

UET meeting

Tue 21 May 2024, 10:00 - 13:00

Committee Room

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Sarah Bate

In attendance

Julie Kerr, Jane Forster

Absent: Susie Reynell (Finance Director)

Apologies: Susie

Visitors:

Judi to deputise for Susie at 10.05

Alan Thorburn: Planning Working Group at 10.15

Deans and Judi: Faculty Performance at 10.40 (Anand online)

Kate Welham: REF Steering Group Update: 10.55

Lois and Teams: Department Updates

- Marketing, Strategy & Innovation at 11.35
- Sport and Events Management at 12.05

Kerry-Ann Randall: SEWS at 12.30

Meeting minutes

1. Minutes and Matters arising from the previous meeting

The minutes of the meeting held on 14th May 2024 were approved as being an accurate record of the meeting.


Matters arising:

Reportable events (Section 4.1) to read:

It was noted that reportable events training has gone well. FMC still to be done. Key messages of the training were that reporting internally enables UET to share best practice around managing reportable events and that we use reporting to demonstrate to the OfS that we are focussing on the right things, providing appropriate reassurance to OfS. Faculties have been asked to ensure that any PSRB visit is flagged to the relevant UET member to ensure that support can be provided - for example, education typically to Shelley or Keith, fish, drugs and drones to Jim and UKVI to Karen.

The Action Log was noted.

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

 [Minutes_UET meeting_140524.pdf](#)

 [UET actions 14th May 2024.pdf](#)

1.1. Apologies

Susie

Approval

Chair

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

Judi joined the meeting.

Judi

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- [REDACTED]
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[\[REDACTED\] UET - Weekly Cashflow Forecast Narrative w-e 17 May 2024.pdf](#)

[\[REDACTED\] UET - Weekly Cashflow Forecast w-c 20 May 2024.pdf](#)

2.2. Monthly Cash Flow - FRC

REDACT

- [REDACTED]
- The paper was approved.

[\[REDACTED\] FRC Cash Flow April 24 vUET.pdf](#)

2.3. Management Accounts

Judi

REDACT

- [REDACTED]
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[\[REDACTED\] UET Management Accounts Apr 2024 updated.pdf](#)

2.4. Bids for approval

Approval

There were 4 bids for approval, 3 pre-award and one post award:

Judi

- RED: 14323
- RED: 14327
- RED: 14338
- RED: 14349 (post award)

All 4 were approved.

Judi asked that all staff costs be carefully considered and calculated during the bidding process.

[\[REDACTED\] Narrative for UET meeting 21.5.24.pdf](#)

3. Planning working group

Discussion

[\[REDACTED\] comms sign off.pdf](#)

Brian, Jane, Judi And Mandi

3.1. Organisational change

- Appendix 1.pdf
- FRCMAy2024severanceDraft002.pdf
- Research_Services_May24.pdf

3.1.1. Others

REDACT

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Decision

All

4. Faculty performance and update

Einar and Christos joined the meeting in person and Anand joined online. Apologies were received from Lois.

Discussion

Deans

4.1. Research metrics dashboard

The Research metrics dashboard was noted.

It was noted that most of the data is moving in the right direction.

Some stand out points:

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Discussion

Russell Pottle

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5. Theme: RKE

Kate Welham joined the meeting.

Discussion

Sarah And Kate W

5.1. Update from Kate on REF Steering Group

- PCE Pilot panel academic and secretary nomination: recommended that we continue to actively recommend colleagues to engage with this process - need to have at least one BU representative within the pilot. Nominations opened May 16th.
- Open Access Consultation: the paper was approved
- BU REF and HESA Data Management: recommend that further work is undertaken between REF data and HESA data to ensure that
 - a. knowledge and understanding of these datasets is understood across Professional Services
 - b. appropriate policies and procedures exist to support robust data return.
 - c. create maximum efficiency through use of existing data capture systems
 - d. appropriate resource is available to meet the increased REF2029 staff data requirements
- RDS and HR to review existing policies/processes relating to sigRES and UOA membership and update as required. Paper to RSG in September.
- KPh/SB/KW to discuss staff data relating to HESA/REF in the context of the forthcoming HESA consultation.

