

UET meeting

Tue 26 April 2022, 10:00 - 12:00

Committee room/Teams

Attendees

UET members

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

In attendance

Jane Forster, Sarah Hutchings (Present at: 2.1, 2.2, 2.3), Ros Ashcroft, Jacky Mack, Jules Forrest & Jo Freeman (Present at: 3), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 5 April 2022


Approval
Chair

Minutes

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

Matters arising

None noted.

 Minutes_UET meeting_050422.pdf

2. Finance discussion

2.1. Cash flow update

Information
Sarah Hutchings

SH joined the meeting to review the latest cashflow position:

- main movement was around our projects' spend reflecting the March DUIT, pushing outwards of Digital enablers, IT&IP spend and capital
- around capital, some could be released towards the end of the year which would impact on the cashflow forecast

SH noted that when the cashflow forecast was put together to be shared with FRC recently, we ensured that our overall dashboard indicators were compliant. SH noted that some of the last payment of the year was pushed into 2022/23 to ensure covenant compliance.

Present: Sarah Hutchings

2.2. Bids for approval

Approval
Susie Reynell

-RED ID: 13084 – "Purchase mid-range equipment for biomedical research", MRC – Richard Paul

SR reviewed the above bid and was content from a finance point of view.

UET approved the bid subject to confirmation on the running costs having been taking into account - including IT and Estates - as mentioned by JA.

 Narrative for UET meeting 26.4.22.pdf

Present: Sarah Hutchings

2.3. Management Accounts - March update

Note
Susie Reynell/Sarah Hutchings

SH reviewed the latest Management Accounts as of end of March.

Key points noted were:

- ahead of budget in terms of our surplus
- drop in our Research and Sponsorship income
- cost in terms of scaling up, as discussed previously, this was mainly around digital enablers, IT & IP
- on the pay side, there was quite a bit of movement around PTHP
- slightly over on pay for PGT income

These figures would be shared with ULT members at the meeting tomorrow, 27 April 2022.

JFo noted that there was a bigger discussion to be had around how and the best way to present these figures to ULT going forward.

Present: Sarah Hutchings

2.4. Proposed Amendments to Accounting Policy for Revenue

SR noted that at this stage, this was for a note only as there would be further UET, FRC and Board approvals before any changes would proceed. This paper would be reviewed at the FRC meeting this Friday 29 April 2022.

Note
Susie Reynell

2.4.1. OVC business plan and Establishment review

JFo reviewed the latest OVC business plan with UET. JFo noted that there was a few more updates to be added from Global Engagement but this was almost finalised.

SR was content with the structure but added that a business plan was about income generation and where that growth was committed. UET agreed that this needed to be further reviewed but this was a good starting point to build on.

UET also discussed the Establishment review list ahead of the May business plan meetings.

📎 Establishment review for OVC.pdf

📎 Business_Plan_BU_BUSINESS_AREA_OVC final draft.pdf

Discussion

3. CMA plans - assurance exercise for 2022-23 delivery

JM, RA, JF and JoF joined the meeting to review the latest CMA plans. RA commented that a comprehensive note had been circulated to UET ahead of the meeting. The purpose was to update them on the plans for the assurance exercise, seek their approval of the approach we were taking and flag decisions needed on thresholds we should apply for requesting changes to delivery plans.

The main point to highlight was the assurance that we were aiming towards in terms of delivery which we would share with OfS and our internal position.

There some key questions around:

- assurance process and timescales. There was a balancing act between the quality and the impact on timing for the Faculties. RA wanted to ensure that UET were content with the proposed outputs from the assurance process and the timing, and to consider the basis on which staff will be asked to change delivery plans in light of the analysis

-threshold/criteria which we should apply when we received the results back from this exercise, in terms of checking the pattern of delivery looked appropriate.

JM added this was about data aligning to the new framework, and it was important we cascaded this information to the different departments.

In terms of timeline, RA noted that they were aiming to complete the data collection and analysis by the end of June/early July and have the final report submitted to OfS by September.

JA commented that it was important that we got signed off on all of this from the Deans and that they took ownership for the data. RA noted that she had been liaising with the DDEs to get their input into the process and that they had been involved in this data collection exercise. JA added that this exercise should also be flagged to the Unions.

This paper would be coming to the July ULT meeting for review.

📎 Note for UET on assurance exercise for 2022-23 delivery .pdf

Present: Ros Ashcroft, Jacky Mack, Jules Forrest & Jo Freeman

Review
Jacky Mack, Ros Ashcroft,
Jules Forrest, Jo Freeman

4. Application to register BU as an EPAO (FdSc Nursing Associate Apprenticeship programme (delivered in partnership with Bournemouth & Poole College)

This was an early draft of the business case in support of the end point assessor 'EPAO' application needed to be made for the FdSc Nursing Associate apprenticeship delivered by BPC.

UET approved the EPAO application as per the business case.

📎 EPAO FdSc Nursing Associate Business Case v3.1 22apr22.docx

📎 Nursing EPA cashflow forecast v3.1.xlsx

Approval
Tim McIntyre-Bhatty

5. Accommodation Supply & Demand

This paper was currently being reviewed by DW and was here for advance notice. The final business case and project costings would be circulated out of meeting for review and approval later today. This would then be submitted for the next FRC meeting this Friday 29 April.

📎 Supply and Demand - Total Sept Rooms 22.23.xlsx

Discussion
Jim Andrews

6. Proposal for consultation:

Discussion
Jim Andrews

- Implementation of a career framework for demonstrators

JA noted that this consultation was an outcome of the work around a dispute from UCU around a framework agreement. UET approved the proposal.

7. Standing item: OfS and Government Reporting

Discussion
Chair

- JFo noted that we would not be responding to the latest DfE consultation.
- Reportable events update


SR advised UET that she had sought advice from DW whether a change in our accounting policy would be classed as a reportable event or not, and would report back.


8. Future Meetings and Items

Note
Chair

- ULT agenda - 27 April 2022
- ULT agenda - 18 May 2022

Both agendas noted.

 EULT meeting - 18 May.pdf

 EULT agenda for the 27th April 2022.pdf

9. AOB

Chair

- SR advised UET that we would continue our working relationship with our current internal auditors. The recommendation paper had been sent to DW for approval out of meeting by ARG, prior to the Board meeting in July
- UET discussed the latest Admissions data
- The final 'additional student accommodation for 2022/23' business plan was reviewed and approved by UET electronically on the 27 April