

UET meeting

Tue 11 May 2021, 10:00 - Tue 11 May 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: 2.1, 2.2), Deborah Wakely (Present at: 3), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 27 April 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_270421.pdf

2. Finance discussion

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to discuss the latest cashflow position. Headlines noted were:

- Small timing difference noted on the fee income
- The SLC income had come through which meant that we could repay the RCF
- RKE income to monitor going forward

Present: Sarah Hutchings

2.2. Bid approvals

Approval
David Reeve


-RED ID: 12598

– *“Realist evaluation of community-based participatory research in a living environment, to promote social interaction to enhance health and wellbeing in older people”, Dunhill Medical Trust – Sophia Amenyah*

DR noted that this bid had a fairly low recovery margin but was still within the FEC target. From a finance point of view, DR was content to put this forward.

On that basis, UET approved the bid.

 Narrative for UET meeting 7.5.21.docx

 Aggregated pre-pending cash-flow 07.05.2021_Updated.xlsx

Present: Sarah Hutchings

2.3. Zero Based Budgeting Update

Discussion
David Reeve/Sarah Hutchings

UET reviewed the summary of ZBB findings put together by Finance and which would form part of the discussion at the ULT meeting next week. SH noted that this hadn't been shared yet with the budget holders but would be done as a next step well ahead of the ULT meeting.

UET were asked to consider and validate the summary given the suggested changes on Fees income. Once this was confirmed, the Finance team could re-work the individual benefits and would apply categorisation to help make this easier to review. The suggested areas for review would be: New Income sources, Project Activity aligned to BU2025, RKE activity, Student Experience, Student Number and the Transformation Programme related.

JV suggested talking about the principles around the budget and the priorities associated to those, and getting ULT to agree to these.

Further to the discussion, DR and SH would go through the list and ascertain what could be compartmentalised and apply the related outcomes and principles before re-circulating to UET.

 OVC Budget 21-22 pay and non pay.pdf

2.4. OVC Budget 2021/22

Discussion

Jane Forster

JFo reviewed with UET the OVC budget 2021/22 and discussed the underlying assumptions about headcount and non-pay expenditure ahead of the ULT meeting next week.

3. Standing item: Board and Sub-Committee preparation

Discussion

Deborah Wakely

- FRC agenda - 11 June 2021

DW joined the meeting to review the draft FRC agenda of the 11 June:

-DW noted that she would pick up the terms of reference which came from the Board action plan. This was to clarify at a top level the distinction between the ARG and FRC roles

-The financial dashboard had been updated with DR's latest action from the last meeting.

-item 11, This would be dependent on the discussions which were taking place in the next few weeks

-item 13, JA noted that they would be an overview paper around the cyber security progress

-item 14, Timing would need to be clarified around the *Health Education England (HEE) Contract*. TMB would check with Professor Steven Tee and come back to DW accordingly.

-There were two ERC bids which may not be ready for this FRC and would need to go the July Board.

-Item 16, This would need to go to the July Board due to the approval timeframe.

-Item 17, JA confirmed that this could come off as this had been reviewed at the last meeting.

DW would make the necessary changes and circulate the the chair of the meeting before commissioning papers.

 FRC 11 June 21 agenda.pdf

Present: Deborah Wakely

4. Staff Survey Dissemination of Results

Discussion

Jane Forster

This item would be discussed at next week's UET meeting.

5. Standing item: OfS and Government Reporting

Discussion

Chair

- Reportable events update
- Regulatory reporting tracker
- Horizon Scan

-No reportable events to be noted.

-JFo noted that we had received the OfS Transparency data request. TMB advised that Mr Russel Pottle in Prime would be actioning this.

-JFo advised that the PQA response was due this Thursday. TMB and JFo would have a chat about the draft before the deadline.

 Horizon scan May 2021 final.pdf

 OfS and returns tracker 2021 version 10th May 2021.pdf

6. Future Meetings and Items


Note

Chair

- ULT agenda - 19 May 2021
- ULT agenda - 9 June 2021

Both agendas noted.

 EULT agenda 19th May 2021.pdf

 EULT agenda 9th June 2021.pdf

7. AOB

None noted.

