

# UET meeting

Tue 16 April 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

Jane Forster, Julie Kerr

### Apologies:

Keith joined online. Karen joined at point 7.

### Visitors:

Brian K, Jane W (on Teams), Judi and Mandy M: Planning at 10.20

Deans, Judi and Russ: Faculty Performance at 10:50 (Anand on Teams)

Sally Driver: VSS alternative at 10.30 and HR items at 12.20 (on Teams)

## Meeting minutes

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

Approval

The minutes of the meeting held on 9th April were approved as being an accurate record of the meeting.


Chair

There were no matters arising.

The Action Log was noted.

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

 UET actions after the meeting on 9th April 24.pdf

 Minutes\_UET meeting\_090424.pdf

### 2. Finance discussion

Susie Reynell

 UET Management Accounts Feb 2024 vUET.pdf

## 2.1. Cash flow update

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[📎 UET - Weekly Cashflow Forecast Narrative w-e 12 April 2024.pdf](#)

[📎 UET - Weekly Cashflow Forecast w-c 15 April 2024.pdf](#)

## 2.2. Bids for approval

**Approval**

Susie Reynell

There were 2 pre-award proposals:

**RED 14220:** Investigating the effects of cancer early detection interventions delivered through Faith-based groups and their impact on cancer screening uptake: Linda Agyemang

**RED 14220:** Novel Thermal Energy Storage Solutions for Domestic and Commercial applications: Zulfiqar Khan

Both were approved from a cash flow perspective.

[📎 Narrative for UET meeting 16.4.24.pdf](#)

## 3. Planning working group

Brian, Jane W (On Teams),  
Judi And Mandy Matthews

Brian, Judi and Mandy joined in person, Jane W joined on Teams

### Update on Key Activity:

- Extraordinary Board meeting to consider the VSS spend in place for this week
- **REDACT** [REDACTED]
- Final week for confirming staff adjustments (for timetabling)
- Budget envelopes have been issued but there are still a number of gaps in individual Faculty/PS area budgets meaning finalisation of envelopes is slightly behind plan
- Work continues on the WLP allocation tariffs, the workload planning lead is drawing up a final list for approval (excluding the 400 to 200 hr proposal - see HR update)
- Student numbers close to being agreed by the Deans
- Timetabling - nearly 70% of units updated on Facility system. 214 units require academic input (either data, review, respond to query). If nothing else is provided/approved this week 2023/24 data will be used (see separate table)

### UTF Update:

- Couple of Faculties continuing to work on the UTFs - FST almost complete, BUBs just have 8 to complete.
- Couple of Faculties have not yet started - FMC is cause for concern

**HR Update:**

- Approach to change management is reflected in the FRC paper and a separate action plan is under development - KP to share actions with UET . Looking at stakeholders at all levels - need open and transparent comms and to take people with us on the journey
- Currently documenting a simplified case for change to support the change management and communications approach above – KP to share
- VSS reminder has been issued via the BU weekly Monday morning email
- **REDACT** [REDACTED]  
[REDACTED]  
[REDACTED].
- VSS written offers due to be issued end of this week, slightly ahead of plan, depending on board approval.
  - **ACTION:** At JA's request, MM to ensure that all Line Managers are made aware before the written offers go out.
- **REDACT** [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]

**M & C Update:**

- Comms plan has been updated. This encompasses all audiences, including students.
- In the process of creating an intranet page with HR that can be used as a new staff hub to support the programme.
- Comms team to create the slide deck for the staff town halls next week. Key messages/information to be included required from UET as soon as possible.
- Comms team on hand to support with the letters to staff regarding the outcome of their VSS applications.
- Applicant comms have begun to go out from Admissions in relation to courses that have been suspended. They will go out as and when the documentation and subsequent process is completed by Admissions.
- Comms on course suspensions went out to staff a couple of weeks ago
- Open day on Saturday: staff on duty to be prepped with regard to course suspensions

**Deadlines and Decisions Required:**

- **REDACT A** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- Information for Town Halls (booked for week beginning 22/04) required - Jane W and Elaine Warriner preparing slide deck in conjunction with Mandy M and Brian working on this. Slides to be confirmed on Thursday morning. Deck to be sent to UET for approval
- **REDACT** [REDACTED]  
[REDACTED]

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### 3.2. VSS Alternative

**REDACT**

[REDACTED]

**ACTIONS:**

- To be brought back to UET next week for further discussion.
- KPa to arrange for the proposals to be costed as far as possible.

