

UET meeting

Tue 05 December 2023, 10:00 - 13:00

Attendees

Board members

John Vinney, Jim Andrews, Keith Phalp, Karen Parker, Shelley Thompson, Susie Reynell (Finance Director)

In attendance

Jane Forster, Julie Kerr

SR to leave at 11.00

Meeting minutes

1. Minutes and Matters arising from the previous meeting

Approval

The minutes of the meeting were approved as being an accurate record of the meeting held on 28th November 2023. Some redactions required before publication and a small amendment.

Chair

Matters arising:


REDACT

- [REDACTED]

The updated action log was noted.

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

 Actions after UET 28th Nov.pdf

 Minutes_UET meeting_281123.pdf

2. Finance discussion

Information

Susie Reynell

2.1. Cash flow update

Information


Susie Reynell

REDACT

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

SR to update FRC (no paper required).

 UET - Weekly Cashflow Forecast Narrative w-e 1 December 2023.pdf

 UET - Weekly Cashflow Forecast w-c 4 December 2023.pdf

- Training on written English - KPa
- Further review of ITB form - SR
- Over the next couple of weeks SR to look again at a phase gate approach, identify what the phase gates should be - financial, legal, academic.
- SR : to look at a light touch approach for small bids that don't have legal or financial implications.

3.2. KE framework and infrastructure, policy and practice;

Discussion

Keith And Sarah

REDACT

[REDACTED]

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- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

3.3. QR allocation

Decision

Keith Phalp, Sarah Bate

REDACT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[📄 UET QR Spending Plan_Dec23.pdf](#)

3.4. REF committee ToR

Decision

Keith Phalp, Sarah Bate

It was noted that the Terms of Reference for the REF Committee have been through the Steering group and will be presented to UET shortly.

ACTION: JF to compare them with the previous comments and bring back to UET

3.5. REF steering group update

Discussion

Kate Welham

Kate joined the meeting.

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[REDACTED]

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- [REDACTED]

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- [REDACTED]
- [REDACTED]

[RSG_Meeting_241123_UET.pdf](#)

4. Faculty performance

Discussion

Apologies from Anand.

Lois, Einar, Christos and Judi joined the meeting. Ros also joined for the Late Arrivals agenda item only.

4.1. Late arrival deadlines

REDACT

[REDACTED]

[REDACTED]
 [REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] with RA to follow up on the approach and the actions including comms and personal tutor engagement

[Late starts 5.12.23.pdf](#)

4.2. Academic career framework

Elaine Sheridan and Vicky Clarke joined the meeting

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[REDACTED]

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

Karen Parker

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

ACTIONS:

- KPa to proceed with consultation prior to approval.
- KPa to ensure working with the Deans that the full costs are all identified for the budget process.

- 📎 1 Agenda Renegotiation meeting 22 November 2023.pdf
- 📎 2b - Draft Academic Career Development Framework G7&8.pdf
- 📎 2a Draft Academic Career Development Framework G10&11.pdf
- 📎 2c - Draft Academic Career Development Framework G8&9.pdf
- 📎 4e - G11 Draft JD Professor Fused.pdf
- 📎 4d - G10 Draft JD Associate Professor Fused.pdf
- 📎 4b - G8 Draft Senior Lecturer Fused.pdf
- 📎 4c - G9 Draft JD Principal Academic Fused.pdf
- 📎 4a - G7 Draft JD Lecturer Fused.pdf
- 📎 3h - Demonstrators progression under renegotiation .pdf
- 📎 3i - Demonstrator progression in BAU.pdf

4.3. Cross faculty co-operation

Aim:

- Bringing Faculties and also Departments closer together and creating a more cohesive culture as well as exploring other collaboration opportunities, in both education and research
- More multidisciplinary portfolio overall which could have some additional marketing opportunities
- Ensuring consistency across Departments in a variety of areas (student experience, quality and standards etc.)
- Staffing efficiencies, particularly in terms of the PTHP budgets
- Less reliance on PTHP (and more inexperienced in HE/less-Fused) members of staff for educational delivery

Benefits and Opportunities

- Some substantial benefits and opportunities have already been identified, including staffing efficiencies.
- Definition of cross-faculty co-operation is delivery between 2 different faculties on at least one unit.
- Still awaiting data from Brian which will be available mid-December to confirm the detail.
- Will try to ensure a consistent student experience across all Faculties.

