

UET meeting

Tue 05 April 2022, 10:00 - 12:00

Committee/Teams

Attendees

UET members

John Vinney (Chair), Tim McIntyre-Bhatty, Jim Andrews, Susie Reynell

In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Colleen Harding (Present at: 2.3.1), Alastair Morrison (Present at: 3), Deborah Wakely (Present at: 4), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 22 March 2022

Approval
Chair

Minutes

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

Matters arising

JV updated UET on the confidential item which was discussed at the last UET meeting on the 22 March. JV and JA had a call this morning with the Further Education Commissioner where timescale and further steps were discussed. UET agreed to review the options further and finalise the discussion at the UET meeting on the 26 April.

 Minutes_UET meeting_220322.pdf

2. Finance discussion

Present: Sarah Hutchings

2.1. Cash flow update

SH joined the meeting to review the latest movements for this week's cashflow:

- we had received some further teaching grant income earlier than expected
 - we had also received some additional SLC receipts earlier in the week. Until SH drilled down into the numbers, she wouldn't be sure if these were receipts from May or whether these were students who had changed courses or had become eligible for SLC
 - small differences into the income
 - no significant movements on the projects' spend
- Overall, our cashflow balance was moving in a positive direction.

Information
Sarah Hutchings

2.2. Bids for approval

SR reviewed these bids and associated cashflows with UET. SR noted these were all good bids with overall positive cashflow and some were linked to good consortiums. On that basis, UET were happy to approve these going forward.

 Narrative for UET meeting 5.4.22.pdf

Approval
Susie Reynell

2.2.1. BU Funding Application for Turing Scheme 2022/2023

The paper was to inform on the current context and broader view of the UK higher education sector on international mobility, with a particular focus on the UK government funded outbound student mobility Turing Scheme programme for 2022/23 academic year. The paper also sought an approval from UET for the associated cashflow, the bid preparation and the timeline suggested.

JA noted that the full business case would come back to UET for approval. UET were content to approve the paper and associated documents.

Approval
Jim Andrews

2.3. Budget planning and preparation

Discussion
Susie Reynell

2.3.1. Business planning meetings

UET discussed the possible challenges around the interactions and format of the forthcoming business planning meetings. SR noted that people shouldn't be expecting any surprises and we should be as open and communicative as possible before the teams submitted their plans and attended those meetings. It was agreed that the preliminary budgets as sent out would reflect the position on the establishment as agreed - using February numbers but with adjustments for vacancies filled or approved since then - in order to ensure that there was a realistic discussion, but that that conversations would be held with budget holders about where further adjustments would be required.

UET commented that we should also discuss the OVC budget. UET agreed that the QR paper would need to come back to UET for further discussion before this could be submitted to ULT for review.


CH joined the meeting to discuss the potential shape and format of the Business Plan meetings following conversations with UET members, Deans and other Professional Services Heads. CH reviewed the various matrix of the meetings, how these would fit within the bigger plan and how we would make people accountable for their plans which in turn would lead on to performance review meetings.

CH also reviewed the steps which we could create following on from the May meetings. CH would send UET a summary of the key points discussed for further review before the meetings took place.

Present: Colleen Harding

2.3.2. OVC travel and staff development budget

This was for note only as this had been submitted last Friday as per the deadline given. JFo commented that we had not received the updated principles and guidance had not been given about offsetting.

 Copy of OVC Main Public Affairs 2223 ZBB Travel Budget Template JF.pdf

3. Strategic Appetite and Resource Implications for Transnational Education at BU

AM joined the meeting to review the transnational education (TNE) paper. AM noted that essentially the paper was looking at the longer term, 10/20 years strategy in terms of our global presence as a university. It presented an overview of both the external and internal strategic drivers and partnership models under which there was no current or recent activity at BU.

JA added that these were about institutional wide collaborations, in essence a top down process with limited numbers and large scale.

UET were asked to consider the proposal in the paper, and make a decision to consider evaluating business and academic cases for TNE proposals, as well as providing a draft evaluation framework for consideration to be integrated into the University's current partner approval.

UET were content to approve the proposal. This proposal would be submitted to the ULT meeting tomorrow.

 TNE paper EULT.pdf

Present: Alastair Morrison

4. Standing item: Board and sub-committee preparation

- Board agenda - 20 May 2022

DW joined the meeting to review the latest draft of the 20 May Board agenda. DW noted that since the draft was sent last week, one item had been added to the agenda which was regarding a Board resolution around the bank mandate work. Rosemary Collins would liaise with SR to bring this forward to the meeting.

DW reviewed the following items on the agenda:

-5.9 - DW made SR aware that this report came from Finance and was linked to 5.8 which was under JA and the fundraising team

-5.10 - due to the tight timeframe on the REF results, it was agreed that JV would give an update to the Board with the outcome headlines, and TMB would give a short presentation during the Board meeting capturing the key points

-5.11 - it was agreed that this should be moved to the July Board meeting in order to follow due process

DW would make the necessary changes and send to the Chair of Board for approval before commissioning the papers.

 20 May 2022 Agenda.pdf

Present: Deborah Wakely

5. Standing item: OfS and Government Reporting

Discussion
Chair

- Reportable events update

No reportable events noted.


6. Future Meetings and Items

Note
Chair

- ULT agenda - 6 April 2022
- ULT agenda - 27 April 2022

Both meetings noted.


 EULT 6th April 2022.pdf

 EULT agenda for the 27th April 2022.pdf

6.1. Interim update on EULT survey results

Information
Jane Forster

UET reviewed the results of the comments received from the survey - 14 responses to date.

 EULT survey UET summary 4th April.pdf

7. AOB

Chair

- The following bids were reviewed and approved electronically on the 7 April 2022:

-RED ID: 12543 – “Flipping the Power: Democratising Public Involvement in Research study”, ESRC – Mel Hughes

-RED ID: 12967 – “Understanding Unfamiliar Face Identification (FACE-ID)”, European Research Council – Sarah Bate

-RED ID: 13039 – “Do task sets compete in selective attention tasks? Giving the homunculus less to do in the control of attention”, Leverhulme Trust – Ben Parris

-RED ID: 13043 – “LOGACULTURE: Locative Games for Cultural Heritage”, European Commission – Charlie Hargood

- The following bids were reviewed and approved electronically on the 20 April 2022:

-RED ID: 12585 – “Hidden Trauma: business innovation in a post pandemic environment”, ESRC – John Oliver

-RED ID: 13070 – “Sustainable Storytelling Lab”, AHRC – Lyle Skains

- The following Finance papers were circulated electronically for UET’s review on 14 April 2022 (and finalised version on 20 April) ahead of submission for the FRC meeting on the 29 April:

-Extension of Revolving Credit Facility

-Amendment to Banking Covenant

-Financial Dashboard

7.1. Approval of the Royal London House sale

At a meeting on 12th April attended by JA and SR (which was not quorate), UET considered the updated proposal for the disposal of Royal London House. It was agreed that the Board would be asked to approve the updated proposal and delegate authority to finalise and sign the documentation. The Board will be asked to approve this by written resolution.