

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Wednesday 11 September 2024, St Andrew's Court 4.18
PRESENT	<p>David Madoc-Jones (Chair)</p> <p>Roger Burke-Hamilton</p> <p>Madeline Denmead</p> <p>Professor Graham Galbraith (from minute 4)</p> <p>Stacey Parrinder-Johnson (via zoom)</p> <p>Sukkanya Siva</p> <p>David Willan</p> <p>Christopher Williams</p>
IN ATTENDANCE	<p>Dr Rich Boakes, Staff Representative</p> <p>Chris Chang, Deputy Vice-Chancellor (minute 10)</p> <p>Marija Solic, UPSU Elected Officer</p> <p>Vicky Gosling, Head of Digital Solutions (minutes 11 to 12)</p> <p>Professor Sherria Hoskins, Provost (minute 6)</p> <p>Dr Adrian Hull, Staff Governor</p> <p>Mary White, Chief Financial Officer</p> <p>Tahir Ahmed, Director of Estates and Campus Services (minute 7 to 9)</p>
SECRETARIAT	<p>Paul Mould Executive Director of Corporate Governance</p> <p>Helen Malbon, Senior Governance Officer</p> <p>Revised papers were tabled in support of the items covered by minute numbers 9 and 10.</p> <p>Some items were taken out of the published order to accommodate guest availability.</p>

1 Welcome, apologies, and declarations of interest

- i. The Chair welcomed:

Paul Mould, Executive Director of Corporate Governance

Marija Solic, UPSU Elected Officer

to their first meeting of Committee.
- ii. There were no apologies for absence or interests to declare.
- iii. The Clerk confirmed that the meeting was quorate and could proceed to business.

2 Minutes of the previous meeting

Following discussion, the minutes of the meeting held on 19 June 2024 were confirmed as an accurate record, subject to

- i. adding a sentence to minute 71e)v

It was noted that the London Campus project board had ended and moved to a business as usual operation. The London Campus Strategic Management Committee and UoPL Strategic Partnership Board now had oversight.

- ii. confidential

3 Matters actioned and matters arising

- i. Seven items were noted
 - a. Project Tracker
Committee discussed if the Medical School project should be removed, given that the first cohort of students would start this month. It was agreed that as a new venture, Committee would like to continue to monitor it for at least the next year. It was agreed that the Langstone Student Accommodation project could be removed because this could now be considered business as usual. All accommodation had been filled by the September intake of students.
Action: Senior Governance Officer
 - b. Financial Regulations update and Annual review of Student Accommodation Strategy
The Board papers associated with the 3 July 2024 meeting included a separate circulation for approval outside the meeting, as recommended by Committee. On 16 July 2024 they were approved.
 - c. Budget 2024/2025
The Board approved the budget when it met on 3 July 2024.
 - d. Pension scheme
On 3 July 2024, the Board approved the implementation of the new pension schemes from 1st August 2024 subject to the approval of the written resolution. The resolution received Board approval on 23 July 2024.
 - e. Eldon Car Park and leases
The Board approved the Eldon Car Park proposal and the five lease agreements when it met on 3 July 2024.
 - f. and g. confidential
- ii. An update report on a) the Reset programme and b) Estates Masterplan would be provided under distinct agenda items later in the meeting.
- iii. It was noted that the following Items had been added to the Committee business schedule for the year and would be brought to a future meeting
 - a) Project tracker
The Chief Financial Officer was developing a means of capturing the inter-dependencies within the Estates Masterplan and across other related projects such as the Digital Transformation Plan.
 - b) Post-implementation review

A post-implementation project review would be conducted for Ravelin Park Sports Centre and the previous Victoria Park scheme, capturing details of benefits realised (financial and non-financial), lessons learned and reviewing if the stated objectives had been achieved. The Estates Masterplan Advisory Group would conduct a deep dive and then bring recommendations to a future Committee meeting.

c) **Investment Strategy**

The strategy would be presented to the Committee meeting due to take place on 3 October 2024.

d) **confidential**

iv. There were no other matters arising.

4 Chief Financial Officer - confidential

5 10-year forecast – confidential

6 Reset Update – confidential

7 Estates Masterplan update – confidential

8 Estates approval: Technology building – confidential

9 Estates approval: Wiltshire building – confidential

10 Student Recruitment – confidential

11 Digital Transformation Plan – confidential

12 Modern Workplace Programme – confidential

13 Papers considered outside the meeting

It was noted that two papers were circulated outside the meeting:

- i. Electronic for note: UPSU Budget 2024/2025
Committee acts on the Board's behalf to ensure that the Students' Union... is accountable for its finances. (Education Act 1994) (Statement of Primary Responsibilities, para 13). Following circulation, some follow up questions had been passed onto UPSU for clarification.

Action: Senior Governance Officer

- ii. Electronic for approval: Terms of Reference Review, Membership and Committee Business
Committee was informed that, following feedback, that each of these papers would be updated and recirculated to the Committee. The revised Terms of Reference Review, Membership and Committee Business would be issued for consideration and a response due before 25 September, in order that it can be recommended to the October 2024 Board for approval.

Action: Senior Governance Officer

Post meeting note:

Under the Articles of Government, a simple majority is required to affirm their approval. A nil return therefore has to be taken as non-approval. By the deadline set an insufficient number of members had responded with their approval and so this item would be added to the October 2024 IFC agenda.

Action: Senior Governance Officer

14 Date of next meeting

The next meeting would be at 1030 on 3 October 2024.