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- [Redacted]
- [Redacted]
- [Redacted]

Proposed Solutions

- More transparency and crucially accuracy in how this is financially attributed to Departments specifically (see attached report), this includes also cross- Departmental delivery
- This can then lead to a culture where Departments feel more accountable financially, look at their budgets and consider the benefits of making valuable contributions to cross-Faculty/Department delivery
- Sharing ownership should extend to involvement in processes like AMERs (and others, SV meetings etc.) for all the Depts/Facs involved
- Shadow/dual programme leader role for these courses where there is substantial delivery over a certain threshold (2 units +) from another Department/Faculty.

Next Steps: [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]






[Redacted]

[Redacted]

We should take a student centred approach, focussing on delivering the best quality education, but removing financial and process obstacles which stop pragmatic and efficient solutions.

ACTION: next update on 23rd January

- GC - to map out how we can better identify and support this including via programme validation at the earliest possible stage.
- Judi to investigate more reports at department level. This will require SITS to be set up and kept up-to-date properly.
- KPa - start to think about and start to have conversations about what a HoD job description looks like.
- Data: SR to investigate ownership of data integrity with a view to ensuring access at Faculty level.



-  Cross Fac Delivery CG UET Dec 23.pdf
-  Faculty cross charges students.pdf
-  Faculty cross charges fees2.pdf
-  Faculty cross charges FTE.pdf
-  Faculty cross charges fees1.pdf

4.4. Faculty performance discussion

Deans And Russell

Review the research dashboard and the academic dashboard

This was postponed due to time pressures and to now be discussed on 19th December.

-  2023-11 ARD Summary.pdf
-  2023-24 Q1 Research Metrics Summary.pdf

5. Items for approval or note

5.1. Draft ACF for approval

The proposed new ACF is a broad framework which has taken a year to formulate. It has taken a lot of research, both internally and externally, and the proposal is now structured very differently.

Decision
Elaine Sheridan And Vicky
Clarke

REDACT

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

[REDACTED]

ACTION:

- Comments back to KPa and Elaine by 19th December when this will be on the agenda again.

5.2. Living wage paper

[REDACTED]

Decision
Karen Parker

[Living Wage Update Nov 2023 \(004\).pdf](#)

5.3. Discretions policy update

To be discussed at a later date.

Decision
Karen Parker

- [Discretions Policy Amendment UET Summary Nov 2023.pdf](#)
- [BU LGPS Employer Discretions Policy November 2023.pdf](#)

5.4. Staff Expenses Policy

The paper was agreed in principle.

Decision
Susie Reynell

JA has some comments, that aren't fundamental to the principle of the policy, to be given outside of the meeting.

- [Expenses Policy Benchmarking Summary.pdf](#)
- [Staff and Visitors Expenses Policy Oct 2023 V5.pdf](#)
- [Cover Sheet - Staff Expenses - Updated.pdf](#)

5.5. Resource for monitoring/managing international student engagement

This is urgent because of the need to extend existing temporary contracts to avoid a gap in resource and possible loss of temp staff who are already familiar with the data and the aims/scope of the ongoing work.

Decision
KPh

To be discussed at the informal UET meeting on Thursday 7 December. *At this informal meeting the*

proposal to extend the contracts was approved.

 Request for budget for resource to manage international student engagement.pdf

6. Standing item: reportable events

Discussion

Reportable events update

Chair

There were no reportable events highlighted.

7. Future Meetings

Note

All were approved.

Chair

The professoriate event to include case studies - to be sourced by SB and group discussions on strategic narratives .

ACTION: JF to email Professoriate

 ULT agenda 6th December 23.pdf

 UET 19th December 23.pdf

 UET 12th December 23.pdf

8. AOB

Chair

8.1. Cleaning Contract

Information

REDACT

Jim Andrews

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8.1.1. Procurement

SR proposed that the minimum spend requiring the need to go out to tender is £50K.

This was agreed in principle, pending a review of the Procurement Manual and appropriate approvals.