UNIVERSITY OF LEICESTER

PROFESSIONAL SERVICES MANAGEMENT TEAM

Minutes of a meeting held on
Tuesday 5 May 2015

Present:

Dave Hall (Chair)
Liz Bailey Dr Tracey Carlton
Ruth Daly Geoff Green
Clare Haynes (vice Kate Bradley)
Trevor Humphreys Nigel Siesage
Frances Stone Caroline Taylor
Angela Walker

In attendance: Colin Atkinson (for M43), Kirsty Woodward and Andrew Petersen (Secretary)

Apologies for absence were received from Kate Bradley, Becky Johnson, Dawn Kemp, Professor Sue Law, Martyn Riddleston and Professor Jon Scott

UNRESERVED (ONLY) BUSINESS

15/M43 STORAGE OF CORPORATE PAPER RECORDS

The Group considered a paper regarding the storage of corporate paper records. It was noted that storage was currently spread across various locations on campus, and there was a need to ensure that records were stored in a consistently safe and secure manner. The paper included various proposals such as improvements to the existing Putney Road storage facility, digitisation of records and off-site storage.

The Group noted that the total amount of storage that would be required was not clear from the paper and it was therefore not possible to estimate the associated costs. It was also unclear the level of risk associated with the current situation, and therefore whether urgent action was necessary.

The Group agreed:

a) That a further exercise should be undertaken to establish the total volume of storage that would be required, and the costs that would associated with external storage and management of the records;

Action: IAS to co-ordinate

b) That any urgent needs for amendments to the present Corporate Records storage required for compliance purposes should be highlighted;

Action: IAS to co-ordinate

c) That once information on the scale of the work required was available, the potential for in house digitisation of records should be explored with Print Services.

Action: IAS to co-ordinate

15/M44 ARE STUDENTS AT THE HEART OF OUR PROCESSES?

The Group received an update from Angela Walker on the progress of the project. Funding had been provided by the Leadership Foundation with an overall aim to bring senior staff closer to the front line experiences of students and staff. Representatives of
each group within the University were taking part and keeping a record of their experience through diaries and learning workshops. The Group noted that a summary of the findings of the project would be developed for the Leadership Foundation in September 2015, and would focus on those methods which had been found to be successful in engaging senior managers with the front line experience.

The Group agreed:

a) That the final report should be considered by the Group at a future meeting;  
Action: Angela Walker

15/M45 SYSTEMS THINKING FUNDAMENTALS

The Group noted that a number of additional Systems Thinking Fundamentals sessions for members of PSMT had been provisionally scheduled. It was noted that there was a three day course and members would only derive full benefit by attending all of the sessions. The Chair reminded members that it was important for all Heads of Division to be familiar with the approach, particularly those who had not previously undertaken training and requested that they make all possible efforts to attend the training days.

The Group agreed:

a) That the final dates be circulated around the Group  
Action: Secretary

15/M46 MINUTES OF THE PREVIOUS MEETING

The Group considered and approved the minutes of the meeting held on 17 March.

15/M47 MATTERS ARISING

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

15/M48 CHAIR’S BUSINESS

The Chair reported that:

a) Changes to the Senior Management Team would be presented to Senate on 6 May. It was also noted that interviews for the new Head of the College of Medicine, Biological Sciences and Psychology and the Pro-Vice-Chancellor (International) role would take place shortly.

b) A proposal would be put to Senate on 6 May to merge the College of Arts, Humanities and Law and the College of Social Science. If approved the new College would be formally created from August 2015 and a new Head of College would be appointed internally.

c) That investments were planned in priority areas such as the new Research Institutes, the Research Support Office, Marketing and IT. In order to support this investment there was a proposal to increase student numbers, potentially lowering certain tariff scores and revising downwards the proposals for the overall surplus in the short term. Details of investment proposals would be provided to College Management Boards for feedback.

d) That as a result of recent discussions with Soran University, Kurdistan, a proposal was under development to delivery masters level programmes in partnership with Soran, with a view to potential further collaboration in the future.
 ROLE OF HEAD OF DEPARTMENT

The Group noted that the Task and Finish Group considering Career Enhancement had been considering the role of Head of Department. It was noted that there was not at present a clear role description, and that Heads were often required to undertake administrative tasks which could potentially be more effectively shared with other staff within departments.

The Group noted that a summary of the administrative roles of the Head of Department was under development and would be presented to a future meeting.

The Group agreed:

a) That members should consider the range of responsibilities of a Head of Academic Department from the perspective of each Division or College;  
   Action: All members

b) That members should consider additional means of reducing the bureaucratic element of the role;  
   Action: All members

c) That there would be a more detailed discussion at a future meeting, and additional information would be circulated in advance.  
   Action: Geoff Green to co-ordinate

 UNIVERSITY STRATEGIC CONVERSATION

The Group noted that a number of the task and finish groups established as part of the Strategic Conversation were making recommendations to Senate on 6 May. A draft of the Strategic Plan was under development and would be subject to consultation in due course. The final plan would be presented to Council for approval on 8 July.