

# UET meeting

Tue 09 May 2023, 10:00 - 13:00

Committee Room

## Attendees

### Board members

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

Absent: Jim Andrews, Karen Parker

### Attendees

Jane Forster, Julie Kerr

## Meeting minutes

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

Approval

Apologies received from: Ja and KPa

Chair

The minutes were agreed as being an accurate record of the meeting.

JF to ensure that minutes are suitably redacted before filing to internet or intranet.

Action log: there were no completions and the majority are work in progress with a number being long-term projects

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

 Minutes\_UET Meeting\_020523.pdf

 UET action list download after 2nd May meeting.pdf

### 2. Finance discussion

Susie Reynell

#### 2.1. Cash flow update

Information

SR reported that cash flow is positive and there are no issues. 

Susie Reynell

ST tis looking at approaches to cash management and the treasury policy.

#### 2.2. Bids for approval

Approval

There were 6 pre-award proposals and no post-award proposals.

Susie Reynell

RED ID: 13494 – “Establishing and operating NIHR’s Public Health Knowledge Mobilisation Team”, NIHR – An Ngyuen

RED ID: 13615 – “Going It Alone: A Radical Future for Women’s Sport”, Leverhulme – Raf Nicholson

RED ID: 13618 – “A Social and Intellectual History of Nursing Thought”, Leverhulme Trust – Sam Porter

RED ID: 13621 – “Evaluation of non-contrast magnetic resonance imaging compared with standard of care ultrasound as screening tests for hepatocellular cancer in patients with liver cirrhosis”, NIHR – James Franklin

RED ID: 13631 – “Neo-sex chromosomes in hawker dragonflies - adaptation or evolutionary noise?”, Leverhulme- Melissa Toups

RED ID: 13628 – “Whistleblowing and Corporate Self-Reporting”, Leverhulme trust – Alison Cronin

All were approved with the exception of RED ID: 13618 - "A Social and Intellectual History of Nursing Thought", Leverhulme Trust – Sam Porter

Anand felt this Bid was worthwhile from a prestige perspective but will make further investigations with regard to its financial viability, as it's current showing just a 13% return, and report back to SR (the target is 40%). - SR delegated authority to approve this if the recovery issue is addresssed.

## 2.3. TRAC Return

It was agreed that, although not perfect, the data from TRAC system does give an indicative view of performance and highlights some interesting numbers.

SR was particularly concerned about the reported decrease in teaching time from 73% to 61% in BUBS as there doesn't appear to be a reason for the significant change. [REDACTED]

It was agreed that the data submitted needs to be as accurate as possible before going into strategic planning - KP to liaise with Deans to sense check the data against Workload planner.

To be discussed further with Deans at UET meeting on 6 June, along with RKE, portfolio and ideas on how to reduce the budget gap in the short-term.

JF reported that it is recognised across the sector that TRAC data is unreliable and OfS have set up a working group to review TRAC.


See below links:

- KPMG review commissioned by the OfS says that the data is unreliable because no-one understands it or fills it in properly: <https://wonkhe.com/blogs/is-trac-the-right-approach-to-track-costing/>
- Following that, the OfS are looking at it: <https://www.officeforstudents.org.uk/advice-and-guidance/partnerships-and-collaboration/financial-sustainability-and-trac/review-of-trac/>
- There was a statement in January 2023: it's work-in-progress: <https://www.officeforstudents.org.uk/media/3cc4ecac-15a8-4725-b92e-911551edc229/rfg-statement-on-taking-forward-the-review-of-trac-january-2023.pdf>

ACTION: add portfolio and TRAC and budget gap to the agenda for the Deans on 6th June

 TRAC Reasonableness Tests 202122 FINAL vSCR.pdf

 TRAC2122\_Workbook\_10000824\_1\_27JAN2023\_1007.pdf

 TRAC Cover Sheet 2021-22 Pre-UET Review.pdf

## 2.4. Expenses Policy

Draft policy attached - to agree a new expenses policy which is in line with HMRC requirements

It was approved in principle subject to SR checking policy is clear re expenses incurred on International travel and circulating to wider ULT for their views.

Policies for senior postholders require separate approvals, although the same policy.

ACTION: SR to finalise as per the comments and then communicate the final policy, also to check with DW about the equivalent for senior post-holders.

