

UET Meeting Half Day

Tue 04 April 2023, 09:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Susie Reynell (Finance Director)

In attendance

Jane Forster, Julie Kerr

Meeting minutes


1. Minutes and Matters arising from the previous meeting held on 28 March 2023

Approval
Chair

The minutes were approved as an accurate record of the meeting.

Payments to Volunteers: Proposal to be tabled at the UET on 9 May by Anand Pandyan.

Action points : all action points listed are still live and none could yet be marked as complete.

 Minutes_UET meeting_280323.pdf

 Actions spreadsheet.pdf

2. Future Meetings and Items

All

2.1. Upcoming UET agendas

Discussion
Jane/Julie

Forthcoming agendas and planner attached.

All were happy with the shape of the agendas for April and May and acknowledged that some flexibility may be required.

All the planned changes to UET terms of reference have now been actioned. The next step is the communication and implementation of the changes.

committee

Senate committees: ACTION: The terms of reference to be re-drafted before the Senate meeting in June (JM)

Admissions Group

ACTIONS:

- KP to communicate that this committee is no longer required and to review the decisions and steps that need to be taken. Decisions that are required may be for him to take or to come to UET.
- JA and KP to discuss creating a confirmation and clearing group.

ASEC: ACTION: KP to review terms of reference with JM pre the Senate meeting in May

Induction

It was agreed that a joined up and more consistent approach is required for the September and January induction programmes, including longer, more-in depth academic inductions.

ACTION: KP to review with Mandi. *[This is on the agenda for SVEC in May when faculties will need to provide updates so suggest that KPh does an update for that meeting - papers deadline 3rd May]*

ULT: UET to confirm that it has taken back delegated authority for certain areas in person at the ULT away morning on 19 April

Communication: Communication of the decisions on committees to take place before the ULT meeting on 19th April

- SR responsible for the communications for Fees Group.

- JA to discuss changes to RPMC, AEIC, DUIT and EDC

Urgent matters needing decision to be brought back to UET


Course Approvals:


ACTION: KP to draw up proposals on the process to validate and approve courses through ASEC and UET which will take into consideration deliverability, market demand, university priorities, outcomes and employability.

Courses to be reviewed annually (perhaps in in January) as part of the pre-validation business planning process and split into categories

1. Courses to be tweaked
2. Courses requiring medium term development
3. New areas requiring strategic investment
4. Courses to be ceased

 UET 18th April 23.pdf

 UET 25th April 23.pdf

 UET meeting planner as at 30th March.pdf

2.2. Senate committees - status and actions

Jacky joined the meeting

JM confirmed that the next meeting of the Senate Committee will take place in June

JM to review the Terms of Reference for the Senate Committee and clarify its responsibilities and delegations to avoid duplication of effort and to achieve a joined up approach between the academic side and the executive side.

Jacky to also clarify the terms of reference of the committees reporting into the Senate and to re-think flows without increasing the number of Committees

To bear in mind

- What the committees' purposes are
- What are we choosing for them to do that adds value
- Where is there duplication
- How do the committees bring workstreams together so that there is a planned and deliberative approach
- How do they add value and inform executive decisions.

ASEC: The remit of ASEC to be clarified - it was noted that the approvals process isn't currently picking up Quality. JM to consider whether this should be included. PVC of Student Experience to be included on the committee once appointed.

RPPC and RDC: JM to lead conversation and review remit as if starting from scratch, removing any duplication and any language that refers to decision making that is now under UET's control

International College Committees To continue to operate and steering group to report to UET

Contractual terms to be reviewed.

ACTION Jane W and Jacky M to come back to UET with an update on the progress of the college and the terms of reference.

Apprenticeships: Apprenticeships

 Senate committee diagram 27th March with JM comments.pdf

2.3. UET committee update


Final agreed position to note following the meeting on 30th March
Draft changes to Finance Regulations and Scheme of Delegation discussed

Scheme of Delegation and Finance Regulations

All agreed with the changes to the Scheme of Delegation.

JF to confirm the changes with Deborah re the ARG

SR to email the tweaks to the Finance Regulations to UET for approval

 UET - committee update as agreed 30th March 23.pdf

 Scheme of Delegation Final Approved by Board July 2022 JF comments.pdf

 BU Financial Regulations proposed changes.pdf

Discussion

Jacky Mack (In Person)

Discussion

Jane Forster

3. SIAs

Attached are two updates giving the latest position on the SIAs (papers prepared for RPMC in December).

