

UET Meeting

15 September 2020, 10:00 to 12:00

MS Teams

Attendees

UET members

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

In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1), Deborah Wakely (Present at: 5, 6), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 8 September 2020


Approval
Chair

Minutes

The minutes from the previous meeting were approved with a couple of additions to section 2.1.

Matters arising

None noted.

 Minutes_UET meeting_080920.pdf

2. Standing item: Financial Update

Discussion
David Reeve, Sarah
Hutchings

In terms of budget, DR noted that if we achieve the numbers of undergraduates forecasted in September 2020 and January 2021, this would be a big uplift in our overall position.

DR added that our recruitment numbers were better than expected as opposed to some of the pay cost savings. Our position was still looking tight in terms of a buffer going forward.

2.1. Cash flow update

Information

SH joined the meeting to review the latest cashflow update. Main movements noted this week:

- The HE Wessex transitional funding income, as agreed with the NHS, has been added in.
 - An IT item has come through higher than the expected forecast for September. SH noted that this would be mainly due to timing of the forecast and would check the figures.
- The IT forecast was still being reviewed.
- Less overseas upfront income was coming in but on the home front the SLC applications number was positive.

The Finance update including the cashflow forecast will be reviewed at tomorrow's EULT meeting.

Present: Sarah Hutchings

3. Standing item: OfS and Government Reporting

Information
Chair

- Reportable events update
- Regulatory Reporting Tracker

-JFo noted that the 'Student Protection Plan' consultation response had been submitted at the end of last week.

-[Item redacted]


-JA added that we had responded to the DfE request for outbreak management plans and this had been submitted.

4. Future Meetings and Items:

Review
Chair

UET reviewed the 16 September and 30 September EULT agendas.

 EULT agenda 16th September 20.pdf

 EULT agenda for 30th September 2020.pdf

5. Standing item: Board and sub-committee preparation

- FRC Agenda - 9 October 2020

DW joined the meeting to review the latest draft of the FRC agenda.

Further to comments and feedback, DW would update and re-circulate to UET and the Chair of the meeting.

With regards to the Board, TMB discussed the possibility of a proposal around fees for new foundation programmes. TMB would normally submit a paper to go to the Board around fees delegation and policies but we were now out of cycle.

UET agreed this was an important proposal and we should submit a paper for the November Board meeting.

DW would add this item to the upcoming November Board agenda.

 Agenda FRC 9 October 20.pdf

Present: Deborah Wakely

6. Variation to ESFA Training Provider Agreement

DW reviewed the variation to the ESFA (Education & Skills Funding Agency) Training Provider Agreement that BU would be required to sign to enable to continue enrolling new apprenticeship cohorts and receive payment for the training.


Legal and Finance have updated the paper to refer to the Variation Agreement, and have flagged this as medium risk. Most of the amendments were relatively minor and were highlighted in the paper.


DW noted that this was a Board approved contract and was seeking UET's recommendation to the Chair of the Board that BU sign the Variation to the ESFA Training Providers Agreement.

UET approved and recommended to the the Chair of the Board that BU enter into the new Variation to the ESFA Training Providers Agreement. DW would advise the Chair of the Board accordingly.

[Item redacted]

 UET Paper - Variation to ESFA Training Provider Agreement (September 2020).pdf

 Variation to ESFA training Provider Agreement September 2020.pdf

 CAF 15857 ESFA Agreement Variation September 2020 Updated by Finance.pdf

Present: Deborah Wakely

7. AOB

- JA advised UET of a potential second Covid-19 spike and local lockdown.
- JA noted that he was in conversation with SUBU regarding their proposal for a Freshers' Fair in the light of the current social distancing restrictions.
- JA informed UET of an IT proposal, '*VMware virtual environment*' which would need approval before Friday 18 September. JA noted this was a 3 year agreement and as highlighted in the paper, phased payments would be the preferred option.
UET approved the proposal as discussed.
- TMB noted that following on from previous conversation, we needed to agree on the process for collating and agreeing bids and monitoring the cumulative effect of these. DR added that if the suggested process was agreed at EULT meeting tomorrow, then any bids, submissions over the agreed number would need to be supported by cashflow. Finance would then collate these bids to track & monitor in order to produce a sub-cashflow summary.
- TMB discussed the pay progression and promotion scheme and its current status. There was currently no clear position and UET agreed to review it in due course.

