

# UET Meeting

17 March 2020, 10:00 to 12:00

VC's office

## Attendees

### UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, David Reeve

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Deborah Wakely (Present at: 3, 4, 5, 8), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held 3 March 2020

Approval  
Chair

#### Minutes

These were approved with no amendments or redactions .

#### Matters arising

JA updated UET on the coronavirus (COVID-19).

Teaching and educational activity have started to move to online platforms and we were working towards all of it being online, where possible, by end of this week. Ms Jacky Mack was leading the communication with Faculties to ensure a smooth process.

Dr Julie Northam was looking into the Research activity side and would report back.

IT guidance comms would be sent out this Wednesday on working remotely.

Comms would be sent out today to ULT and EULT about reporting/planning for any vulnerable or at risk staff, critical activity and review of any meetings on/off campus. Ms Mandi Barron would be doing the same exercise for students.

JA added that our main focus was planning over the next 3 weeks and then we would re-assess post Easter. We were reviewing the situation on a daily basis and following the Government latest advice.

 Minutes\_UET Meeting\_03 March 2020.pdf

### 2. Standing item: Financial Update

Discussion  
David Reeve, Sarah  
Hutchings

Ms Sarah Hutchings joined the meeting to give UET an update on the weekly financial forecast.

DR noted that going forward FRC members would get a monthly electronic update prior to the meetings - figures up to July 2020 would be shared.

UET discussed the budget for next year and possible scenarios considering the current climate and planning for the future.

 Copy of Weekly Cash Flow Forecast 160320 including to Sept 20.pdf

Present: Sarah Hutchings

### 3. ESIF bid

Discussion

TMB advised that the Clinical Commissioning group were scaling down on commitments and we wouldn't be able to secure all of the time commitments from the clinicians for the proposed bid. Our submission would have to be delayed until the next financial year, pending advice and guidance from the financial backer.

As a result, there was no progress to update the FRC committee members and Ms Deborah Wakely would take the proposal off the agenda for the 3 April meeting.

Present: Deborah Wakely

### 4. SUBU proposal to incorporate and revised constitution

Discussion  
Deborah Wakely


UET were asked to consider and recommend the proposed new SUBU articles to the Board.

Ms Deborah Wakely needed UET's steer in terms of the proposal for their Trustee's Board composition. UET agreed on a recommendation of 7 members out of 12 with 4 independent members with a default of a quorum of 6 with 3 independent Board members.

Ms Deborah Wakely would make the proposed changes before submitting to the ARG committee.

 4.2 a SUBU Incorporation ARG Cover sheet - 20 March 2020\_V.Final.pdf

 4.2 b Appendix A SUBU Proposed Articles v6 (Post Trustee Board).pdf

 4.2 c Advice for ARG on SUBU Incorporation.pdf

Present: Deborah Wakely

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## 5. Standing item: Board preparation and sub-committee

**Discussion**

Deborah Wakely

- FRC Agenda - 3 April 2020


Ms Deborah Wakely reviewed the latest FRC agenda and agreed with UET to scale down and prioritise items on the agenda. The following items would be postponed to the next meeting:

2. *FRC terms of reference*; 7. *ESIF Bid*; 9. *IT strategy Report*; 10. *Workforce plan update*; 12. *Overview of organisational change*; 13. *Staff experience update*

DR asked to have another item under 4. entitled '*Indicative budget numbers through to 2025*'.

Under item 11, JA noted that this should be re-labelled '*Update on pay negotiation and gender pay gap reporting*'.

Ms Deborah Wakely would make the necessary changes and re-circulate for final approval before commissioning the papers.

 FRC-1920-3-000 3 April 20 agenda.pdf

Present: Deborah Wakely

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## 6. Review of 2018-19 HESA student data

**Discussion**

Chair

UET reviewed the draft response letter to the OfS with regards to the duplicate reporting of students.

TMB had spoken to Ms Jacky Mack about ensuring there was an action plan going forward.

Further to UET's comments, TMB would go back to Ms Jacky Mack this week to finalise and submit the response the OfS.

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## 7. Consultation for 2020-21 Pay Negotiations

**Decision**

Jim Andrews

UET reviewed and approved the consultation documents.

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## 8. Standing item: OfS and Government Reporting

**Discussion**

Deborah Wakely, Jane Forster


- BU Reportable Events Decision Log


-OfS covid-19 Reporting form


UET reviewed the OfS report and Ms Wakely questioned whether this was a reportable event in its own due to the specific risks associated to BU's current situation. UET agreed that this was not the case as BU was assessing and dealing with the situation daily and would update OfS as and when required. BU were ensuring that the student experience and values were protected. Ms Deborah Wakely would send the final draft to JV for approval before submission.

- Regulatory Reporting Tracker
- Horizon scan

 BU Reportable Events Decision Log updated 13 March 20.pdf

 OFS Covid-19 Reporting FORM 17 March 2020.pdf

 OfS and returns tracker 13th March 2020.pdf

 Horizon scan 16th March 2020.pdf

Present: Deborah Wakely

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## 9. Future Meetings and Items:

**Review**

Chair


- EULT awayday agenda - 23 March 2020


UET agreed this would be conducted by webex.

- ULT forward agendas

JFo noted that the 25 March ULT meeting would be an e-meeting.

 EULT agenda 23rd March 2020.pdf

 ULT agenda for April meeting.pdf

 ULT agenda for March meeting.pdf

## 10. Standing item: Update on External meetings and events

None noted.

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## 11. AOB

- DR noted that he would be conducted an exercise on costings up to July 2020.
- DR requested approval from UET to have a number of hedging agreements currently in place with Lloyds transferred to another subsidiary of Lloyds, Lloyds Bank Capital Markets (LBCM), who specialise in these. LBCM would cover all the legal work and all existing terms and conditions would remain the same. UET agreed with the proposal and DR would ensure that our Legal department approved all paperwork before signing.

