



Operations Committee

30 November 2023

MINUTES

Present: Aimie Chapple, Vice-President (Operations) (Chair)

Suzy Adcock, Jeremy Barraud, Mike Brown, Simon Buller, Sara Collins, Sarah Cows, Donna Dalrymple, Ian Dancy, Geoff Dunk, Helen Fisher, Clare Foyle, Marie Gallagher, Ian Galloway, Megan Gerrie, Dr Thea Gibbs, Claire Glen (Minutes 15-18), Tansy Jones, Natasha Lewis, Sian Lunt, David Pacey, Andy Smith (Minutes 10-14), Julie Smith, Thomas Turner, Julie Whetton, Rebecca Whitham.

In attendance: Daniela Amadio (for Claire Glen); Helen Bonneville, Director of Property and Asset Management (Minute 13); Paul Clark, Vice-President (Strategy) (Minute 16); Stephanie Esuola, Programme Director (Scheduling Transformation) (Minutes 12-13); Daniel Farrell, Director of Student Operations (Minutes 12-13); Laura Mackenzie, Project Manager (Academic Development) (Minute 16).

Apologies: Dr Paul Ayriss, Beth Beasant, Georgina Cade, Charu Gorasia, Lesley Houfe, Mary McHarg, Alice Mortlock, Ciaran Moynihan, Dr Kathryn Walsh, Donna Williamson.

Part I: Preliminary Business

10 MINUTES

10.1 The minutes of the meeting of 25 October 2023 [Operations Committee Minutes 1-9, 2023-24] were approved.

11 CONSTITUTION AND TERMS OF REFERENCE (Paper 2-01)

11.1 Operations Committee noted its constitution and Terms of Reference, and recommended to UMC the proposed changes in the paper.

11.2 Members noted the need to update the membership in respect of the Chair of the Sustainability Sub-committee.

Part II: Matters for Discussion

12 SCHEDULING TRANSFORMATION (Paper 2-02)

12.1 Operations Committee was briefed on the progress of the Scheduling Transformation programme, including plans for the development of a

Teaching Staff Availability Policy, noting in particular the importance of a consistency of approach.

12.2 The committee was advised of the parallel conversations in respect of the functions currently delivered by the Student Recruitment and Funding Committee. It was intended that this be formally disbanded; the need to develop an alternative governance structure in that area would be flagged in the student recruitment 'Lessons Learned' work and discussed at UMC.

12.3 Operations Committee discussed the appropriate point at which the advice of Academic Board should be sought. Engagement with ExComAB about the development of an Academic Impact Statement had already commenced. It was agreed that the proposals should be discussed further at UMC and then taken to Academic Board in May 2024 for discussion, with responsibility for formal sign-off then sitting with Education Committee and Operations Committee.

13 CONFIDENTIAL – TIMETABLING / EXTERNAL TEACHING SPACE (Paper 2-02)

13.1 *Exempt from publication – please see confidential minutes.*

13.2 *Exempt from publication – please see confidential minutes.*

13.3 *Exempt from publication – please see confidential minutes.*

13.4 *Exempt from publication – please see confidential minutes.*

13.5 *Exempt from publication – please see confidential minutes.*

14 BUSINESS CONTINUITY UPDATE (Paper 2-04)

14.1 Good progress had been made on Critical Incident Plan activities since the June meeting of Operations Committee [Operations Committee Minute 50, 2022-23, refers], and a series of training events with UCL was already underway.

15 CONFIDENTIAL – RISK REGISTER (Paper 2-05)

15.1 *Exempt from publication – please see confidential minutes.*

15.2 *Exempt from publication – please see confidential minutes.*

15.3 *Exempt from publication – please see confidential minutes.*

16 STRATEGIC PLAN PROGRESS REPORT (Paper 2-06)

- 16.1 Operations Committee considered the second periodic Strategic Plan Progress Report, which was due for submission to Council on 11 December prior to publication.
- 16.2 The methodology of the report itself was under ongoing development, with future iterations expected to place greater emphasis on the analysis of metrics and KPI data. It was noted however that the use of narrative would also be an important element in demonstrating impact.
- 16.3 The next report would be developed in May for publication in July. Operations Committee requested that information on the timeframe for that process be included in the next agenda for information, to enable the submission of timely feedback to inform the narrative.

Action – Project Manager (Academic Development)

- 16.4 Members flagged the importance of the discussion on Shape to the community over the coming months. The Vice-President (Strategy) team would be available to attend Faculty Executive meetings to discuss this on request.

17 MODERN DAY SLAVERY STATEMENT 2022-23 (Paper 2-07)

- 17.1 Operations Committee reviewed the statement and considered the changes made since the previous year. Members noted the need for additional work to improve rates of staff completion of the ‘Change Possible’ course, which was an element of the sustainability training.
- 17.2 Members flagged the issues arising from individual purchases made by purchase card holders. This would be considered further.
- 17.3 Operations Committee endorsed the Modern Day Slavery Statement for signature by the Provost, subject to prior approval by the Director of Legal Services.

Part III: Other Business for information or approval

18 DATE OF NEXT MEETING

- 18.1 25 January 2024 at 10am.

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