- 📄 [Appendix 2 - HEI List - VSS details.pdf](#)
- 📄 [Appendix 3 Overview of Options.pdf](#)
- 📄 [Options - Severance - Draft UET Paper - Apr24.pdf](#)
- 📄 [Appendix 1 - UCEA Survey.pdf](#)

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### 4. Faculty performance and update

Discussion

Deans, Judi and Russ joined the meeting (Anand on Teams) - Lee deputised for Lois

Topics:

- student numbers - do the projected numbers still make sense
- WLP discussions (data has been shared from the 11th April TU discussions)
- personal tutor contact points from the academic dashboard

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**ACTIONS:**

- EDs to analyse the data and provide comments and suggestions at UET on 23rd April. The following is not an exhaustive list:
  - EDs to look at coding of activities within the 'other' category - eg external examining should not be allocated as this is paid for on top of the 400 hours.
  - Look at financial impact and the impact on other activities of teaching hours being set at 10 or 10.5 hours
  - Take PSRB requirements into account
  - Confirm how leadership hours should be made up
  - Look at PL hours as they look too high in some cases - are there any opportunities here
  - Look at development hours which look very unevenly allocated.
  - Adjustments to be discussed with HoDs
  - Confirmation will be required of what exactly should be included in the 400 hours and what can be in "other"
  - How KE activity is incorporated
- JF to share slides on Admincontrol (done and by email)

Personal Tutors

- The data in the Academic Dashboard was discussed.
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**ACTION:** EDs to continue to push and to follow up with HoDs.

## 5. Break

## 6. Theme: RKE

Sarah Bate

### 6.1. Fast Track Costing Route

**Decision**

As this paper requires more work, SB will bring it back to UET when ready.

Sarah Bate

- UET Paper - Fast Track Costing Route.pdf
- Appendix 4.1 - Fast Track Costing Route v1.1 Apr 24.pdf
- Appendix 4.3 - Fast Track Quotation Template v1 Jan 24.pdf
- Appendix 4.2 - Fast Track Cost and Price Model v1.1 Apr 24.pdf

### 6.2. RDC Chair Role

**Decision**

It was agreed that SB should become Chair of RDC (Research Degrees Council).

Sarah Bate

#### ACTIONS:

- KPh to advise current chair
- SB to prepare revised TORs for consideration and approval at UET

## 7. Items for approval or note

Karen joined the meeting.

### 7.1. TRAC

**Decision**

#### REDACT

Susie Reynell

[REDACTED]

[REDACTED]

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- Review of recovery rates for Industry and Research Councils.pdf
- TRAC Reasonableness Test 202223 FINAL.pdf

## 7.2. EDI Annual Report and Priorities

Sally Driver joined online.

KPa reported that the EDI report reflects the situation in 2023 and highlights the priorities for 2024 and beyond. The report is much better laid out, is easier to navigate and summarises the activity against objectives.

The paper was approved subject to a couple of typos being corrected. Now to be presented to FRC for their approval. It was agreed that it should also be presented to SQS, although it is now too late for the next meeting which is tomorrow.

The report can also go to EULT.

Once approved, the report will be publicly available on the BU website.

Board Papers Cover Sheet EDI FINAL 1.pdf

EDI Annual Report and Priorities 2024 FINAL.pdf

## 7.3. Organisational Change

The paper reflects the current activity across BU. It is an opportunity to take this change forward in a much more inclusive and enhanced way and to reflect and act upon the staff survey feedback.

To help mitigate the risk of change having a negative impact, the staff engagement models are being reviewed in addition to a Change Support Framework which helps prepare for change.

The paper was approved subject to a couple of modifications and typo corrections. Small change required to ACF as UET have approved it as well as the Deans.

**REDACT**

[Redacted text block]

### ACTIONS:

- Draft comms should be ready by the end of the week for UET approval. KPa to then ensure that the paper is widely circulated
- KPa to confirm expected numbers through VSS so that reporting to the Board is accurate and up-to-date
- SR to send comments through to KPa

Organisational Change FRCAprilfinal 202411Apr.pdf

## 7.4. Staff Survey Paper

Sally Driver

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**ACTIONS:**

- an extra-ordinary (E)ULT meeting to be arranged before the end of April (done; 30th April) so that the feedback can be discussed in that forum before presenting to FRC and the Board and giving assurance that the issues raised are being tackled.
- ULT members to be asked to cascade and discuss the results in working groups with their staff to come up with an agreed local action plan. HR Partnership Managers will support this process and guide teams accordingly. UET and ULT to determine BU-wide priority strategies and actions; to include target areas for improvement.
- KPa - paper to FRC to be just headlines and not all the detail at this stage - to arrange for paper to be edited prior to submission to FRC. Paper for June should include detailed action plans.
- KPa - communicate outcomes to all staff and publish the University-BU report during early May (note this is **after** the ULT meeting).
- KPa - create a simple and visual representation of university level results to be used as a cascade pack and refer back to as we develop action plans.
- KPa- to propose a communication and engagement plan to support action planning, all to agree and implement, and report ongoing updates about what is changing as a result of the survey.
- KPa to communicate relevant information to Trade Unions and through BU Committees, EDI Committee, Executive Teams and other identified Committees and Groups e.g. Athena SWAN.
- KPa to analyse the results from an EDI perspective to ensure that the views of all demographics are fully understood and that actions are reflected in the EDI strategy
- KPa to report to UET on a regular basis - internal pulse checks to be considered to assess impact and change, environment, and overall staff experience.

- Results from Student Services were good - what are they doing and can they be used as an example of good practice.

[staffsurveypaperFRC202412aprilfinaldraft.pdf](#)

[staffsurveypaperFRC202412aprilfinaldraft Appendices A-D.pdf](#)

## 7.5. CQC

Discussed at the meeting on 9th April - decision deferred to this week.

