

# UET half day discussion meeting

Tue 23 February 2021, 09:00 - Tue 23 February 2021, 12:30

MS Teams

## Attendees

### UET members

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

### In attendance

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

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meeting held on 9 February 2021


Approval  
Chair

#### Minutes

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

#### Matters arising

None noted.

 Minutes\_UET meeting\_090221.pdf

### 2. Finance discussion

Present: Sarah Hutchings

#### 2.1. Cash flow update

Discussion  
Sarah Hutchings

Sarah joined the meeting to review the latest cash flow position. Main headlines noted were:

- notifications of additional grants were coming through, some earlier than expected - the hardship claims and the Research England funding
- SLC receipts - we were continuing to chase backdated receipts from the October intake
- Some timing adjustments around instalments and sponsor receipts
- furlough receipt had been received this week
- there was some timing difference for Estates and IT capital spend
- non-pay prediction had not been adjusted and we were carrying over underspend but this was mainly due to timing

##### 2.1.1. Risk Tracker

Discussion

SH reviewed with UET the latest updated risk tracker. No considerable changes from the last review to be noted.

#### 2.2. Managements Account - January 2021 update

Note  
David Reeve/Sarah Hutchings

UET reviewed the Managements Accounts as of end of January 2021. Main headlines were:

- we were up on our fee income but some of it was timing due to the phasing of the budget
- the forecast for 2020/21 would be revised in February to reflect the half-year actual results and the January 2021 student intake
- accommodation refunds were agreed for semester two together with additional hardship fund allocation and cost of this would be covered by the contingency fund.

DR added that overall it was a good result - the extra students and income was coming through in part in these numbers. The forecast for the full year was being revised by the end of the month but overall it should be positive. DR commented that we needed to consider what further provisions we ought to be putting in place for items such as rent rebates and we would also need to take a view on RLH.

These Management Accounts would be submitted for review by the ULT committee at the meeting this week on 24 February.

 ULT Management Accounts January 2021.docx

### 2.3. Bid approvals

**RED ID: 12456 – “Putting men and women on the same playing field: Will cricket’s Hundred-Ball Competition be a panacea for women’s sport?” - Leverhulme Trust – Raffaele Nicholson**


DR advised UET that overall the cashflow was positive and would recommend support.

**RED ID:12510 – “Healthy Ageing in ‘Place’”, Wellcome Trust – Jane Murphy**

Overall, this was a cash positive bid and had a good recovery rate. DR would also support this bid.

On that basis, UET approved both bids.

DR flagged a late bid which was not included in the pack. This was a Health related one and was cash positive throughout. UET agreed to consider the bid once they had received further details.

 Narrative for UET meeting 23.2.21.docx

### 2.4. Zero based budgeting

UET reviewed the revised 'Review meeting roles and Responsibilities' document which incorporated feedback from the last UET meeting on the 9 February and the '2021/22 Planning and Budgeting timetable'.

UET agreed that it would be more beneficial if they reviewed the outcomes of those meetings rather than being part of the panel.

Following UET's discussion, SH would update the documents accordingly and these would be re-circulated to UET prior to review at the ULT meeting on the 24 February.

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

- **ARG agenda - 19 March 2021**

DW joined the meeting to review the first draft of the agenda of the 19 March ARG meeting. DW noted that this was the first agenda where we had put the auditors only with the committee upfront, as per the Board review and the audit code. Agenda items discussed included:

-item 5

DW had not received any internal audit reports so far and questioned whether there would be any at this meeting. DR commented that he was attending a meeting this afternoon on that subject and would update DW accordingly.

-item 7

JFo noted that this would come to ULT on the 10 March. JA noted that a meeting would take place with TMB, Jacky Mack and Amanda Procter to discuss this item in advance of ULT.

-item 13

Due to the tight deadline, DW suggested moving this item to the June ARG meeting. UET were in agreement.

-item 16


JA noted that this should have a different title which would be the same as the review which took place at the last FRC meeting. DW would make the change accordingly.

-item 17

UET were not aware of that item and DW agreed to take it off the agenda.

- Further to the last FRC meeting, one of the actions agreed was to provide the Committee members with an update on the latest work from the Transformation Team. JA advised that this should come through the Management Accounts as a sub-item rather than a separate one. DW agreed to add this to the agenda of the April FRC meeting.

- UET agreed that the 'University Board Informal Drop-in Session' would take place on the 25 March at 9am.


 ARG Draft Agenda 19 March 2021 w Authors.pdf

Present: Deborah Wakely

## 4. Student Number Planning

A discussion took place on Student Number planning.


 Student Number Planning 11.1 (1).pdf

 BU2025 outcomes.pdf

## 5. The Operating Delivery Model

A discussion took place around the Operating Delivery Model.

 Fused Digital Pedagogy Models.pdf

 BU Operating Model (1).pdf


## 6. Future Meetings and Items

- ULT agenda 24 February 2021
- ULT agenda 10 March 2021

TMB mentioned the NSS corporate plan as a possible discussion item at ULT. TMB added it would be worthwhile having the conversation with ULT and getting their feedback.

JV suggested adding it as a verbal update at the 10 March meeting.

 EULT agenda 24th Feb 2021(1).pdf

 EULT agenda 10th March 2021.pdf

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## 7. AOB

- JA updated UET on the latest COVID guidance further to yesterday's government announcement. JA added that the implications for staff and students would be reviewed at the MIG meeting taking place today and comms for both would be sent by end of today.

