

UET meeting

Tue 23 March 2021, 10:00 - Tue 23 March 2021, 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: 2.1), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 16 March 2021


Approval
Chair

Minutes

The minutes from the previous meeting were approved with one redaction to the AOB section.

Matters arising

None noted.

 Minutes_UET meeting_160321.pdf

2. Finance discussion

2.1. FRC Agenda Update

Discussion
Deborah Wakely, Sarah
Hutchings

DW and SH joined the meeting.

DW circulated a list of items which needed to be discussed in the context of updating the FRC agenda prior to the meeting on 23 April.

DR noted that there were some Estates items on this list which we may not be able to wait until the May Board meeting to deal with. Therefore, we would need a way forward on how to factor these into the FRC agenda and possibly Board approval prior to the May meeting:

1) *Chapel Gate*

DW flagged up to UET the budget sign off and delegations to sign. JA noted that the approval of cashflow has been approved by the Board, this change was mainly moving some of the cashflow forward.

2) *Melbury House*

This was a time sensitive issue. JA noted that the overall cashflow was not changing, the work was being brought forward.

3) *Royal London House*

4) *Pay progression and promotion*

JA advised that the paperwork operationally had been combined, both of which sat in the normal cashflow. There were no changes to the framework of pay.

5) *Gender pay gap reporting*

JA confirmed that due to external timings and other constraints, this would be discussed at the June FRC meeting.

6) *ERC Bid*

7) *Monthly cash-flow reporting to FRC*

DR noted that the Finance team had held off circulating the recent cashflows to FRC until the forecast was agreed and updated, which was now done.

Going forward, DR and SH agreed to forward to DW the monthly cashflows, as part of the monthly Management Accounts update, for onward circulation to the FRC committee

DW commented that from a governance point of view, we needed clarification on where UET had executive approval and which items needed FRC and Board approval.

UET agreed that the wording on '*the change control process on project spend*' lacked clarity and needed to be re-defined and updated as currently this was not practical and manageable, especially from an operational point of view. This formal change request process would need to be discussed as part of the review of the scheme of delegation.

DW suggested that we may need to set up an extraordinary Board meeting in the next few weeks to cover the urgent items which could not wait until the May Board meeting.

DW would update the list as per conversations and would join UET tomorrow morning to review before finalising the FRC agenda with the Chair.

Present: Sarah Hutchings, Deborah Wakely

2.2. Cash flow update

SH flagged a change in the timings of the RCF draw down which had been deferred from next week until week ending 9 April.

DR would ensure we would track it and review progress.

Discussion

David Reeve

2.3. Management Accounts - February 2021 update


DR reviewed the Management Accounts as of end of February.

DR noted we were in a good position - we had more contingency in place and we had maintained the bottom line having taken the RLH surplus on disposal.

DR added that the covenant had been sent out to Randall Dawson.

DR would use these approved Management Accounts as the basis of the cashflow which would go to DW for FRC circulation.

These would also be circulated at the next ULT meeting on 24 March.

 ULT Management Accounts February 2021 draft 2.docx

Discussion


David Reeve

2.4. Bid approvals

RED ID: 12561 – “Putting faces back in context: Face learning in the real world”, European Research Council –Sarah Bate

DR advised that this was a good bid - cashflow positive and good FEC recovery rate.

On that basis, UET approved the bid going forward.

 Narrative for UET meeting 23.3.21_final.pdf

Approval

David Reeve

2.5. BU Funding Application for Turing Scheme

JA reviewed the recently released application call under the new outbound student mobility Turing Scheme launched by the UK Government and the current preparation activity and plan for the Turing Scheme bid.

The bid consisted of a set of international mobility projects with no definition for priority regions. The bid would only apply for outward mobility.

JA noted that this would not affect our cashflow but there was a risk around the Erasmus spend and the challenge of spending it.

TMB agreed it was a well balanced scheme but flagged the issue of the travel expenses and visa costs which did not appear to be covered.

UET approved the suggested timeline for approval.

 Turing Scheme UET paper V4.pdf

Approval

Jim Andrews

2.6. National Pay Negotiations 2021/22

JA reviewed the standing report of BU's continued participation in the National Pay Negotiations for 2021/22.

In accordance with the Committee's Terms of Reference, this would be considered via written resolution for approval.

 FRCpaynegotiations2122 (002).pdf

Review

Jim Andrews

3. Staff Awards Running order

JFo reviewed the most updated running order for the VC Staff Awards this Thursday, 25 March - Presenters had been finalised and over 300 people had signed up which was very positive.

Discussion

Jane Forster

4. Standing item: OfS and Government Reporting

- Reportable events update
- Regulatory reporting tracker

-Nothing new to report. JFo advised that they could be a deluge of consultations on big issues in the next few weeks.

-TMB noted that the CMA report and its recommendations was accepted at the recent ARG meeting on the 19 March, including the recommendation of approval to the Board, and therefore we would not be self-reporting to OfS. We would continue to monitor the actions to ensure we remained compliant.

Discussion

Chair



5. Future Meetings and Items

Note
Chair

- ULT agenda - 24 March 2021
- ULT agenda - 7 April 2021

Items added:

- SUBU governance update
- Strategic Narratives discussion

-  EULT agenda 24th March 2021.pdf
-  EULT agenda 7th April 2021.pdf

6. AOB

The following bids were reviewed and approved at the UET half day discussion meeting on 30 March 2021:

- RED ID: 12518 – *“Leverhulme Centre for the Future of Hybrid Physical-Digital Spaces”, Leverhulme Trust – Wen Tang*
- RED ID: 12550 – *Agricultural Growth in Prehistoric Europe: Approaching Technological, Environmental and Social Change in Mediterranean Neolithic Societies, European Research Council – Fabio Parracho Silva*

