

UET meeting

Tue 22 June 2021, 10:00 - 12:00

MS Teams

Attendees

UET members

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

In attendance

Jane Forster, Karen Parker (Present at: 2, 2.1), Amanda Procter & Rosalind Ashcroft (Present at: 3), Colleen Harding (Present at: 4), Sarah Hutchings (Present at: 5), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meeting held on 1 June 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_010621.pdf

2. Joint trade Unions Staff Survey report

Discussion
Jim Andrews/Karen Parker


KP joined the meeting to review with UET the summary of the staff survey report which was agreed with the Trade Unions and had been submitted to the last ARG and ULT meeting.

KP noted that the initial headlines went out post survey which gave the key highlights and was updated on the website in response to some of the requests and feedback.

KP commented that although this was a joint survey with the Trade Unions (TUs), the TUs had independently created their own report, entitled 'hidden lives', based on the comments received from the staff survey which was also attached. UET reviewed both reports and noted it was useful to receive the feedback.

The TUs report would be discussed at the JCNC meeting tomorrow and the BU staff survey report was tabled for discussion at ULT meeting tomorrow.

 Hidden Lives - Final June 2021 1.pdf

 Staff survey summaryfinal.pdf

Present: Karen Parker

2.1. Hybrid working arrangements

Discussion
Jim Andrews/Karen Parker

JA noted that this was in draft format for UET comments and consideration.

This was essentially a set of guidance and principles encouraging people back on campus and striving to get the right balance between the organisational needs and the needs of individuals, staff and teams.

KP added this was a pilot which we would work throughout the Autumn until the end of the year and which would be reviewed.

KP noted that it was important to make the distinction between hybrid working which entailed flexibility with a combination of remote and on-campus working with flexible working which meant a formal change of the terms and conditions of employment such as working hours for instance.

KP commented that it was key to get the right balance between campus and hybrid working and the proposal would need to be quality assessed to ensure fairness across the organisation.

This proposal would be reviewed at JCNC meeting tomorrow before finalising the document.

 Hybrid Working Arrangement v2.1.pdf

Present: Karen Parker

3. 'OfS Consumer Law Compliance Review – Implementation of Recommendations' - report

Discussion
Amanda Procter/Rosalind
Ashcroft

AP and RA joined the meeting to review the 'OfS Consumer Law Compliance Review – Implementation of Recommendations' draft report which would be going to the next July Board meeting.

AP noted that the activities were all under way and in terms of the risk level, no increase risk had been noted, and this was closely monitored.

TMB commented that this was a very thorough report and therefore had little to comment on, other than any possible last minute changes before the Board submission deadline. RA noted that to that effect, they had diarised an update on the complaint situation just before the Board deadline submission and also prior to the meeting itself.

RA added that this reinforced the importance of the recommendation which was in the original document about how we reviewed local stage complaints and how we co-ordinate our view of complaints in this kind of risk or situation.

AP commented that they had created a new process which had been sent out to DDs to comment on which was much simpler and more compliant.

Further to comments and feedback from UET, AP and RA would make the necessary changes before submission to the July Board meeting.

Present: Amanda Procter & Rosalind Ashcroft

4. Senior Staff Talent and Succession

Discussion
Colleen Harding

CH joined the meeting to review an update on the latest 'Senior Staff Talent and Succession' prior the ULT meeting tomorrow and submission of the final paper at the Nominations Committee meeting on the 8 July.

CH reviewed the slides which would be presented at ULT meeting tomorrow which included:

- reminder of activities and input phases1-3
- details of early input - phase 4
- update on the GLPs (Global Leadership Process)
- introducing Cohort 1 at ULT meeting 23 June and the purpose of cohort activities and transformational activities.

Present: Colleen Harding

5. Finance Discussion

Present: Sarah Hutchings

5.1. Cash flow update

Discussion
Sarah Hutchings

SH reviewed the latest cashflow position. Highlights noted:

- timing differences coming through in June due to the Grant income coming in earlier
- continuing to receive more upfront fee income earlier than expected
- digital enablers, IT & IP have pushed back their spend slightly
- August revised forecast received from RDS on the Research income side but only up to September
- the expected outcome of the pay round had been received

SH added that she would give a review on the risk log in the next meeting but she was not aware of any new updates.

5.2. bids approval

Approval
David Reeve

-**RED ID: 12589** –*Trade and firm level analysis to examine the changing patterns of global economy, ESRC*– Sangeeta Khorana

DR noted that this bid had good recovery rate, cash positive for every months expect one and good surplus

-**University Hospitals Dorset NHS Foundation Trust**

DR was content to endorse this bid from a finance point of view.

On that basis, UET approved both bids.


5.3. OVC Budget Update

Information
Jane Forster

JFo noted that this was an update on the non-pay OVC budget and was here for information and note by UET. There was a little less than expected on the travel side but this was realistic in the current climate.

JV noted that the subscription budget seemed relatively high but JFo noted that a lot of these were University wide subscriptions. DR mentioned that for next year it may be worthwhile doing a ZBB process on this item.

 OVC Budget 21-22 non pay update.pdf

 OVC Main & Public Affairs 2122 Budget Template V1 JF for UET.pdf

5.3.1. Management Accounts – May update

DR noted that the forecast remained unchanged at the moment however it was highly probable that it would be exceeded, due to provisions held that were now unlikely to be needed in full.

These accounts would be reviewed at the ULT meeting tomorrow.

5.3.2. Card Acquiring Contract Award

The Business Case attached sought approval for the total project funding of [figure redacted] over 7 years for award of contract following a successful card Acquiring tender.

SH noted that she had included a 10% contingency on the value of the contract as the actual cost would depend on the volume of card transactions processed which may increase in line with student number growth.

This business case would be submitted at the next July Board meeting.

6. Standing item: OfS and Government Reporting

- Reportable events update
- Regulatory reporting tracker

No new updates to be noted.

JFo noted that a 'Reportable events procedures' paper would be submitted at the next ARG meeting this Friday. JFo added that OfS were releasing new guidance and once this had been communicated, DW would come to ULT to do a refresher on the new guidelines.

7. Future Meetings and Items

- ULT agenda - 23 June 2021
- ULT agenda - 7 July 2021

Agendas noted for the forthcoming ULT meetings.

8. AOB

- JA noted '*THE Young University Rankings 2021*'. BU have risen 18 places from 95th to 77th in this year's table which was a great achievement.
- JA flagged to UET that a message would be sent out this week to all staff who had not completed the 'Mandatory Information Security' training. The deadline for completion was last Friday.
- UET were content to approve any forthcoming RKE bids with a reduced UET presence over part of the summer holidays.
- The following papers were reviewed by UET week of the 14 June ahead of submission to the ARG committee on the 25 June 2021:

-Value for Money (VfM) progress report
 -Extension of Internal Auditors contract
 -Annual Review of the Scheme of Delegation
 -Cyber Security Summary Report
 -BU Staff and Authorised Users Information Security Policy
 -Annual Academic Appeals and Complaints Report 2020
 -Reportable Events Procedures

