

UET meeting

Tue 07 June 2022, 10:00 - 12:00

Teams/Committee room

Attendees

UET members

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

In attendance

Jane Forster, Jacky Mack, Ros Ashcroft, Amanda Procter (Present at: 3), Deborah Wakely (Present at: 4), Colleen Harding (Present at: 6), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters arising from the previous meeting held on 17 May 2022

Approval
Chair

Minutes

The minutes from the previous meeting were approved with one redaction to the AOB section.

Matters arising

Note noted.

 Minutes_UET meeting_170522 (3).pdf

2. Finance discussion

Susie Reynell

2.1. Cash flow update

Information
Susie Reynell

SR reviewed our latest cashflow position - there wasn't much movement due the 3 day week:

-two small upsides versus the forecast which had improved the bottom line; being VAT and other income

JA updated UET on the RLH situation - the completion date could be delayed. This would be noted at the FRC meeting on Friday 10 June and reviewed further after that.

2.2. Bids for approval

Approval
Susie Reynell

-RED ID: 13079 – “Mobile Vaa3D: an infrastructure platform for bioimaging visualisation”, EPSRC– Hongchuan Yu

-RED ID: 13134 – “Investigative Assistance Module for Police Forces”, Innovate UK – Marcin Budka

SR noted that both bids had good success and recovery rate and was content on the financial aspect.

On that basis, UET approved both bids.

 Narrative for UET meeting 7.6.22.pdf

2.3. Strategic Internal Audit plan 2021/22 & 2023/24

Discussion
Susie Reynell

SR reviewed the internal audit plan which sets out our indicative plan for a 3 year cycle. This was as previous years and would be revisited on an annual basis to ensure it continued to reflect key risks and objectives.

SR enquired if we still wanted to endorse the current plan or make any changes.

These were the potential areas UET were asked to give feedback on:

-GDPR

-Health & Safety Compliance

-Student Recruitment

-Student Experience (including mental health & well-being)

-Academic Workload planning

-F&P and Data Return

UET reviewed the plan and the areas they wished to cover in this year's plan.

2.4. Business planning - outstanding questions and proposals

UET reviewed the latest proposals which would be discussed at the ULT half day meeting tomorrow, 8 June.

It was agreed to identify and analyse the questions put forward by ULT and discuss how best to answer those. A more thorough discussion needed to take place at UET level before these could be reviewed at the next ULT meeting.

 [Business plans summary of initiatives and questions for discussion.pdf](#)

3. Consumer Protection Action Plan - update

Discussion

Amanda Procter, Jacky Mack,
Ros Ashcroft

AP, JM and RA joined the meeting to give UET a summary update of progress and outcomes from the latest actions' plan:

-JM noted that most actions were on track and completed. Other actions which had come through were being monitored
-AP noted that this was an ongoing project to improve consumer protection and the accuracy of the public information. There was nothing specific to flag on her side.

-RA added that the plan provided summaries of all progress to date, and also explained the relationship between the actions in the plan and the separate delivery assurance exercise. It was suggested that this summary format (subject to final updates in July) would be suitable for sharing with OfS when we provided our promised assurance update. Further work was now needed to be undertaken to implement the outputs from the actions in the plan. In terms of the Delivery Assurance Exercise, RA noted that the exercise was progressing in line with the timescales previously notified to UET.

Going forward, RA commented that we would be moving to a more integrated programme of work.

-JM added that collaboration with IT would be important in terms of resources and support.

-JV enquired on the status of 5b in the plan. JM noted that this tranche of the plan had gone through ASEC and would be reviewed at Senate tomorrow, 8 June.

-JA added that we needed a more detailed cultural piece sitting along side this process piece of work. RA agreed, and AP and the Comms team would be crucial in supporting this.

-TMB queried and discussed some of the items in the plan:

- item 9 in terms of timescale assurance
- item 11 'all relevant staff' - should the wording be defined further
- are we content that the list of 'completed' actions are completed

UET were advised that the update to OFS was required for September, and another summary would be discussed at a UET meeting before going to ULT.