- The main paper includes a summary of bidding activity.
- A new cross SIA convenor group has been set up and is due to meet in April
- There is an external advisory board membership list but it is out of date so not attached - this will need to be updated by RDS before anything is done about it.
- RDS support for the SIAs is now provided by the Funding Development Manager; no-one in until Pengpeng starts in the role on 1st June
- One of the SIAs doesn't have a convenor

It was noted that the overall trend on bids is negative. Although part of the BU2025 strategy, the SIAs have not proved to be self-sustaining and therefore due to concerns over their usefulness, it was agreed that they should be reviewed.


ACTION: All Convenors to be invited to attend UET meetings in May individually and meet with JV in person beforehand if they wish to.


 BUs Strategic Investment Areas_approach for 2223 onwards.pdf


 Note re SIA - Becca Edwards SIA - EAB.pdf

4. Finance discussion

 Narrative for UET meeting 04.04.23.pdf

 FRC Cash Flow February 2023 draft v1 (002).pdf

 University Southampton.pdf

 Weekly cash flow 030423.pdf

Information
Susie Reynell

4.1. Cash flow update

SR to arrange for there to be a summary page paper for the UET meetings going forward.

[REDACTED]


Information
Susie Reynell

4.2. Bids for approval

2 pre-award proposals and no post-award proposals.

There is no commitment at submission stage for the 2 pre-award proposals. There are a few pending bids that are still awaiting a decision (due to a delay by the funder) but their start date is now showing in the past.

- **RED ID: 13579 – “UKRI Policy Fellowship”, UKRI – PI John Oliver - Approved**
- **RED ID: 13588 – “AcceleRating the Translation of virtual twins towards a pERsonalised Management of fatty liver patients (ARTEMIs)”, European Commission –Hamid Bouchachia - Approved**

 Narrative for UET meeting 04.04.23.pdf

Approval
Susie Reynell

4.3. Data Request

RP presented a response to the request re data dashboards and explained the information/data that was available.

Discussion
Russell Pottle (In Person)

UET confirmed that they would like a weekly one-page summary, with departmental analysis, which highlights the major issues to be addressed so that timely data and intelligence can highlight trends early and then drive effective decision making on areas such as resources and investment and ensure that prompt action is taken as required.

There is a new Student Experience dashboard to be available shortly and RP explained that there is a lot of potential in this area to provide detailed analysis in the future.

RP confirmed that they are much closer to being able to reply on the numbers reported in the various dashboards. All the data to be reviewed to ensure that it supports target setting and decision making and isn't being collect just for the sake of it.

ACTION: It was agreed that RP would provide existing reports currently provided to faculties would be shared with UET


going forwards when they are produced, including research and other data.

 UET Data Request - Mar23.pdf


5. ESFA Contract variation for UET consideration

Approved

 Appendix 2 - Variation Agreement.pdf

 Appendix 1 - Summary of variations and action plan.pdf

 UET Paper v.1 - Variation to Apprenticeship Provider Agreement (March 2023)(891666.1).pdf

 Appendix 3 - CAF 21405 ESFA Agreement Variation Winter 2023 v.4.2 (March 2023) (updated by Finance) (891714.1).pdf

Decision

Phil Sewell And Ceri Geary
(Teams)

6. IMIV project proposal

Approved.

The use of the MRI scanner to be reviewed as it currently has a lot of untapped potential.

 IMIV MRI Research Project Scheme 2023.pdf

Decision

Anand Pandyan To Join On
Teams At 11.00

7. Tribal Two-year extension for the Tribal SITS contract Business Case

Approved

 Tribal 2 Year SITS Contract Extension Business Case UET.pdf


Discussion

Rob Bowra/Jim Andrews

8. Comms and culture and other next steps

All staff email to be sent on Wednesday afternoon

 Draft all staff email 4th April 23.pdf

 Priority workstreams note for EULT.pdf

Discussion

N/A

9. Standing item: Reportable events

Reportable events update

There has been no update from OfS on the event reported re apprenticeships. No new events reported.

Discussion

Chair

10. AOB

Chair

10.1. NHIR Bid

10.2. Bournemouth & Poole College to be a University Centre

JF circulated the link to the rules. It was agreed that BU should be positive towards the proposal. KP reported that it is likely they will offer degree level apprenticeships rather than duplicating what BU already provides. UET were supportive.

<https://www.gov.uk/government/publications/use-of-university-in-business-and-company-names/use-of-university-polytechnic-and-higher-education-in-business-and-company-names-other-than-for-university-and-university-college-title>

ACTION: KP to P to liaise with the college.

10.3. Holidays

To look at pinch points and ensure that two UET members are available

10.4. Electronic signatures

To be shared with EO team. Use to be restricted to PDF docs only

10.5. Ways of working

Diary sharing - approved

Diaries to be shared with UET and EOs

10.6. Professoriate event

To be arranged for 3rd July and 7th February 2024 - 100+ people

10.7. UUK Information sharing guidance

JA to ask Mandi Barron to provide a paper for approval