

# UET meeting

Tue 25 May 2021, 10:00 - 12:00

## Attendees

### UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, David Reeve

### In attendance

Jane Forster, Sarah Hutchings (Present at: 2), PwC team: Alison Breadon, Ben Connor and Charlotte Wood (Present at: 2.1), Deborah Wakely (Present at: 3), Christina Pizot (Minute taking)

## Meeting minutes

### 1. Minutes and Matters Arising from the Previous Meeting held on 18 May 2021

Approval  
Chair

#### Minutes

The minutes from last week's meeting were approved with no redactions. JA noted that for item 4, the donor due diligence report which was carried out in November 2010 only included living Honorary Graduates.

#### Matters arising

The "Digital Health and Care Catalyst", Dorset County Council bid had been approved last week.

 Minutes\_UET meeting\_180521 (5).pdf

### 2. Finance discussion

David Reeve/Sarah Hutchings

Present: Sarah Hutchings

#### 2.1. Draft Internal Audit Plan update with PwC

Discussion  
David Reeve/PwC

The PwC team joined the meeting, Alison Breadon - Senior Partner, Ben Connor - Director and Charlotte Wood - Senior Manager, to do an overview of their internal audit planning process, review with UET the draft internal audit plan for 2021/22 and discuss the proposed audit plan, based on priorities and perceived risk.

DR noted that the internal audit plan proposal from PwC was here to discuss and review prior to consideration and endorsement by the ARG committee who would have the final sign off.

Alison Breadon commented that the plan had been built up based on the knowledge of what had been delivered previously but more specifically on our corporate risk. The proposal outlined which areas would be included for this year and the other areas, listed at the back of the document, were not in the plan but had been identified as gaps and could be considered.

DR commented that there were a couple of areas which UET felt could be deferred to 2022-23: the Business Continuity Management and the Academic Workload Planning.

Following the discussion, PwC would make the necessary changes and resubmit a revised version to UET for consideration prior to the ARG meeting on 25 June 2021.

 Bournemouth Uni 2021\_22 Plan - presentation to Exec Team.pdf

Present: PwC team: Alison Breadon, Ben Connor and Charlotte Wood

#### 2.2. Cash flow

Discussion  
Sarah Hutchings

SH reviewed the weekly cashflow update:

- Spend running later than originally expected
- Acceleration on the OfS grant due to the change of timings on their schedule
- Fee income - we were still receiving upfront deposit income
- With regards to non-pay, digital enablers, IT capital and IP capital, these were all being pushed back later than predicted

##### 2.2.1. Budget Cash Flow Forecast to 2024/25

Discussion  
Sarah Hutchings

UET reviewed the cash flow budget forecast through to 2025.

## 2.2.2. Revised Income & Expenditure (I&E) Budget

DR reviewed with UET the revised I&E budget following adjustments made after the discussion at the ULT meeting on the 19 May 2021.

## 2.3. Bid approvals

**RED ID: 12596** – “Land use, food production and connectivity during the later prehistory of North-Western Europe: A dynamical systems approach”, European Research Council – Marc Vander Linden

**DR noted that FEC target was adequate with a large net gain, this was a very strong bid. It was noted that there was a large negative variance cashflow in 2027 but this was considered affordable in light of the income streams and outflows at that time.**

**RED ID: 12605** - “Improving Baggage Handling System in Aviation Logistics using Explainable Artificial Intelligence”, EPSRC – Avleen Malhi

**DR noted that FEC was fine and good net gain.**

**RED ID: 10430** – “Health Economics, Logistics and Outcomes Trial [HELO] for Mako Hip Replacement”, Stryker European Operations Ltd – Tom Wainwright

**Good recovery rate, almost 100%. Positive cashflow for the whole period of the project.**

**RED ID: 11572** – “A prospective randomised, controlled trial (RCT) to study the effectiveness and psychological impact of the early treatment of hypertrophic burn scars with Pulsed Dye Laser (PDL) (ELABS)”, NIHR – Sharon Docherty

**DR noted that we were part of the consortium with Salisbury as the lead. FEC slightly down but strong net gain and cashflow positive throughout.**

**RED ID: 11712** – “CommonHealth: Assets - a realist evaluation of how community led organisations impact on health, wellbeing and health inequalities”, NIHR – Sam Porter

**DR noted that the net gain was very strong cash wise.**

DR was supportive of all the above bids and on that basis, UET approved of all these going forward.

 Narrative for UET meeting 21.5.21 FINAL.docx

 Aggregated pre-pending cash-flow 21.05.2021\_Updated.xlsx

## 2.4. Zero Based Budgeting

DR noted that SH and the Finance team had done a great job cascading down these figures and embedding the vacancy factor.

The high level figures have now been distributed and in term of this year's budget, this was now up to each individual areas to review and finalise their budget figures.

## 3. Standing item: Board and sub-committee preparation

- ARG Agenda - 25 June 2021

DW joined the meeting to review the latest draft of the ARG agenda:

-item 4.3 - DW queried whether this would be a verbal update or if we should be using the OfS confirmation email. JA confirmed that the OfS email should be used.

-PwC audit reports - DR noted that he was attending a meeting with PwC this afternoon to get an update. DR added that we should be expecting 4 different reports from PwC to come to this meeting but would confirm the details to DW.

-item 9 - TMB confirmed that this could go straight to the July Board meeting.

-item 10 - JA advised that this should go to the July Board meeting with a possible recommendation that ARG has an oversight.

-items 13 & 14 - DW gave a heads up that this should be considered at the ULT meeting prior to ARG submission.

-items 16.1 and 20.7 - JA would update DW accordingly.

-item 20.3 - JA noted there would be a verbal update under this item.

 ARG 25 June 2021 v1 agenda with authors.pdf

Present: Deborah Wakely

## 4. Standing item: OfS and Government Reporting

- Reportable events update

JA noted a conflict of interest which could potentially become a reportable event but not at this stage. This would be monitored.

- Regulatory reporting tracker

JFo updated the tracker with a couple of new instructions:

-Response to consultation on a new approach to Uni Connect

-Payment of QAA (Quality Assurance Agency) Fees


## 5. Future Meetings and Items

**Note**  
Chair

- ULT agenda - 9 June 2021
- ULT agenda - 23 June 2021

Both agendas noted by UET.

 EULT agenda 23 June 2021.pdf

 EULT agenda 9th June 2021.pdf

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## 6. AOB

-JA updated UET on the cyber security threat

-DR circulated the following papers to UET for note prior to to the FRC meeting on the 11 June 2021:

- Annual Report on Treasury Activity
- Management Accounts - April 2021
- Financial Dashboard
- Ethical Investment Policy – proposed update and report

