

UET meeting

Tue 28 September 2021, 10:00 - 12:00

MS Teams/Committee room

Attendees

UET members

John Vinney (Chair), Jim Andrews, David Reeve

Apologies

Tim McIntyre-Bhatty

In attendance

Jane Forster, Sarah Hutchings (Present at: 2),

Amanda Procter, Rosalind Ashcroft, Lois Farquharson, Keith Phalp, Sara White & Einar Thorsen (Present at: 3), Deborah Wakely (Present at: 6), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 21 September 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_210921.pdf

2. Finance discussion

David Reeve

The following papers were circulated and noted by UET prior to ARG submission on the 8 October:

- Internal audit progress report 2021-22
- Internal audit annual report 2020/21
- VFM (Value For Money) annual report and policy update

Present: Sarah Hutchings

2.1. Cash flow update

Discussion
Sarah Hutchings

SH joined the meeting to review the latest cash flow update.

SH noted that there was quite a bit movement this week as we were picking up all the changes from the last week of the month:

-non-pay figures were not as forecasted but SH noted it was difficult to get a trend due to the pandemic and a lot of it was also due to timing

-IT and Estates were pushing spend out, and at the end of November both impacts were positive

Overall, SH commented that looking at November there was a lot of differences but these were mainly due to timing DR added that we would be looking at the forecast in November for the full year and this would then give us a better picture of the final figures.

2.2. Bid approvals

DR reviewed the below bids and noted that these were all mainly cash positive throughout and FEC recovery was positive.

UET requested more details on the following bid: 'RED ID: 12769 - "UKRI Impact Acceleration Accounts", AHRC' before this could be approved. In TMB's absence, SH would asked Julie Northam for the full bid/proposal which UET would review at their informal meeting tomorrow morning.

The other two bids were approved by UET.

-RED ID: 12681 – "Land and water gathered below the heavens. Henges and the natural world in Neolithic and Bronze Age Britain and Ireland", AHRC – Fabio Silva

-RED ID: 12731 – "The language buddy, a smart learning companion designed for children for online ELT (English Language Training)", Innovate UK, Nan Jiang

-RED ID: 12769 – "UKRI Impact Acceleration Accounts", AHRC – Tim McIntyre-Bhatty

 Narrative for UET meeting 28.9.21.pdf


2.3. Financial Statements

DR noted that these were still in draft form but all the field work had been completed and no issues had been found. DR added that all going concerns had been responded to.

[ITEM REDACTED]

These figures once finalised would be reviewed at ULT next week before submission at the next ARG meeting on 8 October 2021.

 BU Financial Statements ARG.pdf

 Draft BU Financial Statements - Cover Final - ARG.pdf

Discussion

David Reeve

3. CMA Action Plan - update

AP, RA, LF, KP, SW & ET joined the meeting to review the latest updates from the CMA action plan:

-In terms of the Board reports, AP commented that further to a meeting last Friday with TMB, Jean Lang (Chair of ARG) had requested to have two reports rather than just the one. Effectively, there would be one annual report for the accuracy of public information and a second report, under TMB, which would focus on course delivery 2021 & 2022. AP added that currently they were separating those two reports and that these were almost complete.

RA was checking and ensuring that all the data/details were accurate and sending these through to the Deans to review and ensure they were happy with the content.

AP added that TMB would review these reports on Thursday before these would be submitted to the Clerk to the Board this Friday.

These two reports would then go to the next ARG and ASEC committees for review.

-ET commented that the teams had done an enormous amount of work to mitigate any risks. This included the Academics, Professional Services, Legal, AQ, Estates and other departments within the university.

ET added that he was content with FMC's current situation in terms of compliance. The biggest concern would be the latest additional changes to the timetable and how we capture that.

-LF commented that in terms of the Business School, they had used the same approach as FMC, and the 85% process by unit and by programme. There were a small number of units which had queries but these would be resolved by end of this week.

-KP added that SciTech had moved a lot of their courses to face to face teaching and this came directly from a desire from the students and the NSS outcome. KP was confident in their delivery at both programme and unit level.

-SW stated that it was difficult for HSS as 50% of their courses were face to face delivery and practice. SW was content on the CMA compliance side and had been working closely with AP & RA.

-AP commented that, over the last few months, they had discussed 'contact hours' with each Faculties, in terms of the definition and the way it was captured within the teams and departments. This had provided better visibility for Deputy Deans and Executive Deans.

-RA added we needed to be pragmatic about the risks and challenges of the actual outputs we were aiming for.

In terms of the medium action plan, the draft had been shared with JFo to review alongside the student experience plan and the work that Jacky Mack and her team were already doing in Academic Services, in terms of units specifications and modules on Student Records System (SITS).

AP noted that next steps would be to meet with JFo and JM to go through the plans and then involve the various stakeholders including the Executive Deans of each Faculties.

 25.8.21 follow up action plan v3 clean.pdf

Present: Amanda Procter, Rosalind Ashcroft, Lois Farquharson, Keith Phalp, Sara White & Einar Thorsen

Discussion





Amanda Procter, Rosalind Ashcroft, Lois Farquharson, Keith Phalp, Sara White & Einar Thorsen

4. Student experience action plan

JFo reviewed and discussed the following draft plans with UET:

- updated action plan
- note on UET student feedback action (for decision)
- draft student voice committee terms of reference

UET were content with the action plan and the 'feedback mechanism'. There was a discussion around the 'student voice committee' and its membership. Pending the comments and changes discussed at the meeting, these plans would be reviewed at the ULT meeting on the 6 October.

-  Draft list of actions 21st September.pdf
-  Student Voice Committee.pdf
-  Feedback mechanisms 22nd September.pdf
-  2020-21 End of year Institution level SimOn summary report.pdf

5. Standing item: OfS and Government Reporting

- Reportable events update
- Regulatory reporting tracker

Nothing new to report.

-  Reportable Events Decision Log updated as at 21.08 2020.xlsx

6. Standard item: Board and sub-committee preparation

- FRC agenda - 22 October 2021

DW joined the meeting to review the latest draft of the FRC Agenda for the 22 October:

- item 6/7 - DR noted that these would be ready for the meeting
- item 8 - DR commented that this should be moved to the next FRC meeting in line with the OfS extension deadline, and this would also align better with our Financial plans.
- item 9 - DR noted that SUBU were aware of the report
- item 11 - JA commented that this paper would not be ready for this meeting
- item 14, 15 & 16 - In TMB's absence, DW would check with Julie Northam on progress.

UET were content that pending changes discussed at the meeting, DW would circulate the draft agenda to David Furniss, Chair of the committee.






-  FRC Agenda 22 October 21 with Authors.pdf

Present: Deborah Wakely

7. Future Meetings and Items

- ULT agenda - 6 October 2021
- ULT agenda - 20 October 2021

ULT October agendas and draft terms of reference updates noted.

-  EULT meeting 20th October 2021.pdf
-  EULT meeting 6th October 2021.pdf
-  GSG21-001_GraduationSteeringGroup_ToR.pdf
-  ULT - Terms of Ref - proposed changes Oct 2021.pdf
-  Admissions Group Terms of Reference 2021-22.pdf

8. AOB

-BU has been nominated for two awards at THE (Times Higher Education) Awards in London at the end of November. UET would consider cost and availability, and whether to send a UET member.

