

UET meeting

Tue 13 August 2024, 10:00 - 13:00

Committee Room

Attendees

Board members

John Vinney, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

In attendance

Jane Forster, Julie Kerr

Visitors:

- Deans, Judi and Russell for Faculty Performance at 10.20
- Jacky Mack: Clearing update at 10.20
- Chloe Ballantyne: EDI at 11.45

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

Apologies: Jim and Keith

Chair

The minutes of the meeting held on 6th August 2024 were approved as being an accurate record of that meeting.

Matters arising:

REDACT

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- [REDACTED]

Action list: <https://livebournemouthac.sharepoint.com/sites/UETPrivate/Lists/UET%20Actions/AllItems.aspx>

The Action Log was noted.

 Minutes_UET meeting_060824 (1).pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

REDACT

Susie Reynell

[REDACTED]


[REDACTED]

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[REDACTED]

Management Accounts:

SR reported that these will be available later in the week and will be circulated before she goes on leave. It will be a positive statement as we currently have a bit of a cushion which puts us in a stronger position to tackle what is still to come. Judi will be able to answer any queries if there are any.

 WEEKLY CASHFLOW FORECAST UET meeting 13th August 2024 Narrative week ending 020824.pdf

 UET - Weekly cash flow forecast w-c 12 August 2024.pdf

2.2. Bids for approval

There were no bids for approval.

Approval

Susie Reynell

3. Faculty performance

Jacky, Russell, Christos, Lois and Anand joined the meeting. Einar was on leave and there was no representation from FMC.

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 2024.05 Foundation year fees cap.pdf

4. Break

5. Items for approval or note

5.1. EDI Update and Action Plan

Chloe Ballantyne joined online.

KPa:

It has been a massive task to get to where we are now:

- Actions have been whittled down
- Taken some out that are complete
- Allocated specific areas of responsibility
- Holistic oversight
- EDI Sub-group appointed Christos as Chair
- We have never had all this in one place before and it will help with our strategic priorities.

Discussion

Karen Parker

Chloe explained the background to the paper and the ongoing actions:


- To help align and consolidate the breadth of EDI activities taking place across BU, and help better understand our progress, we have undertaken the initiative to merge multiple Equality action plans into a single, comprehensive Inclusivity Action Plan.
- We began with over 400 actions spread across 8 different action plans, many of which had limited visibility and updates, with some action deadlines dating back to 2018.
- The number of actions has been reduced by 60% and we now have circa. 150 actions, all aligned to key themes to ensure focus and coherence. Keen to simplify and not duplicate effort and actions.
- To ensure clarity and accountability, we are working closely with the action owners throughout this consolidation process and the majority of actions now have clearly defined owners, with specified accountabilities and responsibilities, using a clearer RACI framework. This will enable easier monitoring and reporting of progress going forward.
- The majority of actions have updated timelines and progress updates to ensure transparency and accountability.
- Identified and removed old, redundant actions to streamline efforts and focus on impactful initiatives.
- While significant progress has been made, the plan remains dynamic and will continue to evolve as more refinements are required. We continue to engage key action owners to integrate actions into their workload planning.
- The new plan enables greater versatility and makes it much clearer where responsibilities lie.
- Further work is required to better evaluate the impact of actions and embed accountability. In some cases, actions have been completed but the initial issues identified persist. Additionally, several actions relate to the development of tools, templates or resources but further work is required to encourage active engagement with these tools and embed changes into our ways of working, and/or desired behavioural change. Leadership advocacy is critical.
- By aligning all activities under this single plan, we are committed to monitoring and reporting progress and evaluating the impact of actions.

SR: this is an excellent piece of work but would suggest that 100+ actions are still too many. Are we comfortable that it fits the external lens and complies with all regulatory requirements?

KPa: Yes, but PWC are auditing at the moment and we are waiting for the outcome of that; it's possible other KPIs may be identified.

Chloe: plug for Aurora - please sign up to becoming a mentor and encourage engagement from your teams.

 [Inclusivity Action Plan 2024 UET Aug 24.pdf](#)

 [EDI Inclusivity Action Plan Summary UET Paper Aug 2024.pdf](#)

5.2. HR Transformation

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Karen Parker

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[Proposed HR Structure Changes August 2024.pdf](#)

[HR Transformation - UET Paper Appendices.pdf](#)

5.3. Demonstrators

REDACT

Karen Parker

[REDACTED]

ACTION: KPa to agree a pragmatic way forward with the unions and Faculties.

6. Standing item: reportable events

Discussion

REDACT


Chair

There were no other potential reportable events reported.

6.1. Complaint Outcome

Decision

It was agreed that this is not a reportable event.

 Decision - Complaint Outcome - Samuel Golfier (2).pdf

 Appendix - Proposed Recommendations - Samuel Golfier - BU response (1) (1) (1) (1).pdf

7. Future Meetings

Note

Noted.

Chair

8. AOB

Chair

8.1. Enhanced recruitment controls

To be discussed separately after the meeting.

8.1.1. Confidentiality

Information

Following a recent complaint about a breach of confidentiality, KPa reminded the meeting that discussions within UET need to be kept confidential at all times, particularly in relation to staff.

Karen Parker

8.1.2. Prime Reporting

Information

REDACT

Susie Reynell

8.1.3. Apprenticeship Levy Pot

Discussion

SR confirmed that BU is able to give away all or part of its Apprenticeship Levy to other institutions to enable delivery. It is not clear who is owning this at the moment.

Susie Reynell

ACTIONS:

- SR, KPa, KPh and Phil to work on a framework and propose an action plan.
- It is believed the pot was controlled by Jim and Susanne - SR to follow up and to establish size of pot.

8.1.4. VSS list

SR asked whether a list of all the staff who have left via VSS would be published?

It was confirmed that a Leavers Report had already been sent out to relevant people as normal. Other communication to be handled locally.

8.1.5. MIG Protest

Although the political temperature has dropped in the last few days, there is still a MIG Silver in place and the Police and council are involved.

8.1.6. ICOO

The recruitment process is still ongoing - an offer has been made subject to satisfactory references being obtained. It is expected that there will still be a handover with JA and that the post holder will start in the middle of September.

Information

Susie Reynell