

UET meeting

21 April 2020, 10:00 to 12:00
MS teams

Attendees

UET members

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

In attendance

Jane Forster, Brian Kaliczynskj (Present at: 2.1), Susanne Clarke (Present at: 2.1), Jackie Pryce (Present at: 2.1), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 14 April 2020

Approval
Chair

Minutes

The minutes from the previous meeting were approved with no further comments or redactions.

Matters arising

UET reviewed timings for a telephone meeting with OfS with regards to a follow-up on a recent reportable event.

 Minutes_UET Meeting_140420.pdf

2. Standing item: Financial Update

2.1. Budget Action Planning

'Achieving value for money'

Mr Brian Kaliczynskj, Head of IT, Ms Susanne Clarke, Head of Service Excellence and Ms Jackie Pryce, Head of PMO, joined the meeting to review the *'Achieving value for money'* presentation.

[item redacted]

Mr Kaliczynskj reviewed the 3 year plan which consisted of three workstreams:

- 1) review current spend and stop/reduce
- 2) embed Lean
- 3) generate additional income

He added that the next slides in the presentation elaborated on the approach and the initial areas which the team would be focusing on.

[item redacted]

Mr Kaliczynskj added that it was crucial to work very closely with various teams across the organisation, including PRIME & Finance. Mr Kaliczynskj had a meeting booked this week with Ms Sarah Hutchings and Ms Judi Roberts in the Finance team to start going through some of the processes.

[item redacted]

UET commented that this was an extremely important piece of work and would be giving it their full back up. Going forward, it was agreed that it would be useful to have some regular updates at UET and ULT meetings.

JFo added that this presentation would be shared at the EULT meeting tomorrow.

 Achieving Value for Money v4.pdf

Present: Brian Kaliczynskj, Susanne Clarke, Jackie Pryce

Presentation & Discussion

Brian Kaliczynskj, Susanne Clarke, Jackie Pryce

2.2. Management accounts - March 2020 update

DR discussed the latest Management Accounts as of end of March 2020.

DR reviewed with UET the forecast (page 21), the contribution analysis by area (page 22) and the year end balance sheet forecast (page 30).

These figures would be submitted to the EULT meeting tomorrow for discussion.

 ULT Management Accounts Mar 2020 draft 2.pdf

3. Standing item: OfS and Government Reporting

Discussion
Jane Forster

- BU Reportable Events Decision Log
- Regulatory Reporting Tracker

No new updates noted.

 OfS and returns tracker 16th April 2020.pdf

4. Future Meetings and Items:


Review
Chair

- OfS - Expectations about student participation and support

UET reviewed the paper prior to EULT submission tomorrow.

- ULT agenda - 22 April

 OfS expectations for student participation and support - 22nd April 2020.pdf

 April 22nd EULT agenda.pdf

5. AOB

None noted.

