

## INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Thursday 23 June 2022, St Andrew's Court 0.32
PRESENT	David Willan (Chair) Roger Burke-Hamilton (except for minute 69xiv) Jenny Crighton Professor Graham Galbraith Vineet Khurana (online) David Madoc-Jones (online) Christopher Williams
IN ATTENDANCE	Fiona Bell, Director of Estates and Campus services, (Minute 67 to 69 only) Dr Rich Boakes, Staff Representative Mark Carter, Deputy Director of Finance (Minute 65 only) Dr Catherine Carroll-Meehan, Staff Governor (up until minute 70) Bernie Topham, Deputy Vice-Chancellor and Chief Operating Officer Jon Ward, Chief Information Officer (Minute 70) Emma Woollard, Executive Director of Finance
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Helen Malbon, Senior Governance Officer
	To accommodate availability of staff, some items were taken out of sequence from the published order.

### 62 Welcome, Apologies, Declaration of Interests and Apologies

- i. No apologies for absence had been received. The UPSU Elected Officer representative role would remain vacant until 1 July 2022.
- ii. No conflicts of interest were declared.
- iii. The Clerk confirmed that the meeting was quorate and could proceed to business.

### 63 Minutes of the Previous Meeting

The minutes of the meeting held on 15 March 2022 were confirmed as an accurate record.

### 64 Matters Actioned and Matters Arising

- i. Committee noted that a Benchmark report from KPMG on Key Financial Performance Measures Comparisons for Financial Year 2020/2021 had been circulated to Committee members on 20 April 2022 for information.
- ii. There were no matters arising that were not covered elsewhere on the agenda.

## **65 Budget setting 2022/2023 – confidential item**

## **66 Executive Director of Finance Report**

Emma Woollard, Executive Director of Finance presented the report. Key points noted were:

- i. The University had successfully bid to the OfS for capital funding, which was awarded in October 2021. The funding of £2 million secured was the maximum award available and had been granted to develop a learning hub to provide innovative ways of teaching to healthcare students. The funding had been spent as required by 31 March 2022. The OfS had recently confirmed its acceptance of the report on expenditure submitted by the University.
- ii. The OfS had recently announced a further capital funding bidding round, for the period 2022/23 to 2024/25. Bids were required by 27 June 2022, with outcomes to be notified in September 2022. The minimum threshold for any one bid was £100,000, with the maximum being £6 million (over the three years). The funds must be spent by 31 March 2025.
- iii. The University intended to bid for the maximum amount for a technology focussed project, in an area such as energy and electrical engineering or mechanical engineering with Cosmology and Computing.
- iv. An update was provided on debt collection. It was noted that fee income monitoring could now be processed through the SITS system.
- v. In accordance with the financial regulations, it was reported that since the last meeting of the Committee the following sole source suppliers had been approved:
  - a. Victoria Park Site - Hoardings: this had been approved because no other supplier could demonstrate the use of materials that were recyclable at the time that tenders were obtained. The cost was c£102k and had been met from the capital project budget.
  - b. Phase 2 of the replacement aquatic tanks. The total cost had been £135k excluding VAT (the VAT will be reclaimed). This had been funded partly from insurance and partly from the faculty budget.
  - c. Simulated Patient Actors and Scenario Facilitators: this tender had been for actors to work with the University's Health Care Team as part of the simulation work necessary to provide students with sufficient practical experience to be able to graduate. The cost of up to £150,000 would be funded from the faculty budget.

## **67 Student Accommodation Strategy – confidential item**

## **68 Estates and Campus Service Report – confidential item**

## **69 Estates Strategy refresh – confidential item**

## 70 Information Services Report – confidential item

### 71 Project Board summary

Under its terms of reference, the Committee periodically received progress updates from the project boards linked to its remit. For the record, Committee noted the current governor membership of project boards:

- i. Sports Centre Project Board: David Wilding;
- ii. Academic Building on the former-Victoria Site Project Board: Chris Williams;
- iii. Student Systems Project Board: Roger Burke-Hamilton;
- iv. London Campus: Liz Jolly

### 72 Management accounts to end of April 2022

Committee received the management accounts to the end of April 2022. It noted the forecast planned deficit for the University and that no breach of the financial covenants was expected. It also noted the summary report of the forecast financial results for the subsidiary companies.

### 73 Office for Students (OfS) circulars

Committee noted that OfS circulars could be found on their website at:

<https://www.officeforstudents.org.uk/publications/>

### 74 Record of thanks

Thanks were recorded to two people who were retiring from the Committee upon finishing their terms as governors:

- i. Mike Kiddell, the Elected officer representative of the Students' Union had commenced a new full-time paid job in May 2022 and so had resigned as the UPSU representative on the Board of Governors. He had been a valuable member of Infrastructure and Finance and Committee over the past year and had represented the student perspective both robustly and professionally in discussions. Committee recorded its thanks for his contribution and wished him well in his future endeavours.
- ii. Dr Jenny Walden's second term of office as Academic Council Appointed Staff Governor would end on 31 July 2022. Committee recorded its thanks to her for her significant contribution to its work over the past six years and for ensuring that an effective staff perspective had been brought to its deliberations and decisions. Jenny had successfully job shared the role with Dr Catherine-Carroll-Meehan who completes her first term on 31 July 2022. She has been elected to serve a second term job sharing with Dr Adrian Hull, Head of the School of Creative Technologies, from 1 August 2022.

### 75 Date of next meeting

The next meeting would take place at 1030 on 13 September 2022 in room 0.32, St Andrew's Court.