

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Wednesday 15 March 2023, St Andrew's Court room 0.32
PRESENT	David Madoc-Jones (Chair) Roger Burke-Hamilton (Via videoconference) Madeline Denmead Professor Graham Galbraith Vineet Khurana (via videoconference) (Minute 64 to 67) David Willan Christopher Williams
IN ATTENDANCE	Tahir Ahmed, Director of Estates and Campus services (Minute 70 to 74) Dr Rich Boakes, Staff Representative Mark Carter, Deputy Director of Finance (Mgt Information) (Minute 68) Dr Adrian Hull, Academic Council Nominated Staff Governor Dominic Owen, UPSU Elected Officer (via videoconference) Bernie Topham, Deputy Vice-Chancellor and Chief Operating Officer Kate Smith, Companies Accountant (Minute 69) Jon Ward, Chief Information Officer (Minute 66) Emma Woollard, Executive Director of Finance
SECRETARIAT	Claire Dunning, Executive Director of Corporate Governance and Clerk Helen Malbon, Senior Governance Officer

66 Welcome, apologies, declaration of interests and apologies

- i. Apologies were received from Penny Emerit, External Governor.
- ii. There were no interests to declare.
- iii. The Clerk confirmed that the meeting was quorate and could proceed to business.

67 Minutes of the previous meetings

The minutes of the meeting held on 18 January 2023 were confirmed as an accurate record.

68 Matters actioned and matters arising

- i. Claire Dunning, Executive Director of Corporate Governance, reported that
 - a. Following discussion at the last meeting, a Significant Strategic Project tracker had been drafted and circulated to the committee for comment. The purpose of the tracker was to monitor the progress of major University projects and to ensure that Governors have advanced sight of the next decision points for these key projects and their RAG status.
 - b. This had been circulated and comments invited from Committee. Once all feedback had been received, the final version would be reissued before being populated.

Action: Executive Director of Corporate Governance

- c. Five items in the report were noted.

- d. There were no other matters arising that were not covered above or as discrete items elsewhere on the agenda.

69 Chief Information Officer report

Jon Ward, Chief Information Officer, reported on key developments since the last meeting:

- i. Phase 2 of the IS reorganisation was now coming to the end of collective consultation and an updated departmental restructure business case would be presented to the University Executive Board on 20 March 2023. Savings had been identified, but further expenditure was required to ensure IS was fit for purpose and ready for the future digital technologies and services. There are still capability and capacity gaps in the service and work continues to identify these roles and potential costs.
- ii. Cyber Security Programme - Security Operations Centre (SOC) contract had been signed and work had begun with the new permanent team.
- iii. HR Digital – A reprioritisation of deliverables was underway and high-level planning was underway with HR stakeholders. Phase 3 looking at the scope of the Learning Management System would be reviewed. A new member of the team was focused on seeing the necessary actions undertaken in a timely manner.
- iv. Changes to the Microsoft infrastructure had significantly improved the student experience in accessing Microsoft products. Students now use their University user name and password to login and so do not need to request free Microsoft Office.
- v. The upgrade to the core network switches continued, and would be complete in the next few months. This provided a new network infrastructure which had higher capacity, increased resilience and new features to keep the network up to date. In response to a question, it was confirmed that business relationships were developed with a range of suppliers.
- vi. In response to a question, it was noted that the plan on maintenance system upgrade had been paused whilst the new Director of Estates reviewed its suitability.
- vii. Work continued on developing different financial investment models for the Digital Masterplan but there were significant constraints on the ability to invest. A priority/impact assessment was underway which would highlight the risks around delaying various investments within the plan. However, there were still foundational improvements that were required to ensure secure and stable foundations.
- viii. Committee requested that future reports on proposed expenditure included detail on time savings if processes were removed via automation, in order that a full picture of the cost benefit analysis could be gained.
- ix. Committee noted the update report.

70 Executive Director of Finance Report

Emma Woollard, Executive Director of Finance, reported on financial issues not covered in substantive items elsewhere on the agenda.

- i. Approval of signing authorities for Conferences and Lettings contracts: It was proposed that Dean Adams, Estates & Campus Services Accountant would have authority to approve contracts up to a value of £ 50,000; and Tahir Ahmed, Director of Estates & Campus Services would approve those with a value in excess of £50,000. The approval for the expenditure would continue to be awarded through the routes set out in the financial regulations which include the upper limit

parameters. In response to a question, it was noted that, the conference and lettings income for 2022/2023 was likely to be around £1 million.

- ii. Update on 2023/24 Budget Preparation, including Strategic & Financial Planning – **confidential**
- iii. Single tenders - **confidential**

71 January 2023 University accounts - confidential item

72 Subsidiary share capital – confidential item

73 Victoria Park Procurement – confidential item

74 Capital Plan Estate Masterplan - confidential item

75 Student Accommodation rent inflator – confidential item

76 Langstone Student Accommodation regeneration – confidential item

77 Director of Estates and Campus Services report – confidential item

78 Insurance Market Update

Committee noted a report which provided an insurance market update for 2023/2024, focusing on property/cyber risks, the two classes which had seen the largest premium rises in 2022.

79 Subsidiary Management Accounts January 2023

The University of Portsmouth Subsidiary Company forecast results for the year 2022/23 as at end January 2023 were noted.

80 Office for Students (OfS) circulars

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

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

81 Date of next meeting

The next meeting would take place at 1030 on Friday 23 June 2023.

82 Delegated authority

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