

UET meeting

Tue 21 February 2023, 10:00 - 12:00

Boardroom/Teams

Attendees

UET members

John Vinney (Chair), Jim Andrews, Susie Reynell

In attendance

Jane Forster, Sarah Hutchings (Present at: 2),

-Lois Farquharson -Carly Stewart -Tim Gale -Svetla Stoyanova-Bozhkova -Hanaa Osman -Jacky Mack -Geli Roushan -Colleen Harding (Present at: 3),
Christina Pizot (Minute taking)

Apologies

Tim McIntyre-Bhatty

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 7 February 2023


Approval
Chair

Minutes

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

Matters arising

None noted.

 Minutes_UET meeting_070223.pdf

2. Finance discussion

Susie Reynell

Present: Sarah Hutchings

2.1. Cash flow update


Information
Sarah Hutchings

[Redacted content]

2.1.1. FRC Cash Flow Update - January 23

Note
Susie Reynell

This was circulated to UET for note.

 ULT Management Accounts January 2023 draft v1.pdf

2.1.2. Management Accounts - January 2023 update

Sarah Hutchings

Key highlights noted were:

- January fee income had come in and we were above budget
- the staff cost savings had been split out into Professional Services & Academic staff
- we were on track to hit our surplus

These figures would be reviewed at the ULT meeting tomorrow, 22 February.


2.2. Bids for approval

-RED ID: 13268 – “Emotion intervention: An online course to help people better understand and manage their emotions”, NIHR – Laura Renshaw-Vuillier

-RED ID: 13537 – “Fully funded PhD scholarships for staff from the Meteorology, Climatology, and Geophysical Agency of Indonesia to study for PhDs at BU”, British Council/ BMKG– PI Rick Stafford

SR was content with the above bids from a financial point of view.

On that basis, UET approved both bids going forward.

 Narrative for UET meeting 21.02.2023.pdf

2.2.1. Cashflow Process Improvement Process

SR noted that the proposed process from RDS would be that cashflow approvals were not required at pre-award stage, for certain identified funders, providing the income and fEC are [figure redacted] and the funder offered a positive payment plan i.e., costs occurring after payment but no more than three months in arrears.

SR noted that currently we had no tool for this cashflow process, and this was very manual so this would save time in the bid process.

UET gave their conditional approval pending receiving statistics from RDS around the approval limit on the current bids received. JV also noted that the Financial Regulations would need to be updated accordingly and approved by FRC and Board members.

 Cash Flow Process Improvement proposal FINAL sent to UET 030223 updated 060223.pdf

2.3. BU Procurement Manual

SR noted that this was an updated version which had already been shared with UET. This was in the light of the latest change to the Public Contract Regulations.

In summary, this would mean that the threshold for needing to publish award notices on Contracts finder had changed from [figures redacted].

SR noted that at the moment, the internal BU threshold for going through Central Procurement was [figure redacted] and SR would like to keep this limit in place for the moment until the new system in place. We could look at increasing that limit in the future.

UET approved the proposed option as outlined in the revised paper.

 BU Procurement Manual Issue 10 01022023 - RH tracked changes.pdf

3. BUBS student experience review -People and Organisations

Attendees:

- Lois Farquharson
- Carly Stewart
- Tim Gale
- Shelley Thompson
- Svetla Stoyanova-Bozhkova
- Hanaa Osman
- Jacky Mack
- Geli Roushan
- Colleen Harding

The above attendees joined the meeting to review the 'People & Organisations' course in light of the NSS results.

