

# UET meeting

Tue 12 March 2024, 10:00 - 13:00

Committee Room, Poole House

## Attendees

### Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate

### in attendance

Julie Kerr, Jane Forster

## Meeting minutes

### 1. Minutes and Matters arising from the previous meeting

Approval

The minutes of the meeting held on 5th March 2024 were approved as being an accurate record of the meeting and there were no matters arising.

Chair

The action log was noted and the following to be updated:

- Staff Survey: complete - KPa to report when the results are ready
- Gender Pay - complete.
- SR to close off completed actions.

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

 Actions after UET meeting 5th March 2024.pdf

 Minutes\_UET meeting\_050324 (1).pdf

### 2. Finance discussion

Susie Reynell


#### 2.1. Cash flow update

Information

REDACT

Susie Reynell

[REDACTED]

 Weekly cash flow 010324\_Feb 24 forecast.pdf

 WEEKLY CASHFLOW FORECAST 8th March 2024 Narrative week ending 010324.pdf

#### 2.2. Bids for approval

REDACT

[REDACTED]

### 3. Faculty performance

The Deans, Judi and Russ joined the meeting. Anand joined online.

Discussion centred around the Research Metrics summary, KPIs, the academic reporting dashboard which included up-to-date analysis of postponements and attendance.

It was recognised that not a great deal will change for this year but measures taken now will benefit next year and subsequent years. The aim is to hold steady for at least the next year.

**REDACT partially**

#### Research:

Einar

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- In order to counteract the cyclical nature of funding, the model is that the next bidding process will be started mid-way through a current large bid in order to keep the pipeline going.
- [REDACTED]

Lois

- BUBS has used some of the QR funding to fund five high-performing early-career researchers. It has been a real boost to the teams and they now feel supported and valued.
- BUBS has a Health Economist involved in various projects with the FHSS and is working on a number of cross-faculty bids.
- Pushing KTPs - held an event last month to build relationships which are key to success. It appears that the younger researchers are often better at building these relationships - making sure the right people are in the right place.
- Supporting KEF related activities
- Thinking across different types of funding
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] the mentoring scheme - making sure it's a proper community
- Working on inter-disciplinary cooperation

Anand

- [REDACTED]
- [REDACTED]

- [REDACTED]
- NIHR very strict about resubmissions - so need to ensure that the bids are right first time
- Now have a Research development hub which supports early career researchers. Younger staff are encouraged, and are willing, to put themselves forward and more experienced staff act as mentors and provide support. Developing next generation of researchers.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Carly

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Inter-disciplinary bidding is important - need collaborative research teams.
- Need the right environment for people to thrive
- KTPs becoming more of a focus - there seems to be a lot of opportunity and they are quicker to turn around than some of the larger bids. Continuing to build relationships.

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[Redacted text block containing multiple paragraphs of obscured content]

All were thanked for their contribution.

- 📄 2023-24 Q2 Research Metrics Summary.pdf
- 📄 2024-02 ARD Summary.pdf
- 📄 Postponement Analysis Semester 1 2023-24\_updated.pdf
- 📄 2023-24 Academic Weeks Calendar FINAL.pdf
- 📄 Attendance slides for postponement discussion UET 12th March.pdf

#### 4. REDACT

Discussion

REDACT

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#### 5. Break

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#### 6. Items for approval or note

##### 6.1. Apprenticeships - 2 X URNS for approval


Decision

Both were approved.

Keith Phalp

REDACT

- URN for HHFT for 1 ACP student
- Notification of URN Issue 10353-4991 - Bournemouth University / Dorset county Hospital Foundation Trust - ST0564

 30459-683\_HHFT\_ST0564\_BU\_250124U.docx.pdf

 10353-4991 DCH ST0564 BU 070324U.pdf

## 6.2. Cleaning contract extension

The 18 month extension was approved in principle, subject to clarification of point 2.6 in the table.

**ACTION:** JA to follow up

- 📎 Cleaning Contract\_Business Case for 18 months extension\_final\_COO.pdf
- 📎 Cleaning Contract - Project Costing Sheet - 18 Month Extension.pdf

## 7. Planning

## Discussion

Susie Reynell

Brian joined the meeting.

