UNIVERSITY OF LEICESTER

PROFESSIONAL SERVICES MANAGEMENT TEAM

Minutes of a meeting held on
Tuesday 20th January 2015

Present:
Dave Hall (Chair)
Liz Bailey Tracy Carlton
Ruth Daly Chloe Grobler (vice Kate Bradley)
Trevor Humphreys Becky Johnson
Dawn Kemp Professor Sue Law
Martyn Riddleston Professor Jon Scott
Frances Stone Gretel Stonebridge (vice Angela Walker)
Caroline Taylor

In attendance: Richard Griffiths and Philip Dalby (Secretary),

Apologies for absence were received from Kate Bradley, Geoff Green and Nigel Siesage

UNRESERVED (ONLY) BUSINESS

15/M7 MINUTES OF THE PREVIOUS MEETING
The Group considered and approved the minutes of the meeting held on 6 January 2015.

15/M8 MATTERS ARISING
Arising from M4, the Group received a final draft of the values agreed at the Away Day on 2 December 2014.

The Group agreed:

a) The document should be circulated electronically to all members.
   Action: Chair
b) To distribute the document to teams and to collate any feedback before 24 February 2015.
   Action: All PSMT members

The Chair confirmed that, once feedback has been received, the next stage will be to launch the values at a Professional Services Forum at the end of March.

15/M9 CHAIR’S BUSINESS
The Chair outlined a number of staffing changes to the Group:

a) Geoff Green has recently been appointed to the newly created post of Director of Policy, Planning and Change. Penny Jackson will act up to the role of Director of College Administration for the College of Science and Engineering.
b) Becky Johnson has recently started her new role as Director of Strategic Projects

The Group was reminded that the Heads of Division Away Day will be held on 24 February 2015.
The Group agreed that all Heads should have the date for this Away Day in their calendars. 

The Group noted the terms of reference for the various Task and Finish Groups and that they may be shared more widely if desired. The Group also noted that the Vice-Chancellor’s intention was to share details of these groups with the whole community at the Address on 22 January 2015.

The Group noted that a task group, led by Professor Wynford-Thomas, had been established to assess the viability of the University’s existing College structure moving forward.

The Group agreed to consider the impact of any significant change to the University’s organisational structure, should this be a recommendation of the task group, with particular attention given to timescales, and to feed back to the Chair.

15/M10 UNIVERSITY STRATEGIC CONVERSATION

The Chair reported that the Vice-Chancellor would launch the Strategic Conversation on Thursday. Members noted that the website would be launched on 22 January 2015 which will provide further details of the process, timescales and how colleagues will be able to provide feedback.

15/M11 PRIORITY SERVICE IMPROVEMENT UPDATE

The Group received a presentation from Richard Griffiths on progress with the Smarter Purchasing project.

The Group noted that a pilot of a new, automated purchasing system had taken place with a number of departments across the University. As part of the pilot, the new process has realised efficiencies in terms of staff processing time and, once rolled out to all departments, it is anticipated that additional savings are likely to be generated. The Group also noted that a working group would be established comprising members from various departments of Corporate Services and the Colleges to identify how additional savings may be generated and to assess the impact on the existing staffing structure.

15/M12 REPORTS FROM COLLEGES AND DIVISIONS

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

External Relations

Tracy Carlton reported that she has been asked to revise the University’s Closure Policy in case of adverse weather. External Relations will be working closely with Estates to produce a document, which will be circulated at a future meeting.

Student and Academic Services

Professor Jon Scott reported that examinations were taking place and that no issues regarding the non-attendance of invigilators had been reported.
Professor Scott also reported that departmental briefings are taking place during the course of the month regarding Curriculum Planning. This will culminate in a decision being made on the matter at Academic Committee in March.

Finance

Martyn Riddleston confirmed that the proposed changes to USS are detailed on the University website and are due to go to a mini ballot shortly. If the changes are agreed, strike action will be avoided.

Accommodation

Frances Stone announced to the Group her retirement in July 2015.

IT Services

Prior to the meeting, Liz Bailey circulated a report regarding the use of electronic signatures and paper which the Group had considered. Liz Bailey reported that it would be useful for the University to release a policy on this matter in order to quell common misconceptions regarding the protocol surrounding use of electronic signatures in particular and to promote electronic working.

The Group agreed that Nevin Moledina will collaborate with all PAs to arrive at the following conclusions: Action: Liz Bailey

a) An understanding of when an electronic signature is valid.
b) A common standard of electronic working

Duration of meeting: One hour and 30 minutes