

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Tuesday 13 September 2022, St Andrew's Court room 0.32
PRESENT	David Willan (Chair) Professor Graham Galbraith Vineet Khurana (via videoconference until item 7xii) David Madoc-Jones Christopher Williams
IN ATTENDANCE	Tahir Ahmed, Interim Director of Estates and Campus services, (Minute 7 only) Dr Rich Boakes, Staff Representative Anna Clodfelter, UPSU Chief Executive, (Minute 5 only) Professor Paul Hayes, Deputy Vice-Chancellor (Minute 8 only) Dr Adrian Hull, Academic Council Nominated Staff Governor Dominic Owen, UPSU Officer Bernie Topham, Deputy Vice-Chancellor and Chief Operating Officer Jon Ward, Chief Information Officer (Minute 9 only) Emma Woppard, Executive Director of Finance
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Helen Malbon, Senior Governance Officer The financial report showing progress of approved Estates projects with a value of £100k or more was tabled as additional information in support of the Interim Director of Estates and Campus Services report.

1 Welcome, apologies, declaration of interests and apologies

- i. Apologies were received from external governors Jenny Crighton and Roger Burke-Hamilton.
- ii. On behalf of Committee, the Chair welcomed Dr Adrian Hull, Academic Council Nominated Staff Governor, and Dom Owen, UPSU elected officer to their first Committee meeting.
- iii. Thanks were recorded to Dr Catherine Carroll-Meehan who had resigned as Academic Council Nominated Staff Governor (job share) due to her appointment at Liverpool Hope University as Professor of Education and Dean of the School of Education. Her contribution had been considerable and highly valued.
- iv. Dr Adrian Hull, Head of the School of Creative Technologies, who job shared the role would continue in the role.

Action Executive Director of Corporate Governance

- v. There were no interests to declare.
- vi. The Clerk confirmed that the meeting was quorate and could proceed to business.

2 Minutes of the previous meetings

The minutes of the meeting held on 23 June 2022 were confirmed as an accurate record.

3 Matters actioned and matters arising

- i. It was noted that:
 - a. the Board had approved the 2022/2023 Budget when it met on 6 July 2022.
 - b. The Estate masterplan would be discussed at the forthcoming Board of Governors Strategy day on 26 September 2022.
 - c. Governors had received a further opportunity to see the Masterplan Presentation slides during the Board meeting held on 5 July 2022. The briefing scope used for the Victoria Building would be circulated to the Committee by the end of the week.

Action: Chief Operating Officer and Deputy Vice-Chancellor

- d. An update on the Victoria Park Project and Indoor Sports Centre would be received later in the meeting.
- e. Tahir Ahmed had recently been appointed as interim Director of Estates and Campus Services. He had worked as an estates and facilities leader for over 25 years across large-scale, complex healthcare estate portfolios, most recently at Hillingdon Hospitals NHS Foundation Trust where he was Executive Director of Estates and Facilities. He was already settling in well to his role and was having a positive impact.
- f. The Student Accommodation Strategy currently set the Halls of Residence rent escalator at RPI with a cap of 4% and a collar of 1%. Once the new rental levels were set by the Executive they would be brought to Committee for approval, if they fell outside those parameters.

Action: Chief Operating Officer and Deputy Vice-Chancellor

- g. It was expected that the outcome of a capital funding bid submitted to OfS by the University over the summer would be received by the end of the month. The Executive Director of Finance would provide an update at a future meeting.

Action: Executive Director of Finance

- h. There were no further matters arising.
- ii. David Willan announced that he would be standing down as the Chair and member of the Committee. He had taken the role of Chair on a one-year interim basis in 2021. A call for expressions of interest would shortly be issued to the full Board of Governors. If more than one candidate wished to be considered for the role then the Infrastructure and Finance Committee would hold a vote to elect a Chair.
- iii. Committee thanked the Chair for his service in that capacity and expressed its gratitude for his excellent chairing and the work that went into ensuring that meetings operated smoothly.

