

Operations Committee

29 June 2023, 10:00 – 11:50

Minutes

Present Members :

Aimie Chapple (Chair); Suzy Adcock; Deniz Akinci; Jeremy Barraud; Beth Beasant; Mike Brown; Simon Buller; Georgie Cade; Sara Collins; Ian Dancy; Geoff Dunk; Helen Fisher; Clare Foyle; Marie Gallagher; Ian Galloway; Thea Gibbs; Claire Glen; Katy Hamilton; Lesley Houfe; Tansy Jones; Sarah Lawson; Natasha Lewis; Sian Lunt; Ciaran Moynihan; Karel

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- a. Megan Gerrie, Director of Projects & Planning, with attendance in the capacity of Chief of Staff or nominee. Membership was formally approved by UMC on 17 May 2023.
- b. Lesley Houfe, Interim EDI Director.
- c. David Pacey, University Secretary.
- d. Margaret Spink, Transformation Advisor (PS Hub).

47. Minutes (Paper 6-30)

- 47.1. Operations Committee approved the minutes of the meeting held on 12 May 2023.

48. Matters Arising (Paper 6-31)

- 48.1. Arising from minute 41.3c, Inclusive Environments Action Plan Update: Pip Jackson, Head of Inclusive Environments, to take forward the suggestions listed under 41.2.

Response: In progress: Ian Dancy, Executive Director of Operations, and Pip Jackson, Head of Inclusive Environments, met with Megan Gerrie, Director of Projects & Planning, President & Provosts Office, on 5 June and follow up is planned. A presentation was made to the DA forum. Links with other strategies have been added to the plan and progress continues.

- 48.2. Arising from minute 42.3b, Confidential: Talentlink – the first six months: Angela Clark, Head of Recruitment, to take forward the suggestions listed under 42.2.

Response: In progress.

- 48.3. Arising from minute 43.2b, Timetabling and Facilities Update for 23/24: Mike Kelly, Head of Timetabling (interim), and Kjell Horn, Deputy Director of Faculty Estates, to work with the team to address the furniture supply chain issue and to provide an update at the next meeting.

Response /ACTION: Noted that although Timetabling was on the agenda, the Facilities update had been postponed, so the furniture supply chain issue would be picked up at a future meeting.

Part II: Strategic Items for Discussion

49. Timetabling Update for 2023/24 (Paper 6-32)

- 49.1. Mike Kelly, Head of Timetabling (interim) introduced the paper and explained that progress was ahead, compared to the same point last year, and the next stage was to room all events of 1-4 weeks duration. Availability of rooms with large flat floorspace remained elusive both internally and externally and was a risk. Noted that additional funding was needed due to the need of large flat

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- b. Noted that Gold, Silver and Bronze command training was expensive, but was critically important and the investment was well made.
- c. The synergies between business continuity and the following areas were explored:
 - i. The links between business continuity and risk management were strong. It was discussed and agreed to broaden the scope of the business continuity paper to include risk management.
 - ii. Important to take the lessons learnt from Gold, Silver, Bronze during Covid, and to include in the paper.
 - iii. Noted that cyber safe simulations had already taken place with Gold command and further plans were in place, which were important to include in the paper.
 - iv. Agreed/ACTION: Veronique Mizgailo, Head of Business Continuity, to work with Clare Foyle, Strategy Delivery Account Manager, Kathryn Walsh, Executive Director, UCL Innovation & Enterprise, Jeremy Barraud, Director of Operations for RIGE, and Sarah Lawson, Chief Information Security Officer & Deputy CIO, on increasing the scope of the business continuity paper to include risk management. Ess 3.34-0.25D (62 cr)

53. Confidential: Security

53.1. Exempt from publication, please see confidential minutes.

54. Marking and Assessment Boycott: Student Results

54.1. Noted that due to the marking and assessment boycott (MAB), students