

**Financial Performance and Planning Committee (FPPC)**

Tuesday 19 March 2024, 2.00pm

Hybrid meeting: South Wing Council Room/MS Teams

**Minutes****Present Members:**

Charu Gorasia (Chair); Beth Beasant; Simon Buller; Aimie Chapple; Professor D'Maris Coffman; Sara Collins; Geoff Dunk; Ian Galloway; Dr Thea Gibbs; Professor Paola Lettieri; Tansy Jones; Professor Ivan Parkin; Professor Geraint Rees; Julie Smith; Rebecca Whitham.

**Apologies:** Donna Dalrymple; Dr Clare Goudy; Professor Jennifer Hudson; Mary McHarg; Professor Stephanie Schorge; Professor Anthony Smith; Dr Michael Spence.

**In attendance:**

For Minutes 54-63: Deepan Banati, Director of Finance Business Partnering  
For Minutes 54-63: Natasha Lewis, General Counsel  
For Minutes 54-63: David Pacey, University Secretary  
For Minutes 54-63: Thomas Turner, Director of Finance Business Partnering  
For Minutes 54-63: Jessica Yuille, Director of Financial Planning and Analysis  
For Minute 56: Claire Glen, Executive Director of Research and Innovation Services (RIS)  
For Minute 56: Sinéad Kennedy, Director of Planning, Insight and Improvement (RIS)  
For Minute 56: Rosie Ingham, Head of Finance – Change Projects  
For Minute 56: Graham Willard, Lead Financial Modelling Analyst  
For Minute 57: Clare Foyle, Head of Strategic Delivery Account Management  
For Minute 58: Margaret Spink, Business Transformation Advisor  
For Minute 59: Daniel Farrell, Director of Student Operations  
For Minute 61: Amy Spittles, Head of Internal Reporting, Financial Planning and Analysis

**Officer:**

Freya Markwell (Secretary)

**Part I: Preliminary Business****54. Minutes of the last meeting**

54.1. FPPC approved the minutes of the previous meeting held on 27 February 2024 [Minutes 43-53, 2023-24].

**55. Confidential: Matters Arising**

55.1. Exempt from publication; please see confidential minutes.

**Part II: Matters for Discussion**

**56. Confidential: Improving Cost Recovery on Research and Innovation (6-01)**

56.1. Exempt from publication; please see confidential minutes.

56.2. Exempt from publication; please see confidential minutes.

56.3. Exempt from publication; please see confidential minutes.

**57. Confidential: Stage 0 Proposals – Refresh of Financial Business Case Template to include Comparator Metrics (6-02)**

57.1. Exempt from publication; please see confidential minutes.

57.2. Exempt from publication; please see confidential minutes.

57.3. Exempt from publication; please see confidential minutes.

**58. Confidential: EASE Outline Business and Benefits Case (6-03)**

58.1. Exempt from publication; please see confidential minutes.

58.2. Exempt from publication; please see confidential minutes.

58.3. Exempt from publication; please see confidential minutes.

**59. Curricular Information Management (6-04)**

59.1. Daniel Farrell, Director of Student Operations, introduced the paper which presented the Lean Business Case (LBC) for the creation of a new curriculum information management (CIM) capability at UCL.

59.2. FPPC:

- a. Approved the continuation of the project.
- b. Approved a request to spend, across the lifetime of the project, £3.436m capital, and £1.148m revenue.
- c. Noted that responses to the Request for Procurement (RFP) were currently being evaluated and the project was expecting to negotiate a contract with the preferred supplier later in March.

**60. Commercial & Procurement Services – Improving Supply Chain Management and Assurance (6-05)**

- 60.1. Ian Galloway, Commercial Director, introduced the paper which set out an enhanced approach to improving the management and ongoing assurance of UCL's supply chain.
- 60.2. The following points were raised in discussion:
- a. The representative for the Faculty of the Built Environment fed back that there may be some differing perspectives at local level as to what constituted a key strategic supplier; the Commercial Director would follow up on this, bringing in the Accounts Payable team, to ensure all was clear.
  - b. It was suggested that it would be useful to use the roles and responsibilities as outlined within the paper as a basis to develop a set of principles to support staff in faculties involved in handling supplier contracts.
- 60.3. FPPC:
- a. Noted the:
    - i. Progress to date in responding to KPMG's audit finding .
    - ii. Challenges associated with effectively managing key suppliers and their contracts and obtaining legacy contracts.
    - iii. Intention was to use existing platforms to enable better supplier relationship management and contract management
    - iv. Need to identify suitable functional and faculty staff to participate in supplier meetings.
  - b. Approved the Contract Management Framework design principles, including those relating to Supplier Relationship Management (SRM).

**61. Confidential: P7 Management Accounts (February) (6-06)**

- 61.1. Exempt from publication; please see confidential minutes.
- 61.2. Exempt from publication; please see confidential minutes.
- 61.3. Exempt from publication; please see confidential minutes.

**Part III: Other Business for Information**

**62. Confidential: Staff Overpayments Update (6-07)**

- 62.1. Exempt from publication; please see confidential minutes.
- 62.2. Exempt from publication; please see confidential minutes.

**63. Any Other Business**

63.1. Exempt from publication; please see confidential minutes.

**64. Date of next meeting**

64.1. The next meeting of FPPC was scheduled for Tuesday 30 April 2024 at 2.30pm.

Freya Markwell, FPPC Secretary  
March 2024