

UET meeting

Tue 30 April 2024, 10:00 - 13:00

Committee Room

Attendees

Board members

John Vinney, Keith Phalp, Shelley Thompson, Susie Reynell (Finance Director), Sarah Bate, Jim Andrews

In attendance

Julie Kerr, Jane Forster

Absent: Karen Parker

Apologies: Karen

Visitors:

Brian K, Mandy M, Judi and Jane W: Planning at 10.15

Deans and Judi : Faculty Performance at 10.45

Department Reviews:

- Einar and team at 11.25 - NCCA
- Einar and team at 11.55 - Humanities and Law

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval


The minutes of the meeting held on 23rd April were approved as being an accurate record of the meeting and there were no matters arising.

Chair

The action log was noted; it was noted that the system appears to be working well.

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

 UET action list 23rd April 2024.pdf

 Minutes_UET meeting_230424.pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information

REDACT

Susie Reynell

[REDACTED]

 UET - Weekly Cashflow Forecast w-c 29 April 2024.pdf

 UET - Weekly Cashflow Forecast Narrative w-e 26 April 2024.pdf

2.2. Bids for approval

Approval

There was 1 bid for consideration: RED 14248 and this was approved from a cash flow perspective.

Susie Reynell

 RED 14248 Narrative EP.pdf

2.3. OVC pay budget envelopes

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

 OVC pay envelopes 24-25.pdf
 Staff.pdf

3. Planning working group

Brian, Jane, Judi And Mandi

Brian and Judi joined the meeting.

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] likely that the government will want to do something to hit migration targets before the election and they are likely to give very little notice of whatever initiative they implement.

It was agreed that resource should be spent on ensuring continuation for the 791 international students we already have and also on pushing international UGs to convert to BU by incentivising agents etc.

Update on key activity:

- There should be a clearer view on the size of the gap this week for UET/ULT decisions on how to close it at that point.
- **REDACT**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

ACTIONS:

- KPh to follow up and arrange for slides to be issued to UCU later today (done). Need to ensure that the message to the Unions is clear.
- **REDACT** [REDACTED].
- SB/KPh to send change in tariffs paper by Kathryn McDonald to JA.

HR Update:

- Second VSS window now closed
- **REDACT** [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- We also launched the regular line managers' update this week, which will support this programme of work, as well as other aspects of managers' roles to ensure they understand relevant changes and action required.
- [REDACTED]
- [REDACTED]


M & C Update

- Final tweaks on comms being actioned. In future, the plan is to have more frequent and smaller communications **ACTION:** JW to send out comms later today once signed off by JV.
- All UCAS actions relating to course suspensions have been completed
- Subject to final UET sign-off, the summary of last week's staff engagement sessions and questions will be shared with staff this week
- We welcome UET's guidance on how to improve the approval process for these communications going forward
- Work continues on the organisational change SharePoint site to launch this week, as well as the new line manager update. The deadline was 30th April.
- Following completion of these actions, the focus will be on updating students around the impact of VSS and other actions, including course suspensions.

ACTION: JW to propose a 2-stage sign off process for comms with JV being the final sign-off. Not all UET

will be required to approve depending on the subject matter - JW to use judgement.

There were no decisions outstanding in line with the current timescales.

 Organisational Change Plan v1.2.pdf

4. Faculty performance and update

Executive Deans And Judi




The Deans, Carly and Judi joined the meeting.

It was noted that the Research dashboard will not be ready until 21st May

Topics for discussion:

- Academic Dashboard
- Budget gaps
- Latest student numbers
- Update of VSS
- Feedback from Town Halls (to be known as staff engagement meetings going forward)

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Town Hall meetings (staff engagement sessions)

- JV reported that they had gone relatively well
- Good questions being asked
- Staff seem to be understanding the wider context now.
- AP reported that feedback to him had been positive overall - as long as we are doing the right thing, people will accept it. Staff didn't balk at potential suspension of pay and progression. They did have concerns about the cost of living increases however and were concerned for colleagues in lower paid roles. JV confirmed that an equality impact assessment will be carried out before the final decisions are taken.
- ET reported similar feedback. Staff are also concerned about compulsory redundancies but are overall positive about the steps being taken. There is a fear about Research. ET to hold open Teams call this week to enable everyone to ask questions and relay any fears or concerns.
- CS - had nothing to add other than comms have been good and it has been positive that staff have been advised of the bigger picture.

