



## Operations Committee

Thursday 24 November 2022, 10:00 – 11:50

### Minutes

**Present Members:**

Andy Smith (Chair); Suzy Adcock; Deniz Akinci;



- b. Clare Foyle, Planning Manager, the nominated representative for VP (Strategy)
- c. Noted that Suzy Adcock (already on Operations Committee) was confirmed as the permanent Director of Operations for the Faculty of Life Sciences.

**14. Matters Arising (Paper 2-10)**

- 14.1. Arising from minute 2.3, Timetabling, Space Use and Cost of Space: Sian Minett, Director of Timetabling (Service Delivery and Improvement), to collect and share the data on unused booked space with Heads of Departments, Deans and DOOs, plus UMC and Operations Committee.

**ACTION:** Data to be circulated shortly.

- 14.2. Arising from minute 5.3b. Tackling UCL’s Carbon Footprint: Joanna Marshall-Cook, Head of Sustainability Programmes to:

- i. provide details of what colleagues could start doing now to reduce UCL’s carbon footprint.
- ii. share the data and savings of weekend and evening building closures.

**ACTION:** Data to be circulated shortly.

- 14.3. Arising from minute 6.2a. Business Continuity Management Policy: Veronique Mizgailo, Head of Business Continuity, to discuss reporting from the working group to Operations Committee with Natasha Lewis, General Counsel.

**Completed:** Discussion took place about reporting activities. No changes were made to the policy wording.

- 14.4. Arising from minute 8.3b. Timetabling, implementing scheduling to address failings in rooming an institutional timetable:

- i. Andy Smith, Vice-President (Operations), to inform the Provost that trying to implement the level of change necessary in one year would be difficult and 2-3 years was more achievable.

**Completed:** Vice-President (Operations) informed the Provost and was keeping him apprised of activity.

- ii. Sian Minett, Director of Timetabling (Service Delivery and Improvement), Sarah Cowl (Vice-President (Operations)), Sarah Cowl (Vice-President (Operations)), Sarah Cowl (Vice-President (Operations))

UCL (020) 7543 0100 (P)1 ((a)-65.6w 0.55

- 14.5. Arising from minute 9.5a. Start of academic year: lessons learnt: a paper with the lessons learnt from this year and preparations for next year would go to UMC and Operations Committee.  
**ACTION:** Paper would be presented to Operations Committee on 26 January 2023.

## Part II: Strategic Items for Discussion

### 15. Operations Committee update

- 15.1. Andy Smith, Interim Vice-President (Operations) and Chair reflected on the importance of Operations Committee to connect the functional services to implement and progress ideas. The following points were made:
- a. Important for Operations Committee to look at the reality of UCL's operations and to ensure they were grounded and that policies were practical.
  - b. To ensure the four-year strategy fitted with plans for Estates and Admissions. It was right for this committee to organise and orchestrate the strategy, with a focus on student numbers and the student experience, whilst ensuring the plans were affordable.
  - c. The recent launch of TalentLink showed the positive progress of the new recruitment service. Over 2,500 applicants had applied since the launch three weeks ago, and rich EDI data was being gathered through TalentLink. It was noted that LinkedIn had generated nearly as many applications as jobs.ac.uk and was a likely key factor in the increased diversity, with:
    - £ 20% having declared a disability
    - £ 60% ethnically diverse
    - £ 4% identified as a gender other than their birth gender
- 15.2. The following points were raised in discussion about TalentLink:
- a. The hiring manager training was very useful, but at two hours in length this was off-putting for some senior academics. Suggested that a light-touch training, supplemented by FAQs could be created. Noted that Donna Dalrymple, Chief People Officer, would put the suggestion of offering light-touch hiring manager training to the TalentLink team.
  - b. Noted that currently some financial approvals were not going to the correct people in Finance, but this was being rectified.
  - c. Noted that TalentLink was a great success in cross-functional team working.

### 16. Confidential: Open Days: Planning for 2023 and Beyond (Paper 2-11)

- 16.1. Exempt from publication, please see confidential minutes.

**17. Research & Innovation Services Update 2022 (Paper 2-12)**

17.1. Claire Glen, Executive Director Research & Innovation Services, and Sinead



## Operations Committee Minutes – 24 November 2022

- b. Agreed to share critical information (e.g., phone numbers) as an incident would affect many departments. Agreed to align rich stakeholder information and to have a central repository of data.
- c. UCL East campus: an interdisciplinary team across multiple departments and Faculties and the importance of testing through a UCL East lens.
- d. Agreed to add Alex Hall, Legal Services Director, to the Business Continuity Management Steering Group.
- e.