UNIVERSITY OF LEICESTER  

PROFESSIONAL SERVICES MANAGEMENT TEAM  

Minutes of a meeting held on  
Monday 18 March 2013  

Present:  

Dave Hall (Chair)  
Jo Aitkins  
Trevor Humphreys  
Dawn Kemp  
Alun Reynolds  
Nigel Siesage  
Frances Stone  
Richard Taylor  

In attendance: Liz Bailey, Angela Walker and Andrew Petersen (Secretary)  

Apologies for absence were received from Geoff Green, Martyn Riddleston and Mary Visser  

UNRESERVED (ONLY) BUSINESS  

13/M18 MINUTES OF THE PREVIOUS MEETING  

The Group considered and approved the minutes of the meeting held on 27 February 2013.  

13/M19 MATTERS ARISING  

Arising from M14 the Chair reported that VCAC had considered the issues raised regarding the administration of research centres. The Committee had agreed that the administrative location of research centres within existing departments should be considered by relevant members of VCAC in consultation with the Heads of the Centres and a report sent to the Vice-Chancellor.  

13/M20 CHAIR’S BUSINESS  

The Chair reported that the implementation of the recently approved regulations regarding assessment had highlighted a range of technical and structural issues which would need to be addressed in consultation with the academic community. In order to facilitate the implementation a number of groups, one led by the PVC (Students), had been established with a view to further incorporating feedback from academic colleagues, and providing greater clarity regarding key regulations such as those concerning mitigating circumstances.  

The Group agreed:  

a) That issues related to the implementation of the regulations, including technical issues regarding the provision and management of data to support the new assessment processes should be reported to the relevant DOA to feed into the relevant central service;  

Action: Directors of Administration to feed back to HODs
The Group considered a report from Liz Bailey regarding the implementation of the IT Strategy.

The Group noted that from 1st August 2013 the printing costs for Multifunctional Devices (MFDs) would be free at the point of use, and the programme of rolling out MFDs across the University was underway. The Group considered the impact the implementation of the printing strategy may have upon the current processes for channelling printing through the AVS Print Unit, and as a consequence, the Unit’s income.

The Group agreed:

a) The efficiency savings generated from moving to MFDs should be further emphasised to administrative departments to encourage uptake;

b) That Richard Taylor should raise issues relating to AVS Print with Ian Hickman and IT Services

The Group also noted the elements of the strategy relating to personal computing, which illustrated the extent of the savings that could be achieved through the standardisation of the machines supported. Under the proposals all PGR students whose personal computing requirements were not met by a research grant and all University funded staff whose role required access to a desktop computer would be offered a standard device funded by a centrally held budget. The Group noted that VCAC had approved this proposal, subject to development of an acceptable solution for part-time and DL PGR students. Specialist computing requirements would remain funded by Colleges.

The Group considered actions arising from the recent PSMT Away Day. The Group agreed that both the preparatory work and the format of the day had been very helpful. The Group agreed to run similar events for teams of middle-managers from within individual divisions or across the Professional Services.

The Group agreed:

a) That it would be helpful to organise similar away days for a broader range of senior staff within divisions;

The Group considered the process for the development of the Corporate Service’s budget for submission to the annual planning round. The Group noted the savings target for Corporate Services that had been agreed by the Financial Forecasting Group was in excess of £1m. The Chair reminded members that it would be necessary to highlight any significant additional resource requests separately for incorporation into the budget bid.

The Group agreed:

a) That divisional resource requests highlighting any additional requirements should be sent to the Chair by 12 April;
The Group received a summary of the service improvement work underway within the institution, and the support being provided by the core team in Staff Development.

DURATION OF MEETING: 1 hour 10 Minutes