forecast would also be extended through to July 2024 and the risks register would be updated to show any remaining risks not included in the forecast.

#### 2.2. Bids for approval


Approval  
Susie Reynell

-RED ID: 13248 – “Revisiting the Cold War Western”, British Academy – Austin Fisher

SR noted that she was content with this bid from a financial point of view. UET approved the bid going forward.

-RED ID: 13450 – “Preserving Namibia’s Fossil Footprints”, US Embassy – PI Matthew Bennett

SR noted that due to the exchange rate, this bid needed further information before we could proceed with approval.

 Narrative for UET meeting 13.12.22.pdf

## 2.3. November re-forecast

Discussion

SH highlighted the risks with UET which the team were aware of but hadn't yet been added to the forecast:

- no additional investment in Apprenticeships beyond the resourcing which has currently been agreed
- pay inflation
- no investment agreed in training for Heads of Department/Deputy Heads
- some timing differences for Digital Enablers

Further to the discussion, SH and SR would work through and finalise the forecast against our contingency. This would be reviewed again after we had received the January intake numbers.


These figures would be reviewed at the EULT meeting tomorrow and the FRC meeting in January.

 Budget Tracker for Nov Forecast version shared with SR 8 Dec.pdf

### 2.3.1. Ofs forecast

Discussion

UET reviewed the OfS Capital Grant impact (non EDF/ITIP Capital Expenditure)

 OfS Capital Grant impact - update for UET 6 Dec 22.docx

 Consolidated Non IT List 2223 critical v2.xlsx

## 2.4. Capex- 3 year plan

Discussion

Anand Pandyan, Keith Phalp and Einar Thorsen joined the meeting to agree the priorities and level of capital spend for 2022/23 – 2024/25 with UET before this would be finalised. Each of the Deans reviewed the critical list in terms of prioritisation for their areas.

Further to the review, UET were content to proceed with the list apart from the items as discussed.

SH would update the list as per the discussions and would advise Procurement and Legal teams accordingly.

Present: Anand Pandyan ,Keith Phalp & Einar Thorsen

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## 3. Board and sub-committee preparation

Discussion

Deborah Wakely

- Board meeting dates - schedule

It was agreed that the schedule would be further reviewed off-line and UET would go back to DW by end of the week with any updates.

- FRC agenda -27 January 2023

DW reviewed the draft FRC agenda for the 27 January 2023 meeting. DW noted that there some changes in the order which had been requested by the new Chair. It was agreed that under the Finance section (4.), 4.1, 4.2 & 4.3 would be grouped together and 4.4 would be a separate item - the wording would be changed accordingly.


DW would share this version with the Chair for final approval and Geoff papers would be commissioned this week due to the Christmas break.

 UB Meeting Schedule 2022 to 2025 Draft v3 REVISED for UET.pdf

 academic-year-planner-2022-2023(1).pdf

 academic-year-planner-2023-2024(1).pdf

 academic-year-planner-2024-2025(1).pdf

 Agenda FRC 27 Jan 2023 draft v2.pdf

Present: Deborah Wakely

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## 4. Tianjin University of Technology (TUT) Proposal -update

Discussion

Alastair Morrison, Keith

Phalp, Deborah Wakely, Nan

Jiang

This was rescheduled to be discussed at the UET informal meeting this Thursday 15 December.

After discussion on the 15 December, UET agreed not to proceed with the partnership proposal.

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## 5. Standing item: OfS and Government Reporting

- Readiness Review Action Plan - update
- Ofsted visit

Jacky Mack, Jules Forrest, Anand Pandyan and Phil Sewell joined the meeting to brief UET on the recent Ofsted visit. Deborah Wakely was also present.

PS noted that we had been granted 'reasonable progress' on the three areas which we were hoping to achieve by the actions put in place. PS added that we did recognise that in some aspect there was more work to be done going forward, and we needed to get ready for the full inspection.

The four immediate actions which we were asked to address were:

- the safeguarding concern (Mental Health nursing)
- RNDA apprentices and the additional hours per week

The attendees and UET reviewed the plan of action for the way forward and clarified the rules from a CMA point of view.

- the skills scan to be applied retrospectively for the individual apprentices
- the on and off the job training not fully synchronised (AdultNursing)

PS added that we would need to consider bringing the whole onboarding process centrally to better manage compliance. This would have some resource implications.

To summarise the majority of actions were planned to be completed before the end of the year. There were some deadlines which were challenging and some issues had been identified which were diverting compliance manager from progressing some tasks.

PS added that from the feedback received from the visit action plan, the use of a reflective transparent position statement worked well with the inspectors. It was important that we realigned the action plan into a six months time frame in order to be ready for a full visit.

JFo noted that this would be discussed as a verbal update at the EULT meeting tomorrow.

- Reportable events update

UET agreed that going forward it would be worth having an audit to uncover any potential issues. UET and DW reviewed the CMA and FSA compliance aspect and agreed that at this stage the visit was not a reportable event, subject to our internal review.

 UET Update - 13\_12\_22 - Summary - v2.pdf

Present: Jacky Mack, Phil Sewell, Anand Pandyan & Jules Forrest, Deborah Wakely


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## 6. Future Meetings and Items

Note  
Chair

- EULT agenda 15 December 2023
- EULT agenda 11 January 2024

 EULT agenda - 15 December 2022.pdf

 EULT agenda - 11 January 2023.pdf

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## 7. AOB

Chair

- The Management Accounts as of end of November were circulated electronically on 19 December for note.