Action: Executive Director of Corporate Governance

4 Terms of Reference, Membership and Committee Business

- i. The Executive Director of Corporate Governance stated that each Committee of the Board was required to review the business it had conducted in the previous academic year against the terms of reference in place:

- a. The annual review was conducted so that Committee could satisfy itself that it had discharged its terms of reference in the academic year 2021/2022 and that its terms of reference remained relevant to its work in the future.
- b. The Board's Statement of Primary Responsibilities had been updated in January 2022 but no significant changes were made to those responsibilities covered by the remit of this Committee.
- c. Committee discussed the assessment for the year 2021/2022 and noted that reference was made to receiving updates on estates and IT projects, with much of the high-level discussion on the potential London Campus and Medical School rightly having taken place at Board level due to these projects spanning across several Committees' remits.
- d. It would be useful for an overview of the many facets of each of these large-scale strategic development projects, and how they had progressed over the course of the year, to be included in a report to a future Board meeting.
- e. Committee agreed that it was able to report its assurance to the Board that it had discharged its terms of reference where appropriate.

Action: Executive Director of Corporate Governance

- ii. Consideration was given to the proposed Committee terms of reference for 2022/2023:
 - a. It was agreed that the nomenclature of the UPSU representative should be updated from Sabbatical to Elected Officer.
- Action: Senior Governance Officer**

 - b. A discussion took place regarding how and when the value of the University's property and capital assets were recorded and considered.
 - c. It was stated that this occurred in several ways but for different audiences and purposes, each giving a different value e.g. insurance value, balance sheet value, leverage of assets for future development.
 - d. It was agreed that once the Estate Masterplan refresh had taken place, and an Estate Strategy produced, then consideration should be given to how best to exploit the University's cash, property and land assets for the benefit of the students, along with regular consideration of how best to use land and buildings.
 - e. It was agreed to amend the wording of items five and six of the Committee's terms of reference to reflect that the Committee should have a remit to (a) have Strategic oversight of financially significant strategic projects and (b) periodically review the use of the University's assets.

Action: Executive Director of Corporate Governance

- iii. Committee noted the proposed Committee Business and indicative work programme for 2022/2023 and agreed to edit one of its standing items to remove items that were now covered by other Committees or were unnecessarily specific. The clause '*To receive periodic reviews of compliance with statutory obligations relevant to Estate and IT based in legislation such as the Disability Discrimination Act, the Health and Safety Act and the Carbon Management Plan*' would be

edited to read 'To receive periodic reviews of compliance with statutory obligations relevant to Estate and IT based in legislation'.

Action: Senior Governance Officer

5 University of Portsmouth Students' Union (UPSU) Budget 2022/2023

Anna Clodfelter, Chief Executive of UPSU, introduced the UPSU Budget for the financial year 2022/2023. Key points noted were:

- i. The UPSU Group Budget for the financial year 2022/2023 was based on principles agreed by the Student Union Leadership Team in May 2022 and approved and formally adopted by Trustees in June 2022.
- ii. The budget included a deferred income donation from the University to support cost of living increases and the first of two years of £250k additional project funding. The Union recorded its thanks to the University for this fund and agreed to bring the trustee report showing how the money was used to Committee at the appropriate time.

Action: UPSU Chief Executive

- iii. In addition, the budget included an additional £20k funding from the University for 15 BAME Ambassadors to continue this impactful support of the Race Equity partnership work.
- iv. The proposed 2022/2023 budget was a deficit budget of around £75k funded from UPSU reserves. This covered the UPSU contribution of planned investment for the Student Outcomes programme. UPSU Reserves remain budgeted to be within required funding levels for the year 2022/2023 and 2023/2024.
- v. The trading company was budgeted to deliver a £95k contribution after a very healthy recovery in performance post Covid.
- vi. Committee thanked the Chief Executive and her team and noted that receipt of the budget formed part of its duty on behalf of the Board to help to ensure that the Students' Union operated in a fair and democratic manner and was accountable for its finances (Statement of Primary Responsibilities 2022, paragraph 13).

6 Executive Director of Finance Report- confidential item

7 Interim Director of Estates and Campus Services report – confidential item

8 Student Recruitment – confidential item

9 Chief Information Officer report – confidential item

10 Management accounts provisional year end 2022/2023

Committee noted the provisional planned deficit and that there was no breach of the financial covenants.

11 Office for Students (OfS) circulars

Committee noted that OfS circulars could be found on their website at:
<https://www.officeforstudents.org.uk/publications/>

12 Date of next meeting

The next meeting would take place at 1030 on Tuesday 4 October 2022.

13 Delegated authority

Committee agreed to delegate to the Chair, or nominated Deputy, authority to take any required Chair's action before the next meeting.

14 Record of Thanks

The Chair thanked the Executive Director of Finance, Chief Operating Officer and Deputy Vice-Chancellor and the Senior Governance Officer for all their support during his time as Chair.