

INFRASTRUCTURE AND FINANCE COMMITTEE

TIME /DATE / VENUE	1030, Tuesday 10 November 2020, Google Meet
PRESENT	<p>Jenny Crighton (Chair) (up to Minute 35, excluding 31)</p> <p>Mark Cubbon</p> <p>Roger Burke-Hamilton</p> <p>Bishop Christopher Foster (Minute 30 onwards)</p> <p>Professor Graham Galbraith</p> <p>Jane Hoskins</p> <p>Liz Jolly (Minutes 28 to 29, 31, 34 to 36, 38 to 41)</p> <p>Vineet Khurana</p> <p>David Willan (Chair from Minute 36 to 41 and 31)</p> <p>Christopher Williams</p>
IN ATTENDANCE	<p>Dr Liz Bartle, Deputy Director of Finance, (Minute 29 only)</p> <p>Fiona Bell, Director of Estates and Campus services, (Minute 37 and 38 only)</p> <p>Professor Paul Hayes, Deputy Vice-Chancellor (Minute 34, 35, 37 only)</p> <p>Anita Randell, Insurance officer (Minute 33 and 34)</p> <p>Hayley Turner-McIntyre, UPSU Officer</p> <p>Bernie Topham, Deputy Vice-Chancellor and Chief Operating Officer (Minute 36 and 38 only)</p> <p>Dr Jenny Walden, Staff Governor (Minutes 32 to 36 only)</p> <p>Jon Ward, Chief Information Officer (Minute 36 only)</p> <p>Emma Woollard, Executive Director of Finance</p>
SECRETARIAT	<p>Adrian Parry, Executive Director of Corporate Governance</p> <p>Helen Malbon, Senior Governance Officer</p> <p>To accommodate availability of staff, some agenda items were taken out of the published order.</p>

26 Welcome, apologies, declaration of interests and apologies

- i. Apologies for absence were received from Staff Representative. Giorgio Bondoni.
- ii. On behalf of Committee, the Chair welcomed new governor Mark Cubbon to his first meeting of Committee.
- iii. There were no interests to declare.
- iv. The Clerk confirmed the meeting was quorate and could proceed to business.

27 Minutes of the previous meetings

The minutes of the meeting held on 30 September 2020 were confirmed as an accurate record, subject to an amendment to Minute 22xii, such that £35k and £44k was corrected to millions not thousands:

'It was noted that the University's EBITDA (earnings before interest, tax, depreciation and amortisation) calculation for 2019/2020 was £35 million and that it had been unusually high in 2018/2019 at £44 million.'

Action: Senior Governance Officer

28 Matters actioned and matters arising

- i. Action was reported on four items: one was noted and two were covered later in the meeting.
- ii. **Confidential item**
- iii. There were no other matters arising.

29 Financial Review 2019/2020

Emma Woollard, Executive Director of Finance, introduced the item supported by Dr Liz Bartle, Deputy Director. Key points noted were:

- i. The Financial Review 2019/2020 fulfilled many reporting obligations and contained contributions from many departments within the University. The focus of consideration for Committee was the consolidated financial statements section.
- ii. Committee had discussed the draft version of the statements in detail at its meeting on 30 September 2020. All audit work was now largely complete and clearance meetings have been held between the auditors and the University. Minor changes to the statements were still possible after the ongoing conversations with auditors were complete.
- iii. In September 2020 a likely year end operating surplus of £5.4m had been indicated. Since then, various year-end accounts adjustments had been finalised and the operating surplus for the Group was now confirmed as £7.7 million.
- iv. Confidential item.

30 Covid 19 Financial Strategy 2020/2021 – confidential item

31 Committee self-assessment summary

Adrian Parry, Executive Director of Corporate Governance, introduced the item. Key points noted were:

- i. At its meeting on 15 September 2020, Committee agreed that a self-assessment questionnaire should be circulated to help consider Committee effectiveness during the 2019/2020 academic year.

- ii. An online questionnaire was issued in October and seven responses had been received. The responses had been summarised and emergent themes drawn together within the report.
- iii. It was encouraging that members felt that this comparatively new Committee was working well and that its work was developing in the right way.
- iv. Some responses had raised issues regarding the comparative balance of “infrastructure” and “finance” coverage within the Committee agenda and the duplication of debate at the Board. Committee was informed that a Board effectiveness review would take place during this academic year and some of the issues raised by Committee could be incorporated into this activity as they spanned more than one committee.
- v. Some members had expressed the view that Committee’s business was not always sufficiently forward-looking. Equally, the view was expressed that there was sometimes insufficient reporting on the subsequent progress and achievement of activities previously submitted to the Committee for approval.
- vi. Opportunities to better engage with the “lived experience” of students and staff were also identified as an area for consideration. In a strict sense, these issues were probably not confined solely to members’ committee responsibilities and reflected the need for a broader knowledge-base that was beneficial to all governors. Following consideration of the outcomes of its own effectiveness questionnaire in which similar issues had been noted, the HR Committee had asked that the Executive provide a range of proposals to help to address this need.
- vii. New Committee members had not participated in the questionnaire as it related to the year 2019/2020 but expressed the view in discussion that they had felt supported in asking questions within and outside the Committee.
- viii. Committee noted the summary and the key findings and issues arising from the survey.

32 University of Portsmouth Students’ Union (UPSU) Financial Statements 2019/2020

- i. Adrian Parry, Executive Director of Corporate Governance, introduced the paper, noting that Committee acted on behalf of the Board of Governors to fulfil its responsibilities under the Education Act 1994 to ensure that the Students’ Union acted as a responsible custodian of public funds.
- ii. Anna Clodfelter, Chief Executive of UPSU, was not able to join the meeting due to technical issues/t Committee noted the UPSU Budget for the financial year 2020/2021 and agreed that members should email any questions to her outside the

meeting and she would be invited to raise any issues that she would otherwise have reported to Committee.

Post meeting note: It was noted that no follow up questions had been raised and the Chief Executive of UPSU also confirmed that all points that she wished to make had been stated in the paper.

33 Executive Director of Finance Report – confidential item

34 Optometry update – confidential item

35 Student recruitment – confidential item

36 Chief Information Officer Report

Jon Ward, Chief Information Officer, provided an overview report. Key points noted were:

- i. The past two months had seen his team focus on preparing for start of term. This included the implementation of new facilities such as Zoom conferencing and Panopto lecture capture, as well as preparing computer labs in line with social-distance arrangements.
- ii. The long-term laptop loan scheme had been successful. 250 students had applied for a loan device and 150 of these had already received their laptop. Not all applications had been granted as, in some cases, provision of a laptop would not address the student's problem. In such instances, other items of hardware or better broadband access had been provided to resolve the issues raised.
- iii. The University had been advised by its insurers that to be able to continue with the cyber insurance clause, there must be suitable security controls in place to combat the possibility of compromised passwords being used to infiltrate the network. The suggested approach was to implement Multi Factor Authentication (MFA). This was currently used by some staff but would be rolled out further within the University over the coming weeks.
- iv. Student system - Confidential item
- v. It was noted that an update on the Planon building maintenance software was not included in the written report. Committee were advised that the first elements of the system had been implemented and had moved to "business as usual" operation and any further elements would be brought forward as separate projects.

37 Victoria Site Building – confidential item

38 Estates update – confidential item

39 Office for Students (OfS) circulars

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

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

40 Date of next meeting

The next meeting would take place at 1030 on Tuesday 26 January 2021.

41 Delegated authority

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