

UET Meeting

Tue 09 March 2021, 10:00 - Tue 09 March 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, 3), Colleen Harding (Present at: 3), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 2 March 2021

Approval
Chair

Minutes

The minutes from the previous meeting were approved with some minor changes to item 3.1 and the AOB section.

Matters arising

-JA advised UET that Steven Tee and Justin Cole had met to discuss the work around the MA Social work and this was progressing.

-JA and TMB had a meeting scheduled for this Thursday to discuss the Wessex Fields Development.

 Minutes_UET meeting_020321.pdf

2. Finance discussion

Present: Sarah Hutchings

2.1. Cash flow update & updated Risk Assessment

Discussion
Sarah Hutchings

SH joined the meeting to discuss this week's cash flow forecast and the updated risk assessment. SH noted that the cash flow forecast included the revised Management Accounts and had also been extended to July 2023 using the original budget assumptions.

Key highlights were:

-The big movement noted was on non-pay where the forecast had been done and we had got a re-estimate and as result there were some small savings due to Covid.

-Fee income improvement

SH added that once the high level budget shape had been agreed for 2021/22 and 2022/23 this would also be updated.

DR added that the Transformation programme had delivered some great results especially in terms of the non-pay.

Overall, the outlook was positive and we were trending in the right way.

2.1.1. Forecast

Note
Sarah Hutchings

SH reviewed the latest updated forecast.

Main movements noted since the last forecast were:

-Extra in fees from the January PGT intake

-Reduction in forecast for RKE

-Extra [figure redacted] on depreciation due in mainly to the late completion of Bournemouth House (BH) and the removed disposal of Royal London House (RLH).

-There was a contingency lump sum to cover off potential future fee, accommodation refunds and similar costs.

DR added that there was a net uplift from the last forecast but we were still on budget. Overall, DR commented that the forecast was looking good but he suggested we held this forecast for now, pending potential claims on fees and similar.

2.1.2. TRAC Return 2019/20

DR noted that Kevin Welford and Russell Pottle had been doing most of the work on the Transparent Approach to Costing (TRAC) return.

Overall, the return showed that there was some improvements around teaching and the bids activity had improved. On the Research side, we had slipped back slightly.

Overall, DR commented that all the adjustments were reasonable and in line with the sector. The return would be going for approval at the next ARG meeting on the 19 March 2021.

2.2. Bid approvals

-RED ID: 12492 – “eNeighbour, digital early intervention to improve mental health in Higher Education”, Nuffield Foundation – Nicholas Mavengere

-RED ID: 12532– “Drowning Prevention for children aged under 2 in Bangladesh”, NIHR Research and Innovation for Global Health Transformation – Edwin van Teijlingen **-RED ID: 10102**– “Extension to Marine Infrastructure Effects - MARINEFF”, European Commission ERDF Interreg Channel – Roger Herbert

DR noted that the first two bids were straightforward and cash positive. The third one was a bit more complex but in the current situation DR would still put it forward for approval.

On that basis, UET approved all three bids.

 Narrative for UET meeting 9.3.21_FINAL.pdf


Approval


David Reeve

2.3. Waste Management Contract Extension


The attached business case sought approval to extend the existing waste management contract for an additional 2 years. The framework agreement allowed for a 2-year extension which had been exercised. BU now wished to extend its call-off under this framework agreement for a period of 2 years as noted in the original CAF dated 7 October 2016 and which the Board had been informed of.

UET approved the 2-year contract extension.

 FINAL CAF - Suez - waste management - extension letter by LS and FP 23 02 21.pdf

 Costing template v2.xlsx

 Business Case Waste Management Contract Extension Jan21-Dec22.docx

 FINAL Suez - waste management - extension letter by BULS 22 02 21.docx

Approval

Jim Andrews

2.4. OfS Consumer Law Compliance Review

UET reviewed the current draft of the report on the OfS required review of consumer law compliance prior to sharing with ULT for consideration at the meeting on the 10 March 2021.

[Section redacted]

After review at the ULT meeting tomorrow, the report would be submitted to the ARG committee at the meeting on the 19 March 2021.

 08.3.21 draft full report v3 UET.pdf

Review

Chair

3. Zero-based Budgeting

CH and SH joined the meeting to review the preparation for the '*zero-based budgeting review and inquiry*' discussion item for the ULT meeting tomorrow.

SH noted that the review meetings were now in the diaries and extended to April due to people's availability. In terms of individual areas, this was challenging but progress was being made. It was a slow process, some concerns but overall people seem to be engaging. In order to get UET's engagement, SH suggested that the budget holders could present back the outcomes of their review meetings to UET.

CH commented that part of this journey was not only about budget planning but also about the Leadership mindset. The important thing was to create opportunities to shift that mindset and also to start conversations with ULT in order to figure out at which stage of the process they felt they currently were and where they were hoping to get to.

CH shared a slide entitled 'ZZB criteria' with three different descriptions - '*Enhanced investment*', '*Refocused investment*' and '*Reduced investment*' which could form part of the discussion with the ULT group tomorrow.

DR commented that the terminology was a good approach to categorise areas and to focus people when doing their budget preparation. It was important to show this as a positive exercise and to re-direct people's mindset towards the benefits of a university-wide approach to their budget.

UET agreed that the key outcome would be for people to take ownership of their budget.

UET agreed with CH on the approach and criteria which would focus the conversation at the ULT meeting tomorrow.

Present: Sarah Hutchings, Colleen Harding

Discussion

Colleen Harding/Sarah Hutchings

4. Standing item: OfS and Government Reporting

Discussion
Chair

- Reportable events update
- Regulatory reporting tracker

Nothing to report.

5. Future Meetings and Items

Note
Chair

- ULT agenda - 10 March 2021

-The draft VfM (Value for Money) report and updated Terms of Reference (ToR) of the steering group had been circulated to UET for note on the 8 March. DR asked for these to be added to this agenda for review by ULT prior to incorporation into the ARG pack for the 19 March 2021 meeting.

- ULT agenda - 24 March 2021

 EULT agenda 24th March 2021.pdf

 EULT agenda 10th March 2021 (2).pdf

6. AOB

-JA updated UET on the latest news around Melbury House.

-JA noted that SUBU had been made aware of the decision regarding the Summer Ball.

-DR advised UET on a request to accelerate some work to be undertaken at Chapel Gate. This was within budget and in contract so this was a timing difference only. UET approved on that basis.