UNIVERSITY OF LEICESTER

PROFESSIONAL SERVICES MANAGEMENT TEAM

Minutes of a meeting held on
Tuesday 3 February 2015

Present:

Dave Hall (Chair)
Liz Bailey
Dr Tracey Carlton
Geoff Green
Becky Johnson
Martyn Riddleston
Nigel Siesage
Caroline Taylor

Liz Bailey
Kate Bradley
Dr Tracey Carlton
Ruth Daly
Trevor Humphreys
Dawn Kemp
Professor Jon Scott
Frances Stone

In attendance: Angela Walker and Andrew Petersen (Secretary)

Apologies for absence were received from Professor Sue Law

UNRESERVED (ONLY) BUSINESS

15/M13 MINUTES OF THE PREVIOUS MEETING
The Group considered and approved the minutes of the meeting held on 20 January.

15/M14 MATTERS ARISING
Arising from M9, the Chair requested that members provide feedback ahead of the next meeting regarding the most significant administrative implications of potential academic restructuring and the rate at which this could be achieved.

15/M15 CHAIR’S BUSINESS
The Chair reported back on recent meetings of the University Leadership Team (ULT).

a) HEFCE had announced the provision of matched funding for Universities offering scholarships for taught postgraduate programmes and the University was exploring whether it would be able to make use of the full amount available;

b) The most recent financial monitoring report demonstrated a slight fall in income however the University was still on course to meet its budget projections due in part to savings achieved and the lower projected surplus for 2014/15. The Group noted that the planning round for the coming year was due to commence and that members should be reviewing their budgets and Corporate Services Profiles. The Group noted that there would be a significant savings target to achieve in the coming year and that the allocation of savings targets between divisions would take place shortly;

c) The Department for Business, Innovation and Skills had released the funding statement for Higher Education in 2015/16. The Group noted that that impact of the REF outcome on the levels of funding available was not yet clear;

d) As part of the ongoing consideration of the future academic structure of the University, ULT had been considering the creation of Research Institutes to support excellence in research. The Group noted that this was closely related to the wider discussions regarding the academic structure of the institution, the financial model...
and the structure of the student records system. The Group agreed that while it was helpful to bring together staff within interdisciplinary research themes it was critical to define the formal status of such institutes within the governance framework;

e) A draft agenda for the Heads of Department away day in February had been produced, with an emphasis upon improving communications between colleagues in the academic departments and the Professional Services, and a establishing a shared perspective on the challenges facing the institution going forwards;

f) The recruitment process for a new Dean of Medicine and a Pro-Vice- Chancellor (International) was underway.

The Group agreed:

a) That the Directors of College Administration should be given access to the papers and minutes for the meetings of ULT and UEB

b) That it was not clear whether the University would be in a position to utilise the full amount of HEFCE funding available and that the implications of this should be confirmed;

c) That further guidance on the structure of the budgets, the required savings and whether any areas would be ring fenced should be provided to support the planning process;

d) The agenda for the away day should be circulated once finalised.

The Group agreed:

a) That members should feed any further comments back, with particular reference to how the values could be linked back to serving the needs of students;

b) That each division should review the values and develop supplementary descriptors which demonstrated how these were evidenced through their work;

c) That the completed value statements should be sent to an external copy writer to ensure a consistent and professional presentation;

d) That the reward event should be expanded to include all staff of the University
UNIVERSITY STRATEGIC CONVERSATION

Becky Johnson provided an update on the progress of the University strategic conversation. A website had been launched to support the process and a series of workshops and open fora were planned over the course of the spring term. The process was supported by external consultants who were helping to analyse both the external environment and internal performance indicators.

The Group noted that a final strategy document would be presented for consideration by Council in July 2015.

The Group agreed:

a) That all colleagues should be encouraged to contribute to the strategic conversation. Action: All PSMT members

REPORTS FROM COLLEGES AND DIVISIONS

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

University Library

Caroline Taylor reported that the new Library fines policy had been implemented following approval by Senate.

College of Arts, Humanities and Law

Dawn Kemp reported that the College had successfully appointed a new Operational Manager for the School of Archaeology and Ancient History.

College of Social Science

Ruth Daly reported that the fourth DL Hub for the remaining departments in the College of Social Science had gone live on 2 February.

Residential and Commercial Services

Frances Stone reported that a temporary appointment had been appointed to cover the departure of Emma Rathbone from the Conferencing Service.

Systems Change team

Angela Walker reported that the team had been working with various colleagues throughout the institution in order to create a culture web of the University.

The Group agreed:

a) That the culture web produced by the change team should be considered at a future meeting of PSMT Action: Secretary to co-ordinate

Duration of meeting: One hour and 45 minutes