

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Wednesday 13 March 2024, St Andrew’s Court 0.32
PRESENT	David Madoc-Jones (Chair) Madeline Denmead (via zoom) Professor Graham Galbraith Vineet Khurana (via zoom) (to minute 63) Stacey Parrinder-Johnson (via zoom) David Willan Christopher Williams
IN ATTENDANCE	Dr Rich Boakes, Staff Representative Temidayo Dosunmu, UPSU Elected Officer Dr Adrian Hull, Staff Governor (except for minute 57id to 61x) Simon Taylor, Interim Director of Finance Martin Perrin, Head of Strategic Programmes (Minute 61 only) Jon Ward, Chief Information Officer (Minute 63 only) Tahir Ahmed, Director of Estates and Campus Services (Minute 64 to 67 only)
SECRETARIAT	Claire Dunning, Executive Director of Corporate Governance Helen Malbon, Senior Governance Officer
	A paper was tabled in support of minute number 59.

55 Welcome, apologies, and declarations of interest

- i. Apologies for absence were received from Roger Burke-Hamilton and new member, Sukanya Siva.
- ii. There were no interests to declare.
- iii. The Clerk confirmed that the meeting was quorate and could proceed to business.

56 Minutes of the previous meeting

Following discussion, the minutes of the meeting held on 15 January 2024 were confirmed as an accurate record, subject to amending minute 52xvii from:

Each project should be reviewed and scrutinised by UEB and the Committee to take account of changes that would impact a project and create a joined-up approach. KPIs would identify what a successful project outcome looked like and should be included in the Masterplan. The project tracker would be discussed in detail to provide good oversight and to ensure that projects achieved what had been originally intended in the business case.

To:

Each project should be reviewed and scrutinised by UEB and the Committee to take account of changes that would impact a project and create a joined-up approach. KPIs would identify what a successful project outcome looked like and should be included in the Masterplan. *The live project tracker would continue to be monitored by Committee. At the end of each project there would be a post-implementation review submitted to the Committee to capture details of benefits realised (financial and non-financial) and if the stated objectives had been achieved.*

Action: Senior Governance Officer to contact project leads

And minute xvi an extra sentence and action point added

The progress of the Langstone refurbishment and the original business reason for its approval was discussed, during which contrasting views were expressed. Since it had been approved, international recruitment had reduced and a Committee overview of the project would have facilitated a review of the original business case, spend and the potential identification of alternative purposes for the site. *It was agreed that a report would be presented to the June 2024 meeting of Committee, reviewing the spend and revised objectives of the project going forward.*

Action: Deputy Vice-Chancellor (GE & SL) and Director of Estates and Campus Services.

57 Matters actioned and matters arising

- i. Action was reported:
 - a) Three items had been circulated to committee as requested in the January meeting.
 - b) It was noted that the UCAS figures from February 2024 had not yet been issued to Committee but the Board would receive an update on current student recruitment.
 - c) The updated project tracker was discussed. The importance of regular and connected communication to staff and students concerning the estates projects was noted but the purpose of the project tracker was to refer to issues that presented a risk to the project. It was agreed that it was important to know the anticipated final cost of each project but that this information was best located in the estates' summary provided under another agenda item.
 - d) Following correspondence with Committee, it was agreed that the meeting due to take place on 13 September 2024 would now take place on Wednesday 11 September 2024.
 - e) The financial regulations required approval of the Chair of IFC when a single tender was proposed above £100k. On 26 January 2024, the Chair approved a single tender relating to University House refurbishment, once further explanation had been received clarifying why the work required an April 2024 completion date. Committee was informed that public sector bodies were subject to strict rules on procurement of certain projects.

- f) The Financial Regulations stated that any credit notes over £250k should be reported to committee. In September 2023 a credit note to the value of £1,596,637.56 was issued. This was due to the need to correct invoices issued, for administrative and contractual reasons. This credit note covered cumulative invoicing to an incorrect entity (same group, wrong entity), onto the contractually correct entity (so equivalent new invoices were raised for the same value). All related payments had been received, and the correction was carried out in cooperation and confirmation with the partner.
- g) Committee noted that the credit note issue had taken place in September 2023 but had only been reported now. It was stated that new automated systems would be introduced with potential for automatically generating reports on such errors.

ii. There were no other matters arising.

58 University Management accounts – confidential

59 Potential reportable event – confidential

60 Financial Strategy/ 10-year forecast– confidential

61 Reset Update - confidential

62 London campus - confidential

63 Library and Information Services Report - confidential

64 Building acquisition – confidential

65 Property negotiation – confidential

66 Project design and estate masterplan – confidential

67 Estates project approval route – confidential

68 Date of next meeting

The next meeting would be on 19 June 2024 from 1030.

Previously circulated for consideration outside meeting

69 Financial Regulations

The paper was circulated to Committee for approval. However, clarification had been sought on some points in the IFC paper and so the Board will receive an updated paper seeking approval for the modifications to the financial regulations.

Action: Chief Financial Officer

**70 Subsidiary Company overview report end of January 2024 -
confidential**