

## Infrastructure and Finance Committee

TIME /DATE / VENUE	1030, 24 June 2020, via Google Meet
PRESENT	Jenny Crighton, External Governor (Chair) Roger Burke-Hamilton, External Governor Bishop Christopher Foster, External Governor (Minute 83 to 86) Jane Hoskins, Chair of Governors (Minute 83 onwards) David Willan, External Governor Christopher Williams, External Governor
IN ATTENDANCE:	Fiona Bell, Director of Estates and Campus Services (Minute 85 to 87) Mark Carter, Deputy Director of Finance (Mgt Information) (Minute 81) Steve Cosgrove, Programme lead (HR Transformation) (Minute 83) Professor Paul Hayes, Deputy Vice-Chancellor (Minute 87 and 88) Helena Schofield, UPSU President Dr Darrell Sturley, Interim Director of Information Services (Minute 83 and 84) Dr Jenny Walden, Staff Governor (up to Minute 83.2) Emma Woollard, Executive Director of Finance Bernie Topham, Chief Operating Officer and Deputy Vice-Chancellor Alison Thorne Henderson (Minute 83) Hayley Turner-McIntyre UPSU Welfare and Community (Elect) Observer
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Helen Malbon, Senior Governance Officer

Some agenda items were taken out of order to accommodate availability of staff.

### 76 Welcome, Quoracy, Declaration of Interests and Apologies

- (i) The Chair welcomed Hayley Turner-McIntyre from UPSU. She had been elected as the Welfare and Community Officer to serve from 1 July 2020 and would be an observer at the meeting. Committee thanked Helena Schofield, outgoing UPSU President, for her valued contribution and insight to the work of the Committee over the previous year.
- (ii) Apologies were received from Giorgio Bondoni, Staff Representative and Vice-Chancellor, Professor Graham Galbraith.
- (iii) There were no interests to declare in relation to any identified items within the agenda for the meeting.
- (iv) The Executive Director of Corporate Governance confirmed that the meeting was quorate and could proceed to business.

### 77 Minutes of the Previous Meeting

The minutes of the meeting held on 18 March 2020 were confirmed as an accurate record subject to the addition of the phrase 'per annum' in Minute 69iii:

‘Committee agreed that this financial regulation, requiring Committee approval to enter into a contract generating income of more than £1 million **per annum**, be revised so that the limit when henceforth be raised to £2 million **per annum**.’

## 78 Matters Actioned and Matters Arising

- i. Committee noted the update on four items and that one would appear on a future agenda.
- ii. Committee endorsed the action, taken by the Chair on 7 April 2020, to increase the limit of delegated approval of applications for research grants and contracts to the Dean of Science and Health from £250,000 per annum, on a full economic cost basis to £500,000 per annum.
- iii. Committee endorsed the Chair’s action taken on 20 May 2020 to purchase from a sole source, specialist equipment vital to the Centre for Immersive and Creative XR (CCIXR) project
- iv. It was noted that the Deputy Director of Finance (Financial Systems) had approved a single tender purchase from Oxford Nanopore Technologies Limited.
- v. There were no other matters arising that were not covered elsewhere on the Agenda.

## 79 Election of Chair 2020/2021

On 9 June 2020 a call for nominations was issued to all external governors. Bishop Christopher Foster proposed that Jenny Crighton continue as Chair and this was seconded by David Willan, with support from other governors for the appointment. No other nominations were received by the deadline of 15 June 2020 and so the Committee confirmed and welcomed the appointment of Jenny Crighton as Chair.

## 80 Standing Orders

Adrian Parry, Executive Director of Corporate Governance, reminded Committee that at the meeting of the Board of Governors held on 22 January 2020, the Standing orders were updated to read:

‘The Students’ Union shall nominate an elected officer to serve as a member of the Board’.

The Infrastructure and Finance Committee terms of reference also needed to be updated to reflect the change from UPSU President to a nominated elected officer. Committee agree that the list of those in attendance at the Infrastructure and Finance Committee from 2020/2021 would include an UPSU elected officer rather than the UPSU President.

## 81 Covid-19 Financial Strategy

- 81.1 Covid-19 Financial Strategy – **confidential item**
- 81.2 Emma Woollard, Executive Director of Finance, reported on the University’s consideration of the Office for Students (OfS) temporary relaxation in the light of the Covid-19 pandemic of conditions of registration and definition of a reportable event. Key points noted were

- i. As part of the OfS registration process, registered providers were required to demonstrate and maintain compliance with its conditions of registration. If a provider breached or anticipated that it would breach a condition of registration, then it must inform the OfS via its “reportable event” submission process.
- ii. OfS registration condition D1 required providers to demonstrate financial sustainability. In response to the Covid-19 pandemic, the OfS had stated that a report should only be made under the financial sustainability clause if a provider faced issues of acute short-term financial risk.
- iii. The Executive felt that the Covid-19 Financial Strategy clearly demonstrated that the University was not facing issues of acute short-term financial risk, due to the size of the cash balances.
- iv. Committee supported the Executive’s conclusion that the forecast deficit for 2020/2021 did not, at this time, constitute a reportable event to the Office for Students (OfS).