 [6.6.22 update to CP action plan for UET v2.pdf](#)

Present: Jacky Mack, Ros Ashcroft, Amanda Procter

4. Standing item: Board and sub-committee preparation

Discussion

Deborah Wakely

- **ARG agenda - 24 June 2022**

DW reviewed the latest draft:

-item 3 CPD slot- UET agreed that this could come off and would be reviewed at the Board first then SQS meetings

-item 5.2 - JA confirmed this was ready

-item 15 - JA advised that this was unchanged from the last update

- **Board agenda - 8 July 2022**

-5.2 - SR noted that the deadline was looking tight to get the documents in their final form for the meeting but would update DW next week

-5.10 and 5.11 - TMB was content for this to be reviewed but asked for the order to be changed on the agenda

DW would make the necessary changes and get the papers commissioned accordingly.

- **FRC actions register**

-2.4.4

TMB noted that the six monthly update on the due diligence framework would be a verbal and would agree at the meeting on a 'paper' date.

-2.4.7


SR would check on the deadline for the 'monitoring banking' item and come back to DW. This could be a verbal update at this meeting and would come back to the October FRC/ARG meeting as a paper.


-2.4.9

JA confirmed that DW could circulate the latest updated Academic Career framework.

DW also had a query regarding the code of conduct review for Board members. UET confirmed that this should come to UET first for consideration prior to the Nominations Committee meeting. This would be tabled for discussion at the UET meeting on the 28 June.

 [Actions Register ARG 2021-22.pdf](#)

 [8 July 2022 Agenda.pdf](#)

 [ARG 24 June 2022 v1 agenda.pdf](#)

5. Standing item: OfS and Government Reporting

Discussion

Chair

- Reportable events update

No new reportable events to be noted.

6. Future Meetings and Items

Note

Chair

- EULT half day agenda - 8 June 2022

CH joined the meeting to finalise with UET the outline and format for the discussion item. JFo noted that the EULT survey and responses to it, including the strategic themes paper, had been shared with EULT in advance of the meeting tomorrow.

CH commented that we would open the dialogue with the group around the importance of how we worked outside of meetings.

JV added that he would start the conversation keeping it high level and zooming out to the broader themes. CH would also discuss, in parallel, the key points which came out of the Leadership refresh meetings.

- ULT agenda - 22 June 2022

Noted.

[EULT agenda 22nd June 2022.pdf](#)

[EULT agenda 8th June 2022.pdf](#)

[Proposed meeting planner 2022 to 23 6th June with papers.pdf](#)

Present: Colleen Harding

7. AOB

Chair

- SR advised UET on 'long term funding' and how we needed to discuss this further before making a final decision.

- The following bids were approved electronically on the 14 June:

-RED ID: 13097 – “Genomic and chromosomal instability sequence markers in relation to fertility, early pregnancy, and cancers of the reproductive tissues”, Academy of Medical Sciences– Anna Mantzouratou-RED ID: 13099 – “Revealing the fundamental mechanisms of basement membrane formation – toward the invention of future therapies”, Academy of Medical Sciences– Yutaka Matsubayashi-RED ID: 13107 – “Mapping the TNFRSF network in COVID-19 and hyperinflammation”, Academy of Medical Sciences–Sarah Buchan-RED ID: 13157 – “Community Research Consortium for Archaeology, Heritage, and Well-being”, AHRC – Tim Darvill

- The following bids were approved electronically on the 28 June:

-RED ID: 13155 – “Revitalising good citizenship for modern democracies”, ESRC –Darren Lilleke

-RED ID: 12395 – “Oxford Brain Diagnostics i4i NIHR study” – James Franklin

- The following Finance papers were circulated for consideration by UET prior to ARG submission

-Financial Regulations review (updated version -15 June)

-Value for Money (VfM) Progress Report (10 June)

-Internal Audit Progress Report

-Management Accounts – May 2022

- *The University Board Code of Conduct* paper was reviewed at the UET half day discussion meeting on the 28 June.