 Expenses Policy Briefing Note for UET - May 2023.pdf

 BU Expenses Policy Proposals April 23.pdf

 Staff and Visitors Expenses Policy May 2023 draft 1.pdf

## Discussion

Susie Reynell

## 3. Specific items for approval/discussion or note

### 3.1. SIA review - Medical Science

- A look at what has been achieved so far including research projects
- A view of what is currently in the pipeline including bids submitted and any being worked on
- An understanding of staff and resources linked to the SIA
- A view of any other structures linked to it – centres, institutes etc
- A view of the external parties involved in the SIA including the status of the external steering board.

Anand joined the meeting. His feedback was:

- SIAs aren't working in their current format
- Inter-Faculty meetings and co-operation have been productive and advised they should continue
- Major grants to be identified and suggested putting specific teams together to put bids together
- External Advisory Boards and Consultants are not working as representatives do not attend meetings. They may be able to provide better advice on a 1:1 basis

## Discussion

Anand Pandyan

- The SIAs have become less relevant now we have the strategic narratives
- Focus to be turned to a closer cooperation internally and a new portfolio of Industry relationships
- May want to consider establishing a forum to discuss collaborative research
- The new Pro V-C for RKE will be able to contribute further to this discussion

It has previously been agreed that staff allocated to SIAs will be transferred into Faculty budgets for 2023/24

### 3.3. Board paper for NIHR Stage 2 funding application

Jim Andrews

Agreed in principle.

DW confirmed that the approval process is that it goes to FRC first and then to the Board. The legal section to be expanded to cover the risks - DW. DW to also circulate for FRC comment and SR to update verbally on 19th.

 BU2025 Business Case RED13494 Board vUET.pdf

 Appendix 1 Project Costing Tool RED13494.pdf

### 3.3. Admissions Group - Minutes Oct and Nov 2022

An alternative approval process to be established, potentially through ASEC, as signing off still needs to be done centrally as each course will have different requirements.

New and existing programmes to be reviewed. Analysis of tariffs versus outcomes is required. Tariff requirements also to be reviewed. It is rare that a course is fully closed but they are often renamed and tweaked.

ACTION: KPh to establish a approval process for decisions on courses that used to go to this group

 Admissions Group Minutes November 2022.pdf

 Admissions Group Minutes October 2022.pdf

## 4. Student experience

### 4.1. Consideration of actions from the SQS review of student experience


Halpin review - report attached

UET to report back to SQS in June on next steps and current status. Recommendations and suggestions have been shared with relevant workstreams

Support re cost of leaving to be discussed further with SUBU - SR. It was agreed that the subsidising of breakfast was appropriate at the time but it should not continue long term. If required, the hardship fund can be approached/accessed.

ACTION: JF to put together a response for the SQS meeting in June.

In relation to these and the other actions, there is a need to evaluate value for money and monitor the outcomes.

 final Halpin recommendations with comments for UET 9th May.pdf

## 5. Standing item: reportable events

**Discussion**

Reportable events update

Chair

No reportable events were disclosed.

## 6. Future Meetings

**Note**

FRC agenda attached

Chair

SQS agenda attached

UET future agendas attached

Deborah joined the meeting on Teams

UET: JF to move the SIA review with Christos back to 6 June.

### FRC - Friday 9 June:

2 more papers to be added from Estates

DW to confirm when EBC lease expires and what the deadline is for the lease extension to be confirmed

Combined paper to cover leases and sub-leases - timings to be confirmed

No other business cases apart from air conditioning (value £975K) which needs to go through the approval process

Post implementation review - SR/JA to liaise to draw up a schedule of post-investment reviews

Treasury policy - to be dealt with by SR - verbal update under Matters Arising

**ACTION:** JA and SR to review the plans for post-implementation reviews


**SQS:**

JF to submit paper on the Halpin report


Student experience and continuation - Update on actions and update on NSS - JF to provide two separate reports 1) update on actions and feedback (presentation) and 2) update on NSS


Access and participation plan - KP and JA to update on targets and action plan - KP to also prepare paper for May Board pack

Annual report on student complaints and appeals - KP and JA to provide historical data and analysis

 UET 30th May 2023.pdf

 UET 23rd May 2023.pdf

 UET 16th May 2023.pdf

 FRC Agenda 9 June 2023.pdf

 Draft Agenda SQS 8 June 2023.pdf

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## 7. AOB

Chair

**Capex roll-over:** it was agreed to roll over some unused Capex into next year. 

**Fees:** SR to circulate short paper for discussion/approval