## 82 Executive Director of Finance report

- 82.1 Solent Local Enterprise Partnership (LEP) bid – **confidential item**
- 82.2 It was reported that procurement processes and responsibilities were under review and would need to be adjusted to ensure they continued to support the pace of change within the University. This may require greater use of single source suppliers and changes in the limits for delegation to budget holders. In addition, consideration was being given to the appropriate level of expenditure approval that should be delegated to the Chair of IFC. It was likely that the executive would seek approval from Committee to increase limits during August 2020. Committee agreed that a proposal could be brought forward for consideration and approval via electronic means.
- Action: Executive Director of Finance**
- 82.3 Committee noted the remainder of the report.

## 83 Human Resources and Finance (HRF) transformation programme

- 83.1 Dr Darrell Sturley, Interim Director of Information Services, introduced the programme overview for upgrading and enhancing the current HR and Finance software systems. Key points noted were:
- i. The improvement of the HR (ITrent) and Finance (E5) systems was crucial to supporting the strategic ambitions of the University.
  - ii. The associated technology, policies and processes should be efficient and make maximum use of automated processes so that staff were able to use their time in the most effective manner.
  - iii. In order to achieve this, a modernisation of systems, hosting and contracts was required. This would result in improved system integration, data quality and reporting.

- iv. The programme plan had been designed to maximise benefits, reduce risks and to contain costs through a phased approach to delivery and governance.
- v. The implementation was not tied to the business cycle in the same way as other large scale projects but gateway points had been introduced to provide opportunities to take stock and review plans and resources.
- vi. The overview paper provided the Committee with insight into the whole upgrading process and the context in which phase one approval was sought.
- vii. Committee endorsed the report as a clear and compelling narrative that supported the business case for the HRF Transformation Programme.

#### 83.2 HRF Programme Phase one – **confidential item**

### 84 Director of Information Services Report

Committee noted a report from Dr Darrell Sturley, Interim Director of Information Services, that provided an overview of recent activities and projects.

It was reported that this was the last Committee meeting that Darrell would attend since his interim role at the University would conclude at the end of July 2020. Committee thanked him for his invaluable contribution to the Committee and to the University. He had made a significant positive impact in many key areas over the past 8 months in post. Jon Ward, currently at Bournemouth University, had been appointed to the new post of Chief Information Officer and it was hoped that he would start his new role in the Autumn.

### 85 New Theatre Royal – **confidential item**

### 86 Director of Estates and Campus Services Report

A report from Fiona Bell, Director of Estates and Campus Services, provided an update on activities and projects. Key points noted were:

- i. The Student Accommodation Strategy review had been delayed until the impact of the Covid-19 pandemic on student behaviour and preferences become clearer.  
**Action: Director of Estates and Campus Services**
- ii. International Students staying in University and Student Housing Company owned Halls of residence during the 2020/2021 academic year would be charged for 38 weeks not the usual 40 weeks. This would provide flexibility for those who may need to quarantine for two weeks on arrival and enable them to arrive from 12 September 2020.
- iii. The summer refurbishment works due to take place in Rosalind Franklin Hall would not take place as planned due to Covid 19. Therefore, Unite had agreed a £10 per week reduction in the fee charged to students during 2020/2021.
- iv. The heads of terms for leasing a car park, initially discussed by Committee in March 2020, from Portsmouth City Council (PCC) were nearly complete. Committee would be contacted to approve the scheme once the detail was complete.  
**Action: Director of Estates and Campus Services**

## **87 New Academic Building – confidential item**

## **88 Optometry – confidential item**

## **89 Project Board summary**

- i. The Committee noted the project boards that related to its work and had a governor as a member. David Wilding was a member of the Sports Centre Project Board, Chris Williams was a member of the Academic Building on the former-Victoria Site Project Board and Roger Burke-Hamilton was a member of the Student Systems Project Board.
- ii. Discussion took place as to whether the recently formed HRF transformation Project Board should have a governor as one of its members, given the core role these systems within the University and the scale of cultural change that would be required for successful implementation. It was agreed that the Executive Director of Finance and the Director of HR would discuss the matter to see if a governor member would be helpful.

**Action: Executive Director of Finance**

## **90 2018/2019 TRAC return amendment**

In January 2020, Committee had approved the annual TRAC returns required by the Office for Students (OfS). Subsequently, OfS had requested an amendment relating to the treatment of fair value of the private placement. The change had been made and the return re-submitted. Committee noted the amendment.

## **91 University Management Accounts to 31 May 2020**

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

## **92 Subsidiary Companies Management Accounts to 31 May 2020**

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

## **93 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/)

## **94 Record of thanks**

Committee acknowledged the contribution of Helena Schofield, UPSU President, for whom this was her last meeting. She took up her role on 1 July 2019 and her term of office would end on 30 June 2020. She had served on the Board and Nominations Committee as well as IFC and her contribution had been significant and greatly valued.

## **95 Date of Next Meeting**

The next meeting of the Committee would take place at 1030 on Tuesday 15 September 2020.

## **96 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.