REDACT

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.1. Academic Reporting Dashboard

Russell

REDACT

- [REDACTED]
- [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED] e.
- ST reported that there has been a substantial positive shift since the last ARD with regard to postponements, which is great. However, there are still gaps. Faculties should ensure that there are no gaps in student learning opportunities and that as many sessions as possible are rescheduled in order to maintain a positive student experience as this has a significant impact on perception and value for money.
- ST emphasised that the ARD is not a live document and any recent updates won't be seen in the report until early May.

2024-04 ARD Summary .pdf

5. Break

6. Department reviews

- NCCA
- Humanities and Law

Salvo and Paula joined the meeting.

Humanities and Law

- LLB validation is going through
- [REDACTED]
- **REDACT** [REDACTED]
- [REDACTED]
- Seeing a consolidation of our position of excellence in the region .
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Personal Tutors

- have made good progress with PT support for students - culture change has been positive
 - helping continuation rates
 - improving professional aspects of law degree
 - developing a year long PT embedded approach
 - setting a cap of 30 students
 - planning seminar design
 - developed department specific worksheets
 - working to support colleagues
 - jargon and myth busting
 - improving cohort identity
 - smaller cohorts are working well.
 - achieving key milestones
 - data shows that some colleagues are not complying and this will be tackled
 - Some non-compliance is due to technical issues, some is just not logging or recording sessions.
 - Working with HR to develop staff where necessary
 - will try to keep the same PT throughout the 4 years to ensure continuity and familiarity

Foundation years

- Continuation is good and more or less the same as other years in other departments.
- Personal tutoring contact with these students is strong: they have all had some contact
- The approach that has been taken has been very positive.

Continuation

- Some of the continuation rates have been poor due to the nature of the assessments and the regulatory aspects of the courses.
- Going ahead with revalidation and will make some changes to the assessment model.
- **REDACT** [REDACTED]
- [REDACTED]

Postponements

- There have been problems with sickness absence which has lead to a number of postponements.
- ST advised that it is important to reschedule as quickly as possible so that student experience and their value for money perceptions are not impacted.
- Trying different combinations of staffing to minimise impact of absence and making some adjustments to

workloads to try and avoid absence.

- Addressing the absence issue which will hopefully then address the postponement numbers.
- There have been concerns raised by students but not hearing as much about certain individuals.
- Colleagues are in place to do a sweeping exercise to identify missed content.
- Has been a big change but believe student experience has improved as a whole.
- PTs should be picking up if and when postponements become an issue.

 Department reviews 30 April 24. NCCa and Humanities and Lawdocx.pdf

7. Items for approval or note

7.1. Business Case - Parking Management

Decision

Jim Andrews

The paper proposed by the Travel Plan Group sought approval for the following:


1. A change to a daily automated parking charge system
2. A new parking permit pricing model
3. New enforcement contract


It is proposed that the fees will be set at a base level of £2.75 per day and discounts will be applied against a range of eligibility criteria.

JA reported that parking costs for many people will become cheaper. The exceptions to this would be staff in the lowest grades, i.e. grades 5 and under, which are currently exempt from parking charges, those who live within 2 miles of their place of work and those who don't meet any of the discount criteria.

It was noted and accepted that a risk has been highlighted that the new parking model may incentivise staff to work from home more than they currently are to take advantage of payment reductions.

The paper was approved but JA was asked to confirm who was disadvantaged.