- Key discussion points
 - LF noted that this was the department in the Business School which had the most of their students. This was a huge cohort which had benefits but also posed challenges which the team was working on addressing. They had a partial interim leadership team in place led by CS and they were ensuring that the team was stabilised for the near future.
 - Two big points which came out of the NSS results were around student voice and developing a community which were a challenge but the team were working on these.
 - Non continuation meant a significant a loss of income and the team were aware of that side of things.
 - SSR was also an issue in the team. There were 11 new fixed term posts being recruited to n the Faculty, mostly in this department.
 - CS commented that the department was big and it was attached to other departments, providing key units for them, and so played a central role within the Business School.
 - CS noted that there were strong Programme Leaders and level tutors who were very proactive in meeting with students on a regular basis.
 - For level 6, there was a tutor in the team who runs townhall meetings for the student representatives.
 - Due to the high number of students, CS added that it was challenging to build that sense of 'community'. Physical space was important and more face to face informal meetings would make a huge difference to the students sense of community.
 - TG noted that due to the high level of students, they had taken the level 6 cohort to the BIC for their inductions to take them away from the campus in order to reconnect after their placements.
 - HO commented that in the last couple of weeks, they had run research project clinics and had received good feedback from the students who were able to meet staff who were not their supervisors and therefore could benefit from their expertise. These were very well structured and organised
 - LF added that one of the big challenges for the P&O courses was the way we resource assessment. The team would need to address this in order to help the students and staff experience. There was a review of forms of assessment,
 - GR commented that FLIE had been working with BUBS around assessment and feedback
 - JA asked about feedback from the current students. It was noted that the feedback on the town halls and research project clinics had been positive.
 - It was noted that there was a new communication process for dissertations which had ben positively received.
 - It was noted that there was more to do on group work and helping students understand assignment briefs.
 - In terms of staffing, the team felt that the SSR was high against the university and also other business schools. There needed to be a discussion about structure and a clearer understanding of vacancies. 11 of the staff in the department did all of their teaching in other departments. It was hard to recruit to the fixed term posts. There was a question about why the posts were fixed term. This issue needed to be explored in a separate meeting. P&O represents half of the income for the faculty and it is growing.
 - The team were planning to restart their team building work.
 - There was more to be done in terms of sharing best practice in the faculty. There are themed working groups across the faculty.
 - Actions
- It was agreed that a follow-up review would be scheduled for P&O later in the year

4. Honorary Awardee Nominations

Decision

Jim Andrews

The proposal had been submitted for review at the 8 March EULT meeting.

UET made a couple of other suggestions which would be put forward for consideration before the deadline.

5. Standing item: OfS and Government Reporting

Discussion

Chair

- Reportable events update

No new reports noted.

6. Future Meetings and Items

Note

Chair

-EULT meeting -22 February agenda

-EULT half away day meeting - 8 March agenda

JFo noted that both meetings had been stripped down to core ULT members.

📎 ULT agenda 8th March 2023.pdf

📎 ULT agenda 22nd Feb 23.pdf

7. AOB

Chair

- The following bids were reviewed and approved at the UET discussion meeting on the 28 February:

-RED ID: 12889 – “Tails of the Town: understanding the taphonomic pathway of early commensals”, AHRC – PI Emma Jenkins

-RED ID: 13241 – “Exploring the feasibility of using neuromuscular electrical stimulation for lower limb weakness early after stroke”, NIHR RfPB – PI Kathryn Collins

-RED ID: 13275 – “Environmental Innovation promotion across SMEs in the UK and selected international cases”, ESRC – PI Davide Parrilli

--RED ID: 13284 – “Freight as a Service for the NHS (FaaS NHS)”, NIHR – Janet Dickinson

-RED ID: 13504 – “Affective Computing Models: from Facial Expression to Mind-Reading”, Horizon Europe MSCA Staff Exchanges – Hongchuan Yu

-RED ID: 13515 – “Intelligent Digital Empathic Agents”, EPSRC Centre for Doctoral Training – Jian Jun Zhang, Faculty of Media & Communication

-RED ID: 13524 – “Prediction of future harm in stalking and harassment (S&H) suspects”, Home Office – Kari Davies

-RED ID: 13525 – “Targeting repeat sexual offending suspects using behavioural analysis”, Home Office – Kari Davies

-RED ID: 11636 – “Ecological communities, biomass and function of tropical artificial reefs”, Earthwatch Institute – Rick Stafford

- ‘The Value for Monday’ -Internal Audit report was circulated to UET for note on the 24 February