

# UET meeting

Tue 12 January 2021, 10:00 - Tue 12 January 2021, 12:00

MS Teams

## Attendees

### UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, David Reeve

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2, 2.1, 2.2), Stephen Tee (Present at: 3), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meetings held on 8 December 2020


**Approval**  
Chair

#### Minutes

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

#### Matters arising

- Covid related updates have been sent out daily by JA
- JA gave UET an update on the status of Bournemouth House and Melbury House

 Minutes\_UET meeting\_081220.pdf

### 2. Standing item: Financial Update

**Discussion**  
David Reeve

Present: Sarah Hutchings

#### 2.1. Cash Flow update

**Review**  
Sarah Hutchings

SH joined the meeting to review the cashflow position. SH noted that this update covered a longer period from the last meeting. Once the forecast has been agreed along with the Management Accounts, SH will be able to update the cashflow position accordingly.

Highlights noted were:

- Non-pay running lower than forecasted
- Main projects spend delay were around IT digital enablers; Estates, mainly across Bournemouth Gateway and non-IT capital which was due mainly to the roll out of kit and building equipment. SH commented that all amounts were fairly small.

Present: Sarah Hutchings

#### 2.2. Management Accounts - November 2020


**Review**  
Sarah Hutchings

SH reviewed the November 2020 Management Accounts which also included the new forecast.

Key points:

- we were seeing the additional fee income benefits
  - the impact of the accommodation had not come through yet
  - on spend, we were seeing reduced staff, travel and student costs
- DR added that overall the forecast still reflected the bottom line we had in the budget but now included the contingency amount.

The accounts would be submitted to the next ULT meeting on the 20 January 2021.

 FRC 200121 Management Accounts draft v2.pdf

Present: Sarah Hutchings

### 2.3. Bid Approvals

-RED ID: 11979 – “The Past in Process: multiple monuments in interpretation and heritage”, AHRC Standard Grant - Mark Gillings

-RED ID: 12460 – “Effects of slow and deep breathing on reducing obstetric intervention in women with pregnancy-induced hypertension: A feasibility study”, NIHR Advanced Fellowship – Malika Felton

-RED ID: 12466 – “Identifying malnutrition risk and signposting to support for older adults across social care”, NIHR Research for Social Care – Jane Murphy

-RED ID: 12468– “Smart technology for the travel recovery” – British Council – Professor Dimitrios Buhalis

-RED ID: 12478 – “Believable Agent Behaviour for Data-Driven Real-Time VR Simulation”, Innovate UK – PI Fred Charles

-RED ID: 12483 – “A wearable device for future communication-aid and psychological intervention: Artificial intelligence and biomarkers application in digital health”, UKRI Future Leader Fellowship (FLF) - Xun He

-RED ID: 12068 – “Match Funded Studentship - Mindful Resilience (Kevin Davidson)” – Sarah Hodge

DR reviewed the above bids and overall was supportive of all of them. The bids had good recovery rate and were mostly all cash positive. On that basis, UET approved those bids.

 Narrative for UET meeting 12.1.21.pdf

### 3. Wessex Academic Health & Science Network (AHSN) Limited Annual Report


Approval  
Professor Stephen Tee

Professor Stephen Tee joined the meeting to present to UET an update and review of the Wessex AHSN annual report in order for them to consider whether continued involvement remained appropriate. ST commented that our continued engagement with the AHSN was very beneficial and led to other connections and networks. BU was now represented on the board with Professor Vanora Hundley and we were heavily involved with the ARC network. In ST's view, these opportunities constituted an overall net benefit to the University making the investment of remaining a member worthwhile and given BU's ambitions around medical sciences, ST recommended that BU remained an active member of the AHSN.

UET approved the continued collaboration and the annual membership fee.

ST also updated UET on the Dorset Healthcare University Trust review. The MoU was currently being reviewed by our legal department and once the draft was ready would be shared with UET for consideration prior to ULT and Senate approval.

 Wessex AHSN Progress Report 2019-2020 (2).pdf

 Wessex AHSN Member Report - Bournemouth University.pdf

 WAHSN - Mar20 - Final\_Signed\_Full\_Accounts Annex 1.pdf


Present: Stephen Tee


### 4. Timetabling of virtual celebrations

Approval  
Jane Forster

JFo shared the draft timetable of virtual celebrations for approval and to ensure that UET were aware of the time and diary commitments. There would be 17 separate events, each proposed to run for around 40-45 minutes at this stage. Each event would be a combination of pre-recorded and live content, following a similar structure but tailored to each cohort. The proposal would be to run two events per day, four days a week for two weeks in March. UET agreed to the proposal and JFo would go back Ms Amanda Procter and her team accordingly.

 email Amanda Procter - 4.01.01.pdf

 Draft Your Celebration timetable.pdf


 Your Celebration.pdf

### 5. Standing item: OfS and Government Reporting

Information  
Jane Forster

- Reportable events update
- Regulatory Reporting Tracker
- Horizon Scan

The attached reports were noted by UET.

 OfS and returns tracker 2021 version.pdf

 Horizon scan December 2020.pdf

### 6. Future Meetings and Items:

Review  
Chair

- ULT agenda - 20 January 2021
- ULT/EULT agenda schedule

-ULT agenda - 3 February 2021

JFo noted that a couple of items would be added:

-an external engagement discussion item led by DR Colleen Harding and Mr Ian Jones

- a Finance update, including zero budgeting

 ULT 20 Agenda 2021.pdf


 ULT dates 2020-21.pdf

## 6.1. Timing and nature of requests

## Discussion

Potential ULT agenda item - updated task list from November attached to consider if there was value in asking ULT to update this or to take a different approach.

UET agreed that this could be added as a high level reminder to the next ULT meeting on 20 January, for ULT to review and deal locally with their respective teams and departments.

 Requests spreadsheet master 11th Jan 2021.pdf

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## 7. AOB

- DR asked UET to put forward a couple of areas to start the zero based budgets with, including some areas in the OVC.
- DR checked that the November update Management Accounts could be circulated to the next JCNC meeting.
- TMB enquired whether we should start the discussion around Student planning/expectations and if it would be beneficial to add this the February ULT meeting. UET agreed this would be useful.
- The following FRC papers were circulated to UET for information and comments prior to submission:

-Organisational Development Report 2019/20 (JA)

-Participation in National Pay Negotiations 2021/22 (JA)

-Workforce Plan (JA)

-HR & Payroll business case (JA)

-Equality & Diversity Annual Report (JA)

-Financial Strategy (DR)

-Financial Dashboard (DR)

- **At the UET discussion meeting on the 19 January 2021**, the following were reviewed:

-The draft Board agenda for the 12 February 2021 meeting, including the 'Student accommodation' Board paper

-December 2020 Management Accounts Update

-OfS Additional 'Hardship' Funding allocations (approved)

-OfS Annual Financial Forecast 2020

-Zero based budgeting - including an OVC update

-The following bids were reviewed and approved by UET:

**RED ID: 12379**

**RED ID: 12404**

**RED ID: 12475**

**RED ID: 12488**

**Dorset Healthcare University NHS Foundation Trust**

