IMPLEMENTATION WORKING PARTY
REVIEW OF THE ADMINISTRATION ARRANGEMENTS WITHIN THE UNIVERSITY
ACCOMODATION DIVISION

MINUTES

The Working Party to consider the implementation of the Review of the Administration Arrangements within University Accommodation Division met on Wednesday, 11 August 2010 at 11.30 in the F&S John Yencken Conference Room.

Present:
Karen Hill, General Manager, Corporate Services, F&S (Chair)
Andrew Smith, Executive Officer (Education), OVC
Nadine White, Manager, HR Advisory & Change Service, HRD
Mark Erickson, Deputy Register, Registrar and Student Services

1. Apologies
Apologies were received by Michael Shortland.

2. Confirmation of Previous Minutes – 14 July 2010
The minutes of the previous meeting dated 14 July 2010 were confirmed.

3. Matters Arising from Previous Minutes
Karen Hill reported that the actions highlighted in the previous minutes have been finalized.

Karen Hill tabled a progress report (attached) on the emerging themes and issues from the change management process. This information reflects key messages from the consultation meetings held over the last two weeks. Whilst all meetings have been extremely constructive, there is consistent feedback about the first stage of the process. It was agreed that this feedback as well as lessons learnt would be provided to the Human Resources Division in order to strengthen the University change management framework and policies. **Action:** Karen Hill to provide advice about lessons learnt to the Human Resources Division.

In relation to recommendation 5 (admissions), it was noted that a separate process investigating procedural improvements is being coordinated by the PVC (Students) Office. Andrew Smith gave a report on progress about this area.

5. Scope of the Review
There was some concern noted about the scope of the review and managing the expectations of those staff and students directly involved in the process. It was agreed that the next report would focus on the terms of reference and previous recommendations but it would include an attachment of areas of high priority that also need to be considered over the next 12 months. **Action:** Karen to ensure that appropriate communication channels are in place to manage the expectations about the process.

6. Emerging Themes
This item was discussed under section 4 and summarised in the progress report.

7. Any Other Business
There was no other business.