Brian presented the planning Gantt chart he had developed which included the majority of key activities and deadlines to help ensure 'Business as Usual' can progress as smoothly as possible.

### Notes:

**WLP** – decisions on tariff changes are requested to be made by the end of March. Decisions after this time will mean re-work by the HoDs/ DHoDs that would be best avoided.

**WLP** – HoDs have been asked to progress their WAMS completion by the end of May, coupled with the completion of Unit Teaching Forms (UTF's) in March, plus the completion of staff adjustments, completion of VSS round 1 and release of budget envelopes.

### REDACT

[REDACTED]

**Timetabling** – the Gantt Chart recognises that there are two key fixed deadlines for timetabling to meet, the issuing of the timetable at the beginning of September and student induction week.

**RKE, Pay Other and Non pay** - at this time it has not been possible to speak to Sarah B (for RKE) or the Business Accountants (for non-pay), these areas require more work.

**Committee dates** – may need to be added to make sure any decisions can follow the correct approval process.

### Potential Issues:

**Line managers** - may struggle with the VSS decision process, if multiple staff step forward to take VSS but line manager can only let 1 go.

**Challenge on the deliverables** - We have started to receive push back on the timelines for WLP, UTF etc. The message we are giving is that the majority of activity will remain the same so focus on this.

**Staff adjustments** – feedback may suggest we can't reach the April deadline, however even if staff are being asked to absorb more teaching, their adjustments still stand, if they can't work a Monday, then the new activity will need to be built around that. It is recommended that there is an external (to Faculty) checking mechanism on adjustments that have been requested to make sure there is consistency across all Faculties

**Potential for impact on Student experience** – Shelley has requested a line be added to the plan to monitor this.

**Impact on staff morale** – HR’s support package is built into the Gantt Chart, it’s crucial they are notified of course changes etc. as soon as possible so they can manage the exit plan.

**Timeline pressure** - There is a lot to do in a relatively short period of time, is everyone aware of their role and responsibility? Do we need some form of monitoring mechanism in place?

**Key Deadlines**

REDACT

[REDACTED]

- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED] - [REDACTED]  
[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

- [REDACTED]  
[REDACTED]
- [REDACTED]
- [REDACTED]

Brian was thanked and left the meeting.

SR presented the budget planning slides to be shared with ULT:

**ACTIONS:**

**REDACT**

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]

## 8. Standing item: reportable events

Decision

There were no new reportable events reported.

Chair

The reportable events procedures update was approved subject to a query about the new para on mandatory training: what mandatory training does this refer to?

### REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[20a Appendix 1 BU Reportable Events Procedures with track changes.pdf](#)

[20 Reportable Events Procedures Cover Paper for ARG.pdf](#)

## 9. Future Meetings

Note

### ULT:

Chair

- reiterate message that change and cost savings are crucial
- confirm current numbers and impact on budget and options for mitigation
- reiterate that all new recruitment to be authorised by UET.

**SQS:** all papers progressing

**Strategy meetings:** to be added to diaries (2 hr slots)

- 2 April 3 - 5
- 15 April 10 - 12
- 2 May 3 - 5
- 14 May 1.30 - 3.30

**Enhanced Recruitment Control meetings:** weekly 1 hr slots to be added to diaries

- 19 March 1.30 - 2.30
- 27 March 10.30 - 11.30
- 3 April 9.30 - 11.30
- 9 April 9 - 10
- 16 April 9 - 10
- 23 April 9 - 10
- 30 April 9 - 10

[UET 19th March 2024.pdf](#)

[UET 26th March 2024.pdf](#)

[SQS 17 April 2024 Agenda.pdf](#)

## 10. AOB

Chair

### 10.1. A further donation from Happy Tiger

Jim Andrews

A donation of £4,500 was approved. It was noted that there are no concerns re gambling due to the Charities Commission's clear guidance.



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## 11. Voluntary Severance - OoC paper

Karen Parker

Comments to KPa asap.

### 11.1. Health Assured

Jim Andrews

*REDACT*

[REDACTED]