The paper was approved.

[Appendix 2 - MRI Scanning Activities.pdf](#)

[Appendix 4 – CQC Compliance Committee Terms of Reference MG BM AP CLEAN\(949561.3\)\(950999.1\).pdf](#)

[Appendix 5 - SAF 1 for planned IMIV activity - Legal Services 25-03-2024\(945276.3\) \(002\) F&P 28-03-2024 FINAL\(950904.2\).pdf](#)

[Appendix 3 - BUCB Business Plan 2024\\_25 - pending SS CG updates\(949629.2\)\(950998.1\).pdf](#)

[Appendix 7 – VVV CQC Advice Note - Confidential Subject to Legal Privilege Nov 23 v2.pdf](#)

[Appendix 8 – Addendum to Memorandum of Understanding \(IMIV Facilities\) 07 03 2024.pdf](#)

[Appendix 9 - VVV Advice in relation to proposals for use of scanner - VVV 29 01 24 \(updated 08 03 24\) \(951005.1\).pdf](#)

[Appendix 10 - Income without CQC\(950501.3\) v3\(951006.5\).pdf](#)

[Appendix 11 - CQC Required Policies and Procedures \(1\)\(951373.1\).pdf](#)

[IMIV CQC Business Case UET v1.2 April 2024\(951354.2\).pdf](#)

[Appendix 6 - MRI Scanner Rates - customers and BUCB 23-24 REVISED\(951219.1\).pdf](#)

[Appendix 1 - MRI scanner cash flow v2.pdf](#)

## Decision

Jim Andrews

## 7.6. Fusion Building Project Review

This was noted and approved.

[Appx 5.1 TFB Post Project Review Document.pdf](#)

[Appx 5.3 TFB Post Occupation Evaluation.pdf](#)

[Appx 5.2 TFB Approved Business Case Pack .pdf](#)

[Appx 5.4 TFB Post Occupation Evaluation\\_Academic Questionnaire.pdf](#)

[Post Implementation Investment Review\\_The Fusion Building 2.pdf](#)

[Appx 5.5 TFB In Use DQI Report.pdf](#)

## Discussion

Jim Andrews

## 7.7. Poole House Business Case Remodel

The paper was approved as the work was deemed essential.

**REDACT**

[Appx 5.1 PH2 Budget.pdf](#)

[Appx 5.1Cashflow.pdf](#)

[Appx 5.2 PH2 Outline Programme.pdf](#)

[Appx 5.3 Proposed Design.pdf](#)

[Appx 5.5 Equality Impact Assessment.pdf](#)

[Business Case\\_Poole House Remodelling Phase 2 Final 15.04.24.pdf](#)

[Appx 5.6 Business Case RA Checklist PH2.pdf](#)

[Appx 5.4 Approved Project Proposal .pdf](#)

## Decision

Jim Andrews

## 7.8. Student Centre - Post Implementation Review

This was noted and approved.

[Appx 6.2 TSC Project Charter.pdf](#)

[Appx 6.1 TSC Post Project Review - Version 1.0.pdf](#)

[Appx 6.3 TSC DQI Post Occupancy Report.pdf](#)

[Appx 6.4 TSC Saunders Architects Post Occupancy Workshop Presentation.pdf](#)

[Appx 6.5 TSC Hoare Lea Engineers Post Occupancy Workshop Presentation.pdf](#)

[Post Implementation Investment Review\\_The Student Centre UET.pdf](#)

Jim Andrews

## 7.9. BUV


Jim Andrews

**REDACT**

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 TNE Partnership Costing V8.pdf

 BU2025 Business Case\_British University Vietnam TNE Partnership\_V2.pdf

## 7.10. Senate minutes

Information

Noted

 Senate Minutes - 21 February 2024 - unconfirmed.pdf

## 8. Standing item: reportable events

Discussion

No new events were reported

Chair

**REDACT**

[REDACTED]

[REDACTED]

## 9. Future Meetings

Note

Noted

Chair

 UET 23rd April 2024.pdf

 UET 30th April 2024.pdf

### 9.1. FRC papers for 26th April

no issues raised

## 10. AOB

Chair

### 10.1. Student Computing rolling programme update

Jim Andrews

In line with the FRC papers notes in January 2024, FRC are asked to approve the budget of £1M across 23/24 and 24/25 to purchase computers for Student Computer Refresh 2024. Paper being re-worked as it is not ready to be presented to FRC in its current format. JA reported that substantial savings have been made on the first quote and it is nearly half of the original worst-case scenario. To come to UET for approval next week.

### 10.2. Matt Western, MP

Matt Western has requested a meeting with JV, a tour of the university and a meeting with students - as his interest is in the creative industries, this is likely to be with Games and Animation students. A suitable date to be found.

### 10.3. Next meeting with Trades Unions

Karen Parker

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[REDACTED]

[Redacted text block]

**10.4. Ofsted Briefing**

JV to discuss further with David Furniss.

**10.5. Organisational Initiatives**

To be discussed at UET meeting on Thursday with proposals on what and who and timelines.