The Working Party to consider the implementation of the Review of the Administration Arrangements within University Accommodation Division met on Wednesday, 14 July 2010 at 11.30 in the F&S John Yenken 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

Apologies: Michael Shortland (Deputy Register)

In attendance: Liz Deane, Pro Vice-Chancellor (Students)

1. Role of the Working Party and Terms of Reference

It was agreed that the role/focus of the working party would be the implementation of the recommendations outlined in the Review of the Administration Arrangements within University Accommodation Division. Karen Hill would lead the change program, consult with relevant stakeholders, provide necessary documentation and report back to the Working Party on progress.

It was noted that the Vice-Chancellor had endorsed the recommendations of the 2009 review which resulted in this more focused current review of administrative services. The VC has been briefed about the latest report and its progress. This process is now in the implementation stage. This does not mean that consultation will cease with interested and directly affected staff and students. All stakeholders will have a role in refining the detail under the recommendations and implementing the actions.

2. Membership

The Working Party agreed that Mr Mark Erickson (Deputy Register) should be approached to be a member of the group given his important connection and expertise in student administration services and systems. Other guests/stakeholders will be invited to attend as required. Action: Karen Hill to invite Mark Erickson onto the working party.

3. Meeting Schedule

It was agreed that meetings will be held monthly with the possibility of additional meetings in peak periods. The schedule (Attachment A) outlines proposed dates for the remainder of 2010.

4. Implementation Plan

A draft implementation plan/report will be provided to the working group by September/October 2010. A two month implementation phase will be carried out after the plan by 1 January 2011. Given the tight deadlines, it was acknowledged that a phased approach may be necessary which will result in some of the implementation into 2011. Action: It was also agreed that Karen Hill would set up a web site with the relevant documents and notifications so that all interested parties could track progress and provide input where necessary.

5. Discussion of Recommendations

This item was not addressed due to time constraints and will be the main discussion at the next meeting.

Meeting was concluded at 12.00pm.

Ref: 201010484
### Proposed Schedule of Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Wednesday, 11 August 2010</td>
<td>FS Conference Room, John Yenken Building</td>
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<tr>
<td>Wednesday, 8 September 2010</td>
<td>FS Conference Room, John Yenken Building</td>
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<td>Wednesday, 6 October 2010</td>
<td>FS Conference Room, John Yenken Building</td>
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<td>Wednesday, 3 November 2010</td>
<td>FS Conference Room, John Yenken Building</td>
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<td>Wednesday, 1 December 2010</td>
<td>FS Conference Room, John Yenken Building</td>
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