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- [QR_UoA_modelling.pdf](#)
- [RSG_Meeting_210524_UET.pdf](#)
- [RSG minutes May_24.pdf](#)

6. Break

7. Departmental meetings

- Marketing, Strategy & Innovation
- Sport and Events Management

Marketing, Strategy and Innovation

Tim and Marcjanna joined the meeting

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Discussion

Lois And Teams

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 UET Departmetn reviews May 24 SEM and MSI.pdf

8. Items for approval or note

Decision

8.1. Gender Pay

Information

The paper outlines some of the actions being taken and good progress has been made.

Karen Parker

Paper approved to go to FRC.

Potentially to be discussed with ULT on 19th June. To be confirmed.

 Appendix One Gender Pay Gap Results Summary 2017-2024.pdf

 Gender Pay Report May 2024 2.pdf

8.2. VSS update

Decision

Karen Parker


8.3. Health and Wellbeing Strategy

Karen Parker

Has been refreshed, re-branded and updated.

Approved for submission to FRC.

To be discussed with ULT.

 BU Health and Wellbeing Strategy May 2024.pdf


8.4. URN for approval

Decision

Keith Phalp

The URN was approved.

It was agreed that UET would continue to approve URNs

 10353-5798_WiltshireHC_ST0564_BU_10052024_EC.docx.pdf

 CONTRACT_10353-5798 pgs1-4.pdf

8.5. Portfolio

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[REDACTED]

ACTION: KPh to follow up.

[portfolio slides.pdf](#)

8.6. SEWS Options

Kerry-Ann joined the meeting.

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- The paper was approved in principle subject to SR's approval and the finance loop being closed.
- It was noted that approval may also be required by the Board.

[SEWS options paper - UET approval paper May 2024.pdf](#)

[NHS ELI - with salary + NIC calculations.pdf](#)

Decision

Jim Andrews

9. Standing item: reportable events

There were no new reportable events reported.

Discussion

Chair

10. Future Meetings

[UEt 25th June 2024.pdf](#)

[UET 18th June 2024.pdf](#)

[ULT 19th June 2024.pdf](#)

[UET agenda 11th June 2024.pdf](#)

Note

Chair

10.1. FRC papers for 14th June

The next UET meeting is 11th June, so any papers not yet ready will need to be signed off by email: note holiday absence over the coming period will make this more difficult so please plan ahead.

Approved.

ACTION: KPa to follow up with Deborah why Gender Pay is still on the agenda

 FRC Agenda 14 June 2024.pdf

10.1.1.


10.2. SQS papers for 5th June

Approved.

 Draft Agenda SQS 5 June 2024.pdf

10.2.1. SQS Paper - Apprenticeships

Approved.

 SQS Board Paper.Apprenticeships update.v1.draft.pdf

 Appendix 2 - SAR and QIP - BU 2223.pdf

Decision

Keith Phalp

10.2.2. SQS - KPI Report

ST working with Ros on student experience KPIs.

Approved.

 2024-06 SQS KPI report.pdf

Decision

Susie Reynell

10.3. ARG Agenda

Approved.

 ARG 28 June 2024 agenda v1.pdf

11. AOB

Chair

11.1. NMC Update from Anand

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[REDACTED]

11.2. Code of Ethical Fundraising

Jim Andrews

To be brought to Board: will need to come via UET on 11th June

11.3. SUBU Impact Report

Jim Andrews

Mira has asked for confirmation that UET will support the SUBU Impact Report event to be held on 11th July.

This is the afternoon before the Board dinner when board members as well as UET will be able to attend.

ACTION: JK to confirm approval to Mira.