 Parking Management Appendices A - C.pdf

 FINAL UET Business Case_ Parking Management.pdf


 Appendix E - Scenario Tool.pdf

 Appendix D - Income Analysis.pdf

7.2. URN for approval

Decision

Two URNs were submitted for consideration and both were approved.

 URN_Issue_10353-5689_Bournemouth_University_.pdf

7.3. WLP slides

ACTIONS

- KPh to confirm slides with KPa (done).
- JF to circulate to Deans and UCU this afternoon (done)

 WLP data 23 April 24 to share.pdf


7.4. Board KPI report

Noted

REDACT

- [REDACTED]
- [REDACTED]

ACTION: [REDACTED].

 2024-05 Board Report KPI as seen by UET 30th April 2024.pdf

8. Standing item: reportable events

Discussion

No new events were reported

Chair

9. Future Meetings

Note

All approved previously.

Chair

ULT meeting on 30th to focus on Staff Survey - university-wide trends rather than the specific details.

It is important the results are seen to be acted upon.

10. AOB

Chair

11. OVC budget continued

- REDACT
- Susie's list of options included:
- Outsourcing: will require some system transformation. Should be done in line with the next strategic plan. Payroll would be the obvious one but a number of issues with iTrent need to be resolved first.
- RDS - DC: SB to update next week with a detailed plan. External engagement: agreed that this should be reviewed as part of the review into support for Research and KE that Sarah is leading, that also includes RDS and DC. SB to look at whether post-awards should be part of Finance - are there any synergies there?
- FLIE: moving forwards
- Gold-plated Governance: spending too much time on CAFS. Looking at CAF exemptions for small values with the exception of the red flags such as indemnities and jurisdictions. Need decision before ARG in June.
- Global Engagement: JA moving forward. Looking at a centralised admin function but there may not be many savings to be made. Jacky Mack looking at what can be done differently for partnerships in light of VSS applications.
- Project Management: JA confirmed that there was no cross-over in skills for project management of IT and Estates. Project Managers may be outsourced in future.
- Procurement: will keep on radar and re-visit when Rego has been embedded and the impact of the new system is understood.
- Admissions management: Jane W and Jacky have written a paper; they have not managed to achieve any savings but have avoided further costs. Andrew's post has already been removed from the budget.
- Scholarships and discounts: How does this move forward? who will be responsible? ACTION: JA to let JW know that the removal of scholarships and staff discounts has been tabled for discussion. Bursaries have been omitted deliberately .
- Remove Transformation Team: embed in culture of the organisation. Potential saving: £270K
- Centre for entrepreneurship: this will be moved into External Engagement
- Faculties: with JV to reflect on structure and strategy
- Duplication of Functions: there is a huge opportunity to improve efficiencies if we get it right.
- Exam Boards: KPh to follow up and progress with a view to removal of exam boards from 2025 onwards. KP to reiterate that unit boards are to be pushed more. Progression to be managed slightly differently to reduce workload and admin.
- Rationalisation of management levels: to consider whether there are too many levels of management and too many chiefs. A lot of hours in WLP dedicated to leadership activity. Potential removal of DDRs and DHoDs. Look at UET/EULT leadership structure. KPa has already done some work on this. ACTION: KPa to follow up.
- Pay awards: consider putting pay rises for UET, EULT and other highly paid staff on hold. This would send a powerful statement.
- Exit EBC: there is a 5 year lease in place. An exit would require a radical restructure of academic delivery. Need to have the conversations in plenty of time to make contingencies as required.
- Physical Estate: space requirements being investigated
- Arne House: complete
- Sport: JA meeting with Helen and Mark to discuss
- Catering: review underway

ACTION:

- SR to add a further column to the spreadsheet to highlight short, medium and long term objectives.
- *External engagement: agreed that this should be reviewed as part of the review into support for Research and KE that Sarah is leading, that also includes RDS and DC.*

11.1. Enhanced recruitment controls

A request for a PTHP post was approved.