UNIVERSITY OF LEICESTER

PROFESSIONAL SERVICES MANAGEMENT TEAM

Minutes of a meeting held on
Tuesday 17 March 2015

Present:

Dave Hall (Chair)
Kate Bradley
Dr Tracey Carlton
Ruth Daly
Geoff Green
Becky Johnson
Professor Sue Law
Martyn Riddleston
Nigel Siesage
Frances Stone
Gretel Stonebridge (vice Angela Walker)
Caroline Taylor
Tim Yates (vice Trevor Humphreys)

In attendance: Chris Harrison (for M28), Gretel Stonebridge, Kirsty Woodward and Andrew Petersen (Secretary)

Apologies for absence were received from Liz Bailey, Trevor Humphreys, Dawn Kemp, Professor Jon Scott and Angela Walker

UNRESERVED (ONLY) BUSINESS

15/M37  RACS STAFF REWARD SCHEME AND AWARDS CEREMONY

The Group received a presentation from Chris Harrison regarding the process of staff training and reward that had taken place in the Division of Residential and Commercial Services.

All staff whether new or existing had undertaken an induction event which engaged staff with the values, vision and mission of RACS and the University. This was followed up by an annual RACS conference themed around the values discussed above. At the conference groups of staff completed worksheets related to each RACS value, which allowed staff to relate the values more clearly to their individual roles.

RACS had also implemented a reward scheme by which staff particularly demonstrating the values could be recognised by their managers through the award of reward cards which were recorded on staff members’ records. There was an Employee of the Month scheme to recognise excellence, and an annual awards event at which awards were given under 8 categories including outstanding team, individual, unsung hero and leader of the year.

The Group agreed:

a) That the scheme was an excellent means of developing a shared understanding of divisional and institutional values;

b) That it was essential that the values were directly related to every day work, and it would be helpful to hear from staff in the division with regard to how they have experienced the embedding of the values;

c) That the experience of RACS should feed directly into the development of University values and reward processes;  Action: Kate Bradley

d) That, as in RACS, the values should permeate the staff life  Action: Kate Bradley
cycle from recruitment and selection through to monitoring, development and reward.

15/M38  MINUTES OF THE PREVIOUS MEETING

The Group considered and **approved** the minutes of the meeting held on 3 March.

15/M39  MATTERS ARISING

No matters arising were identified beyond those covered on the agenda.

15/M40  CHAIR’S BUSINESS

The Chair reported that:

a) A new interim Head of College of Medicine, Biological Sciences and Psychology, Professor Alison Goodall, had been appointed from the end of May 2015 and the interview process for the substantive post would take place in mid-May. The Group also noted that Perret Laver was leading the recruitment process for a new Pro-Vice-Chancellor (International);

b) Budgets and requests for additional resources for submission to the planning round were due by the end of March. Current figures indicated that the Corporate Services would be under-budget for the 14/15 year, however approximately £750k savings would be required in 2015/16. These would be apportioned pro-rata between the Divisions of Corporate Services;

c) That a transitional planning process was in place at present, in which Pro-Vice-Chancellors as well as Colleges and the Corporate Services were required to submit a plan for institutional developments and associated resource requests;

d) Leicester had won the University Gospel Choir of the Year at the recent competition;

e) The University was exploring the administrative and quality assurance frameworks that would be necessary to support the growth of CPD activity. An approval framework for CPD had been agreed, however there were a number of outstanding queries around the management of the student record, fee gathering and access to facilities.

The Group **agreed**:

a) That where a PVC submission to the planning round involved additional resource for a division, this must be clearly articulated between the two so as to avoid the potential for double counting;

b) That it was necessary to define the CPD product offer before a records management solution could be agreed;

15/M41  UNIVERSITY STRATEGIC CONVERSATION

Becky Johnson provided an update on the progress of the University Strategic Conversation. Over 500 responses had been received to the staff survey and the open staff forums running over the course of March had been well attended.

Ranmore had presented to ULT regarding the current and desired positions of the University in terms of its organisation and culture, and key dilemmas that had arisen through the feedback given to date.
The Group noted that there still appeared to be a lack of clarity in some areas of the institution regarding the role of the range of task and finish groups underway and how they linked into the strategic conversation. The Group noted that there was an explanation of this wider framework online and that a workshop with task and finish group representatives was taking place in April in order to draw out key themes. However, the Group noted that the timescale for final reporting from those groups varied.

The Group agreed:

a) That interim reports from all of the task and finish groups would ensure that the relevant information fed into the drafting of the strategic plan

15/M42  REPORTS FROM COLLEGES AND DIVISIONS

The Group received updates from members regarding service improvement activities and staffing movements within Divisions;

Human Resources

Kate Bradley reported that Chloe Grobler, Deputy HR Director, would be leaving the University in May 2015 to take up a post at Cheltenham Ladies College.

External Relations

Tracey Carlton reported that the University’s recruitment campaign centred around the discovery of Richard III was commencing shortly and advertising would appear on a range of transport links in Leicester and nationally. It was also noted that the University was reviewing its public information with regard to the programmes and modules offered in light of the recent Which? report.

Estates

Tim Yates reported that there would be disruption on campus during the week due to the construction of the various facilities required to support the Richard III Campus Open Day on 21 March 2015.

Duration of meeting: One hour and fifteen minutes