

Infrastructure and Finance Committee

TIME /DATE / VENUE	1030, 18 March 2020, 3.20 University House or by conference call
PRESENT:	Jenny Crighton, External Governor (Chair) Roger Burke-Hamilton, External Governor Bishop Christopher Foster, External Governor (Minute 61 onwards) Jane Hoskins, Chair of Governors David Willan, External Governor Christopher Williams, External Governor
IN ATTENDANCE:	Professor Graham Galbraith, Vice-Chancellor Karen Bates, Deputy Director of Information Services (Minute 67) Mark Carter, Deputy Director of Finance (Mgt Information) (up to Minute 71) Professor Paul Hayes, Pro Vice-Chancellor (Minute 64 to 66) Helena Schofield, UPSU President (Minute 61 onwards) Dr Darrell Sturley, Interim Director of Information Services (Minute 67) Dr Jenny Walden, Staff Governor (up to Minute 71) Emma Woollard, Executive Director of Finance (up to Minute 71) Dorothy Albrecht, Director of Marketing, Advancement and Communications (Minute 67) Bernie Topham, Chief Operating Officer and Deputy Vice-Chancellor (Minutes 61, 62, 63 and 67)
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance, (Minute 66 onwards) Annette Mills, Head of Governance Services Helen Malbon, Senior Governance Officer

The following papers were tabled:

- i. Agenda item 5, Melbourne Place Car Park
- ii. Agenda item 8, Project Selbourne
- iii. Agenda item 14, Budget and Cash Flow Update

Some agenda items were (a) taken out of order to accommodate availability of staff and (b) changed in status to “for information only” following the need to switch to a teleconference meeting as a result of Government guidance on the coronavirus pandemic.

59 Welcome, Quoracy, Declaration of Interests and Apologies

- (i) The Chair opened the meeting by thanking everyone for adapting to the new way of meeting and outlined some guidelines for conducting the meeting via telephone. In addition, it was noted that the original agenda had been re-ordered and shortened to better accommodate the format of the meeting.
- (ii) Apologies were received from Giorgio Bondoni, Staff Representative. It was also reported that the Executive Director of Corporate Governance’s attendance at the



meeting would be delayed as he was chairing a meeting of the University's Covid-19 Operational Group.

- (iii) There were no interests to declare in relation to any identified in the agenda for the meeting.
- (iv) The Head of Governance Services confirmed that the meeting was quorate and could proceed to business.

60 Minutes of the Previous Meeting

The minutes of the meeting held on 28 January 2020 were confirmed as an accurate record.

61 Matters Actioned and Matters Arising

- (i) The Chair invited the Vice-Chancellor to update Committee on the impact of the Covid-19 pandemic upon the University. The key points made were:
 - a) All face-to-face teaching had ceased and online teaching would begin from Monday 23 March 2020;
 - b) Those staff who were able to would work from home from Monday 23 March 2020. Where a departmental physical presence was a high priority for students, such as the Library and Chaplaincy, teams would have a rota of staff to be available to support students, provided that this continued to be permitted by Government guidelines;
 - c) The majority of summer examinations would be replaced with online assessment. Discussions were taking place with a small number of professional bodies who usually required an examination element to provide their accreditation;
 - d) The University would work towards closing most buildings by the end of the month. Students could remain in Halls if they wished as it was not appropriate to everyone's ability or circumstances to move to alternative accommodation;
 - e) Committee expressed their thanks and gratitude to Senior Management and to all staff and students for adapting so quickly to very difficult and fast changing circumstances.
- (ii) Committee noted three items that would appear on a future agenda.
- (iii) Committee endorsed the Chair's action taken on 28 January 2020 to authorise the issuing of a credit note to the value of £75K, as required under item 5.6.2 of the University Credit Control Policy.
- (iv) Emma Woollard, Executive Director of Finance, informed Committee of a matter which would be presented to the April 2020 Board of Governors meeting:
 - a) Under the University's Financial Regulations, the Executive Director of Finance and the Vice-Chancellor acting together had authority to close any bank account held by the University;
 - b) However, to close a University bank account that was no longer required in Malaysia, the bank concerned had insisted that it required formal Board of Governors approval of the decision and for this decision to be recorded in its minutes;
 - c) The account concerned was held with the Public Bank and had previously been operated by the University's South East Asia Office. Management of the University's affairs in Malaysia had now transferred to a wholly owned subsidiary company UOPM Sdn. Bhd, which held its own bank account. The

University's bank account held with Public Bank in Malaysia was therefore no longer required;

- d) Therefore, the Board of Governors would be asked to:
- Approve the closure of the University's bank account with Public Bank, Bangsar Branch, Malaysia.
 - Approve any balance held in the account on closure to be transferred to the University of Portsmouth Lloyds UK account
- e) Committee noted this requirement.
- (v) Acting on the advice of the Executive Director of Corporate Governance provided prior to the meeting, the Chair proposed that in the absence of a formally appointed permanent Deputy Chair of the Committee, that she be given authority by the Committee to nominate a Deputy if circumstances arose that required it. Committee agreed to this proposal.

62 Melbourne Place Car Park – confidential item

63 Director of Estates and Campus Services Report

A report from Fiona Bell, Director of Estates and Campus Services, which provided an update on activities and projects was noted by Committee.

64 Standard Headline Tuition Fees – confidential item

65 Project Selbourne – confidential item

66 Optometry – confidential item

67 Customer Relationship Management System – confidential item

68 Director of Information Services Report

A report from Dr Darrell Sturley, Interim Director of Information Services, which provided an overview of recent activities and projects was noted by Committee.

69 Executive Director of Finance Report – confidential item

70 Budget and Cash Flow Update

The Executive Director of Finance had prepared a paper updating the Committee on the high-level financial projections for the University to July 2025 and reviewing the position with regard to any future borrowing. However, the impact of the Coronavirus pandemic would be significant and so the paper would need to be reviewed and revised. A paper on the budget for 2020/2021 would be presented to the June 2020 meeting of Committee.

71 University Management Accounts to 31 January 2020

Committee received and noted the University Management Accounts to 31 January 2020.

72 Subsidiary Companies Management Accounts to 31 January 2020

Committee received and noted the Subsidiary Companies Management Accounts to 31 January 2020.

73 Office for Students Circulars

Committee noted that Office for Students circulars could be found on their website:
[Press control and click to go to url https://www.officeforstudents.org.uk/publications/](https://www.officeforstudents.org.uk/publications/)

74 Date of Next Meetings

The next meeting of the Committee would take place at 1030 on Wednesday 24 June 2020.

The dates of Committee meetings for the 2020/2021 academic year were agreed:

- Tuesday 15 September 2020, 1030 to 1330
- Wednesday 30 September 2020, 1030 to 1330
- Tuesday 10 November 2020, 1030 to 1330
- Tuesday 26 January 2021, 1030 to 1330
- Wednesday 17 March 2021, 1030 to 1330
- Wednesday 23 June 2021, 1030 to 1330

75 Delegated Authority

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