



Operations Committee

Thursday 3 February 2022, 10:00 – 12:00

Minutes

Present Members:

Fiona Ryland (Chair); Kevin Argent; Paul Ayriss; Jeremy Barraud; Beth Beasant; Matthew Blain; Mike Brown; Simon Buller; Katie Canada; Sara Collins; Natalie Conway; Ian Dancy; Geoff Dunk; Helen Fisher; Ian Galloway; Thea Gibbs; Claire Glen; Clare Goudy; Richard Jackson; Tansy Jones; Natasha Lewis; Sian Lunt; Collette Lux; Andy Smith; Julie Smith; Dean Stokes; Becky Whitham; Donna Williamson.

Apologies:

Charu Gorasia
Alice Mortlock
Loren Moyse
Ciaran Moynihan
Derfel Owen
Kathryn Walsh

In attendance:

Sarah West for item 3
Katja Lamping and Bella Malins for item 4
Kris Ilic for item 5
Sarah Earl and Clare Foyle for item 6
Pip Jackson for item 7
Ben Stubbs for item 8
Sian Minett for item 9
Lee Standen

Officer (s):

Louise Moore, Secretary

Part I: Preliminary Business

21. Minutes (Paper 3-16)

21.1. Operations Committee

22. Matters Arising (Paper 3-17)

22.1. Membership Update: UMC approved the changes to Operations Committee membership and the following new members were welcomed to the meeting:

- x Jeremy Barraud, Director of Governance & Delivery – nominated to represent Research
- x Mike Brown, Director Biological Services – member of Directors of Professional Services
- x Helen Fisher, UCL East Operations Lead - member of Directors of Professional Services
- x Alice Mortlock, Director of Strategy & Operations | Chief Operating Officer, UCL Partners AHSC – nominated to represent VP Health
- x Ciaran Moynihan, Acting GEO Director – nominated to represent the Global Engagement Office
- x Kate Pearce, Director of Finance Business Partnering - representing Finance as Deputy to Charu Gorasia. Noted that UMC approval would be sought to change this officially when we next take the TOR and membership to UMC.
- x The following vacancies were noted:
 - o VP (External Engagement) representative
 - o VP (Education & Student Experience) representative
 - o University Secretary

22.2. Arising from minute 10.3, Matters Arising: To follow up on the progress of the joint working group (to include a representative from each Faculty and the PS Hub team to address and resolve issues together).

Noted: that the Hub Leadership team was taking this forward, and setting up a customer board with faculty representation, to create an informal and positive arena to share two-way feedback. A call-out for attendees would go out in the next couple of weeks with the aim to have this live by March. Noted that the SU had requested representation on the group, and this was agreed.

22.3. Arising from minute 14.2c, Sustainability Annual Report: To share the sustainability reports with CAM, and to take the reports to UMC in the new year.

Noted:

- x The Sustainability reports went to UMC on 18 January and Finance Committee on 24 January.
- x CAM would develop the final published versions, and these would be shared with Operations Committee.

22.4. Arising from minute 15.3a, Strategic Risk Register: To plot the risks onto the schedule of works for Operations Committee to review regularly.

Noted: the proposal that the Schedule of Works was merged with the Change Plan / UCL Year Planner, to be reviewed regularly at Operations Committee.

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25. Confidential: Brand Merchandise Retail Options (Paper 3-20)

25.1. Exempt from publication, please see confidential minutes.

26. Change Plan (Paper 3- 21)

26.1. Dean Stokes, Director of Planning introduced the paper setting out the
introduction of the plan (para 5 (g)) to the 3 v (a) 0.9
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and to bring back a full access plan for consideration by Operations Committee.

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function in Faculties, taking Faculty Business Partnering to the next level. This would require an additional resource of 5 FTEs.

- iii. Teaching Space Strategy: currently teaching space was scattered over 61 buildings, creating security and accessibility issues. The importance of developing a clear teaching space strategy was noted.
- iv. Length of teaching day and structure of the academic year.

29.2. The following points were raised in discussion:

- a. A challenging task, but supportive of the approach.
- b. Digital strategy and ensuring we ha