

UET meeting

Tue 18 May 2021, 10:00 - 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)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 11 May 2021

Approval


Chair

Minutes

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

Matters arising

JA updated UET on the recent plan of action around the cyber threat. An email had been sent round on Monday around the MFA (multi-function authentication) and the 'password reset all'. JA added that the MFA roll-out plan would be agreed on Friday.

 Minutes_UET meeting_110521.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:

- No movement noted in the end balance total for the end of May
- Fee income instalments were still being received from October above what we had forecasted
- Timing differences on accommodation and the OfS grants
- Revised forecast had been received from RDS on the Research income which had been offset with a small increase in the Euros

SH commented that she had only been made aware yesterday that this small re-forecasting timing was due to the speed of invoices being raised. The feedback received was that there was a backlog of raising invoices in RDS. SH would follow up with Dr Julie Northam as to the reasons behind these delays.

SH added that there was no new movements noted for the risk log this week and she would give an update at the next UET meeting.

2.2. Bid approvals

Approval

David Reeve

[Detailed cashflows can be found in *UET/papers folder/UET meetings 2021/ 18 May 2021/bids - detailed cashflows*]

-RED ID: 11714 – “A parallel group randomised control trial to evaluate the clinical and cost effectiveness of a novel short contact emollient wet wrap skin care regimen for those living with podoconiosis in Ethiopia”, Wellcome Trust – Steve Ersser

- DR noted that the recovery rate was above target but there was a small net loss overall. With regards to the cumulative cash flow, this was negative in 17 of the 24 months' project duration. DR commented this was more about supporting this bid from an academic rather than a cash flow point of view. TMB also noted this was a global bid with an important connection with a well-know trust.

On that basis, UET approved the bid going forward.

-RED ID: 12578 – “The language buddy, a smart learning companion designed for children for online ELT (English Language Training)”, Innovate UK – Nan Jiang

-RED ID: 12579 – “Online digital media research tool to measure and improve content performance”, Innovate UK – Jian Chang

-RED ID: 12599 – “Self-maintaining intelligent video game demand prediction system for an SME”, Innovate UK – Simant


Prakoonwit

-RED ID: 12286 – “SOUNDS: Understanding and Tackling the Drivers and Enablers of Serious Organised Crime in Albania through music (HipHop) elicitation and cocreation”, Home Office – Stephanie Schwandner-Sievers

-RED ID: 12622 – “Safeguarding career pathway module delivery”, Health Education England –Lee-Ann Fenge

- DR noted that the above bids were all very good - cash positive with small deficits. From a finance point of view, DR would be content to approve.

On that basis, UET approved all bids.

 Narrative for UET meeting 14.5.21.docx

2.3. Zero Based Budgeting and Leadership Process

CH joined the meeting.

Following the discussion at last week's UET meeting, SH and DR had worked through a summary of the suggested principles and way forward for the ZBB proposals. UET reviewed the proposed principles and updated ZBB proposals summary which would form part of the discussion at the ULT meeting tomorrow and guide through the ULT prioritisation budget process.

CH wanted to clarify, in terms of the leadership learning, what would be the intention around the dialogue and what we would want to get out of that leadership dialogue. SH noted that this was about ULT taking a holistic view rather than just their own area.

JV would start the ULT discussion tomorrow with what had previously been discussed at ULT meetings and then pass on to CH to set the scene around the Leadership aspect. CH would also share a diagram at the beginning of the discussion which would situate tomorrow's dialogue in the longer leadership journey.

Present: Colleen Harding

2.4. Management Accounts - April 2021 update

DR reviewed the latest management accounts as of end of April 2021. Key points noted were:

- No real movement on the forecast
- We would be looking at carrying over the underspend into next year
- We were still on track to hit the forecast surplus for the year

These accounts would be reviewed at the ULT meeting tomorrow.

 ULT Management Accounts April 2021 draft v1.pdf

Discussion

Colleen Harding/Sarah Hutchings

Information

David Reeve

3. Historic donation and Room naming (confidential)

UET considered the documents on the review of historic donation and room naming which had been undertaken by the Fundraising team:

- The first document highlighted the due diligence on all donations received since 2018. No actions required on any of them in terms of recommendations.
- The second document highlighted the due diligence on all donations/gifts prior to 2018. JA reviewed the contentious ones with UET. TMB enquired with regards to timings of those donations and JA would ensure that this was clearly noted on the due diligence paperwork. No actions required on any of them.
- The third document highlighted the due diligence undertaken on room naming. JA noted that we had three different approaches to consider - 1) no action as historic names; 2) minimise the historic links ; 3) review and consider the names for all of our rooms to align these to our current values, unless contractually bound.

UET agreed to the third approach. JA would follow up with Claire House-Norman and her team in order for them to take this forward and start the formal process.

JA added that we still needed to get an update on the RDS review of research funding to ensure there was not a risk in this area, but appreciated this remained a significant piece of work.

Decision

Jim Andrews

4. BU Honorary Graduates 2021 (confidential)

UET considered the due diligence review of Honorary Graduates that had been undertaken by the Alumni team. No action or withdrawals to be taken on any of these at this stage. Individuals would not be proactively invited to any BU events where there would be any potential concerns.

Going forward, CHN and the team would monitor the list on a regular basis to review any changes in individuals' situation. A more comprehensive review would be done every three to four years to be considered by UET.

Decision

Jim Andrews




5. Staff Survey Dissemination of Results

Discussion
Jane Forster

UET reviewed the recent staff survey results and the OVC outcomes. JFo had prepared a summary from all the data gathered. JFo noted that the OVC results were combined with Prime, RDS, Doctoral College and other teams so were not OVC team results as such.

There was a high response rate and the results were in large positive. JA commented that the two main areas to consider were the return to campus and the staff struggling to cope with workload.

It was agreed that JFo would make a summary of this data and send out to the team in order to get their comments and feedback.

-  OVC staff survey results.pdf
-  Staff Survey Headlines - OVC.pdf
-  Staff Survey BU Headlines.pdf

6. Standing item: OfS and Government Reporting

Discussion
Chair

- Reportable events update
- Regulatory reporting tracker



No reportable events to be noted.

7. Future Meetings and Items

Note
Chair

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

Both agendas noted by UET.

-  EULT agenda 19th May 2021.pdf
-  EULT agenda 9th June 2021.pdf

8. AOB

-DR notified UET of a recent FOI request which had come from the Palestine solidarity campaign regarding potential investment. DR noted this would be a NIL response.

-TMB updated UET on the 'Wessex Fields Development' and the outcome of discussions which took place at a recent meeting which TMB and JA attended. The consultancy firm involved had done a piece of work around what was the case for Dorset and how this aligned with government priorities. JA commented that we would need to be clear on our direction and the way forward for this proposal. The conversation was now much more aligned and the focus group which BU was part of were meeting on a regularly basis. JA and TMB would update UET once the proposal was more concrete.

-TMB notified UET that Dr Carol Clark which had been Head of Department for the last 5 years had decided to step down from the HoD role to concentrate on her research profile.

