

UET meeting

Tue 27 April 2021, 10:00 - Tue 27 April 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), Colleen Harding (Present at: 2.3), Deborah Wakely (Present at: 3), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 20 April 2021

Approval
Chair

Minutes

The minutes from the previous meeting were approved with a couple of redactions to items 2.1 and 2.5.

Matters arising

None noted.

 Minutes_UET meeting_200421 (1).pdf

2. Finance discussion

Present: Sarah Hutchings

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to review the latest cashflow position. Headlines noted this week were:

-big movement due to the final BACS run of the month and not much capital expenditure on this which meant further delays

-benefit of another furlough claim which hadn't been included in the forecast

-non-pay continuing to run slightly lower than planned but this had been projected forward into May

DR added that we had some contingency in the forecast. That contingency would be currently reflected in the cashflow as a payment.

-the data for the SLC claim had been submitted which was positive news

2.1.1. Financial Risk Tracker

Information
Sarah Hutchings

SH reviewed the latest tracker with UET.

2.2. Bid approvals

Approval
David Reeve

[Detailed cashflows can be found in UET/papers folder/UET meetings 2021/ 27 April 2021/bids - detailed cashflows]

-**RED ID: 12326** – “The Origins of Avebury Project”, AHRC

-**RED ID: 12567** – “Establishing Trust, Credibility, and Influence when joining online communities: The case of Extinction Rebellion (XR)”, ESRC - CREST – Dr Catherine Talbot

DR noted that both bids were cash positive overall and good bids. DR would support these from a cashflow point of view.

UET approved both bids going forward on that basis.

 Narrative for UET meeting 23.4.21.pdf

2.3. Zero Based Budgeting and Leadership Process

CH joined the meeting. SH noted that it would be useful to finalise the wider shape first before going into any further details.

SH reviewed the latest version of the overall shape and noted that after discussions with ULT we had agreed to discuss:
-income - Mr Russel Pottle, Head of PRIME, had put some scenarios together to explain the potential variable around it.
-digital enablers and IT spend - we would reflect if any of these two things would change, how close we would be to our target surplus.

SH noted that we needed to firm up the high level shape and the impact of ZBB before we could go out to the individual teams.

SH reviewed the latest vacancy analysis report with UET and discussed the different options and scenarios.

DR and SH would meet later and agree the high level numbers and then update UET with the plans which would then feedback into the overall shape.

Following those discussions, CH noted that it was useful to get a sense of the assumptions and what we needed to focus on. CH enquired as to what the future would look like in terms of BU2025 and also how we would hold on to the integrity of the work and progress which had already been done going into the next phase.

Present: Colleen Harding

3. Standing item: Board and Sub-Committee preparation

- **Board agenda - 14 May 2021**

DW joined the meeting to discuss the draft Board agenda for the 14 May 2021 meeting:

-4.1 'Access and Participation Plan Update'

DW checked with TMB whether this should be a separate item on the agenda. TMB noted that this was a 5 year agreed plan and therefore suggested building this into 4.2 'Review of UK & EU Undergraduate Fees 2021/22' of the agenda rather than having a separate item.

-5.4 'Annual Report on Student Appeals and Complaints'

TMB agreed that this was ok to go to this meeting.

-5.5 'Annual Report on Fundraising and Sponsorship'

JA and DR agreed this was ok to come to this meeting.

DW would make the necessary changes and circulate to the Chair of the Board for approval and commissioning of papers.

- **Draft Revised Board and Committee Meeting Schedule (2021-2023)**

DW reviewed the latest draft of the Board and Committee meeting schedule for 2021 up to 2023. This schedule was subject to approval by UET prior to going to the respective Chairs. There was an assumption of keeping some virtual meetings and reducing Board dinners in terms of costs and practicality. UET noted that it was important to have a combination of virtual and face to face meetings in order to keep the Board engaged.

DW would make the necessary changes as per the discussion which took place and would send to the various Chairs of the committees before publishing the dates.

- **Proposed ARG new schedule (2021-22 onwards)**

DW would revisit the schedule and communicate to UET before discussing with the Chair, Ms Jean Lang.


- FUSION project update


DR noted that from a Finance point of view, the RDS team had been chasing each of the partners concerned for evidence. All partners had been contacted and were cooperating well and the evidence was coming through and checked by the auditors. At the moment, the bulk of the items queried could be evidenced so any exposure should be relatively small. This was being monitored on a day to day basis.

TMB added that everything which had been submitted so far had been accepted by the auditors. We were currently waiting for two partners to provide evidence.

 14 May 2021 Agenda v1.pdf

 academic-year-planner-2021-2022 FINAL REVISED April 21.pdf

 academic-year-planner-2022-2023 Draft 01.pdf

 ARG proposed new schedule for 2021-22 onwards.pdf

 UB Meeting Schedule 2021 to 2023 Draft v2 updated 22.04.pdf

Present: Deborah Wakely

4. Standing item: OfS and Government Reporting

- Reportable events update
- Regulatory reporting tracker


Nothing new to report this week.

5. Future Meetings and Items

- ULT agenda - 5 May 2021
- ULT agenda - 19 May 2021

Both agendas were noted.

 EULT agenda 19th May 2021.pdf

 EULT agenda 5th May 2021.pdf

6. AOB

- JA updated UET on the cyber threat affecting the HE sector. This had now been moved onto a MIG platform as various departments, including Legal & Comms, would need to be involved. The team was currently looking at different solutions and IT should have a plan of action by the end of this week.
- The following bids were approved by UET at the discussion meeting on the 4 May:
 - RED ID: 12507 – “How individual and societal attitudes towards sexual violence affect the Criminal Justice System”, ESRC – Dr Peter Arabaci Hills
 - RED ID: 12597 – “Autonomous Driving in Speculative Future”, Hyundai Motor Group – Kia Motors – Dr Kyungjoo Cha