UNIVERSITY OF LEICESTER

PROFESSIONAL SERVICES MANAGEMENT TEAM

Minutes of a meeting held on
Tuesday 7 October 2014

Present:

Dave Hall (Chair)
Liz Bailey Geoff Green
Chloe Grobler Trevor Humphreys
Becky Johnson Dawn Kemp
Martyn Riddleston Professor Jon Scott
Nigel Siesage Frances Stone
Caroline Taylor

In attendance: Gretel Stonebridge and Andrew Petersen (Secretary)

Apologies for absence were received from Professor Sue Law and Thomas Veit

UNRESERVED (ONLY) BUSINESS

14/M43 MINUTES OF THE PREVIOUS MEETING

The Group considered and approved the minutes of the meeting held on 2 September.

14/M44 MATTERS ARISING

No matters arising were identified.

14/M45 CHAIR'S BUSINESS

The Chair reported that the senior committee structure of the University had been revised and would now comprise a University Leadership Team chaired by the President and Vice-Chancellor and including the Pro-Vice-Chancellors, the Registrar and Secretary and the Director of Finance. This would be supported by a University Executive Board consisting of the above, the five other Heads of the Divisions of Corporate Services, the Graduate Dean and the President of the Students’ Union.

The Chair also requested that members review and update their Corporate Services Profiles for the 2014/15 academic year, including, in particular the provision of comparative data on the number of staff working in the Services compared with the numbers in one or more comparable universities.

Dawn Kemp provided a report on the process underway within the College of Arts, Humanities and Law to develop a set of values for Professional Services staff. A short vision statement was followed by a series of values and operating principles which emphasised partnership with academic colleagues within the College. The draft had been considered in detail by academic and Professional Services staff within the College.

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CHAIR’S BUSINESS (cont)

The Group agreed:

a) That in light of the revised leadership structure any feedback regarding the operation of both the Group and the meetings of Heads of Division should be sent to the Chair;

b) That each Corporate Services Profile should be reviewed and updated, including revised financial information;

c) That revised Corporate Services Profiles could support the dialogue between central services and the Colleges during the planning process;

Action: all PSMT members

Action: Heads of Division

14/M46 IT SERVICES ROLLING 8 QUARTER PLAN

The Group, in its role as the management team for the Workplace Computing element of the Rolling 8 Quarter Plan, received an update from Liz Bailey on upcoming projects.

The Group reviewed the range of projects and highlighted those to identify as high priority for the upcoming meeting of the IT Portfolio Board.

The Group also noted that it was important to be able to articulate to colleagues throughout the institution the relative prioritisation between major projects such as the SITS reimplementation, and the range of other projects underway, particularly in terms of the resources that were available to support each.

The Group agreed:

a) That Identity Management and subsequent email distribution lists was the highest priority project; Action: Liz Bailey to feed through to ITPB

b) That when the R8QP was considered at future meetings it should be accompanied by a short summary of each project, prepared by ITS, to allow the Group to prioritise effectively; Action: Liz Bailey

14/M47 PSMT AWAY DAY

The Group considered a report summarising the outputs from the recent away day and agreed that it was an accurate representation of the day.

Following up on the points raised in the report, the Group noted that the University Leadership Team had recently approved a paper outlining an institutional level process for consultation on the development of the University strategic plan, which would take place between November 2014 and February 2015.

The Group also considered a report outlining those projects within the overall Service Improvement Plan that had been identified as highest priority. The Group agreed the list of priorities subject to minor amendment and noted that the document could now be made much more accessible and support engagement with academic departments regarding service improvement.

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PSMT AWAY DAY (cont)

The Group agreed:

a) That the list of priorities was appropriate subject to minor amendments namely:
   i) That the Lecture Capture entry should be expanded to ‘Technology Enhanced Learning’
   ii) The review of learning spaces be amended to ‘pending’
   iii) That BOB and readinglists@Leicester be amended to Business As Usual (BAU)

b) That a more detail update on the priority projects should be sought for a future meeting;

  Action: Secretary to co-ordinate

c) That following completion of b) College Management Boards would be invited to comment on the document.

  Action: Secretary to update

Duration of meeting: One hour and 30 minutes